

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
CHERNIHIV NATIONAL UNIVERSITY OF TECHNOLOGY

AGREED

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APPROVED

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REGULATIONS ON ACADEMIC MOBILITY OF PARTICIPANTS OF THE  
EDUCATIONAL PROCESS OF CHERNIHIV NATIONAL UNIVERSITY OF  
TECHNOLOGY

## 1. GENERAL PROVISIONS

1.1. Regulations on academic mobility of participants of the educational process (further – “Regulations”) of Chernihiv National University of Technology (further – “University”) is developed to establish the single order of organisation of academic mobility programmes for participants of educational process of higher educational establishments of Ukraine both on the territory of Ukraine and abroad.

1.2. These Regulations are developed according to the Law of Ukraine “On higher Education”; Law of Ukraine “On Education”; Decree of the Cabinet of Ministers of Ukraine dated April 13, 2011 № 411 “Issues of students studying and scientific, scientific and pedagogical workers training in leading higher educational establishments and scientific institutions abroad”; “Exemplary regulations on academic mobility of students of higher educational institutions of Ukraine”, approved by the Order of MESU № 635 dated 29.05.2013; “Regulations on the order of implementation of the right for academic mobility”, approved by the Decree of the Cabinet of Ministers of Ukraine dated August 12, 2015 № 579.

1.3. Goals, tasks and general rules of providing and implementing the academic mobility correspond to the main principles of the Bologna Declaration.

1.4. Participants of the educational process and higher educational institutions that participate in the academic mobility are further named “academic mobility participants”.

1.5. Academic mobility of students is performed on the basis of international agreements on cooperation in the sphere of education and science, international programmes and projects, agreements on cooperation between both foreign and national higher educational institutions and the University (further – “HEI-partners”), according to the agreed and approved in the prescribed order individual educational plans of students and programmes of educational disciplines, it may also be realized by a participant of the educational process of the University from his own initiative, supported by the University administration on the base of individual invitations and other mechanisms.

1.6. Academic mobility – the opportunity of the educational process participants to study, teach, train, do scientific research etc. in higher educational establishment (scientific institution) both on the territory of Ukraine and abroad (further – higher educational institutions-partners).

1.7. Credit academic mobility – studying in a higher educational institution-partner to gain ECTS credits that will be recognized in a higher educational establishment of Ukraine where the higher education degree seeking applicant studies constantly, without higher education degree awarding of a higher educational institution-partner. The total duration of training is not increased.

1.8. Degree academic mobility – studying in a higher educational institution-partner that includes receipt of the document on higher education (scientific degrees) according to the relevant degrees of a higher educational institution-partner.

1.9. According to the place of realization of the right for the academic mobility it is divided into:

– international academic mobility – studying, teaching, training, conducting scientific research etc. of the participants of the University educational process in higher educational institutions-partners in Ukraine;

– international academic mobility – studying, teaching, training, conducting scientific research etc. of the participants of the University educational process in higher educational institutions-partners outside Ukraine.

The main types of the academic mobility are:

– degree mobility — studying in a higher educational institution, different from the permanent place of studying of an educational process participant, with the purpose of obtaining a degree in higher education, confirmed by a document (documents) either on higher education, or on higher education degree obtaining from two or more higher educational establishments;

– credit mobility — studying in a higher educational institution, different from the permanent place of studying of an educational process participant, with the purpose of obtaining credits of the European Community Course Credit Transfer System and/or corresponding competences, results of studying (without obtaining credits of the European Community Course Credit Transfer System) that will be recognized in the higher educational institution of the permanent place of study of either national or foreign participant of the educational process. The total period of training for such members of the credit mobility programme remains unchanged;

– group academic mobility – studying, teaching, training, conducting of scientific research of a group of participants of the educational process in higher educational institutions-partners, organized by the University to implement educational, academic and research programmes etc.;

– individual academic mobility – studying, teaching, training, conducting of scientific research individually of the educational process participants in higher educational institutions-partners to implement individual educational, academic and research programmes etc.;

– initiative academic mobility – studying, teaching, training, conducting of scientific research of the educational process participants on their own initiative, supported by the University administration, to implement individual educational, academic and research programmes within national and foreign state programmes and projects etc.

1.10. Terms of studying and staying of the educational process participants within academic mobility and other questions are determined by bilateral or multilateral agreements between higher educational institutions-partners.

## **2. GOALS AND TASKS OF ACADEMIC MOBILITY**

2.1. The main goals of the academic mobility are:

- improving the quality of higher education;
- improving the efficiency of scientific research;
- improving competitiveness of the University graduates in Ukrainian and international educational and labour market;
- enrichment of individual experience of students regarding other models of creation and dissemination of knowledge;
- involvement of the world intellectual potential to the educational process at the University on the base of bilateral and multilateral agreements between HEI-partners;
- establishing internal and external integration ties;

- harmonization of educational standards of HEI-partners.
- 2.2. The main tasks of the academic mobility of the University students are:
- raising the level of theoretical and practical training of students, conducting research using modern equipment and technologies, mastering the latest methods of investigation, gaining experience in conducting scientific and research work and implementing the results;
  - acquisition of work experience during their study and production practices;
  - the opportunity of simultaneous obtaining by a student of two documents on higher education with supplements of the established in higher educational institutions-partners sample and information about the system of assessment of academic achievements of students in them;
  - improvement of a foreign language skills;
  - strengthening the integration of education and science, the development of further research;
  - supporting social, economic, cultural, political relations and ties with other countries.

### **3. ORGANIZATIONAL SUPPORT OF ACADEMIC MOBILITY**

3.1. The right to participate in academic mobility programmes have students who study at the educational levels of Junior Bachelor and Bachelor (starting from the second year of study), Specialist, Master, individuals who obtain scientific degrees of Doctor of Philosophy (Candidate of Science) or Doctor of Science, scientific-pedagogical, scientific and pedagogical workers.

- 3.2. According to agreements between the academic mobility participants:
- the selection of participants of the educational process for participation in the programs of academic mobility is carried out;
  - the list of required documents for the programme of academic mobility and the procedure of their submission are regulated;
  - stages, duration and content of studying, internship or traineeship etc. in higher educational institutions-partners are defined.

3.3. According to the signed contract on academic mobility, recipients of higher education preserve for the period of studying in another higher educational establishment (scientific institution) — partner on the territory of Ukraine or abroad the place of studying and scholarship according to the legislation during the studying, training or scientific activity in the other higher educational establishment (scientific institution) — partner on the territory of Ukraine or abroad if a scholarship is not provided under the terms of academic mobility.

Persons who concluded agreements on training under the program of academic mobility are not expelled from a HEI for the period of implementing the right for academic mobility and are recorded in the Single state electronic database on education.

3.4 The higher education recipient, apart from studying mandatory educational disciplines in the higher educational institution-partner, has the right of independent choice of additional educational disciplines in agreement with the HEI, which sent him to study.

3.5. Selection of applicants for participation in academic mobility programmes is carried out by the contest commission of the University, created by the order of the Rector, considering the academic reanking, participation in scientific work and knowledge of foreign languages.

The contest commission is headed by the Rector of the University. The Commission includes directors of educational and scientific institutes, deans of faculties, the chairman of Young Scientists Council, the chairman of the Scientific Association of Students and PhD students, the chairman of the Student Council and the head of the student union committee.

3.6. If a student is involved in the international programme of academic mobility, competitive selection is carried out by the organization that provides student the grant, on the terms and criteria defined in the constituent documents of the competition.

3.7. The list of necessary documents for participants of a programme of academic mobility from the higher educational institutions-partners and the procedure of their submission is regulated by agreements between higher educational institutions-partners.

3.8. Stages, duration and content of studying in higher educational institutions-partners are defined by educational plans and schedules of the educational process, approved in HEI-partners. The agreed educational plans and schedules of the educational process are approved by the heads of the HEI-partners.

When forming the student's individual educational plan, his actual implementation of individual educational plans of the current and previous academic years is taken into account.

3.9. Studying by the individual educational plan can be carried out with the use of distance learning technologies.

3.10. Apart from studying mandatory educational disciplines in the higher educational institution-partner, students have the right of independent choice of additional educational disciplines if it is provided by relevant agreements between higher educational institutions-partners.

3.11. For the period of studying at the higher educational institution-partner the student, by his request, is provided the academic vacation or individual learning plan approved in the prescribed order.

3.12. There are the following forms of students' academic mobility:

- studying at the students exchange programmes in the higher educational institution-partner;
- studying at joint educational programs;
- language and scientific internship;
- academic (research, production) practice;
- participation in summer schools;
- participation in conferences, seminars etc.

3.13. Forms of academic mobility for persons who obtain scientific degrees of Doctor of Philosophy (Candidate of Sciences) or Doctor of Science, scientific-pedagogical, scientific and pedagogical workers are:

- participation in seminars, scientific schools, conferences etc;
- participation in joint projects;
- scientific research;
- scientific internship;
- participation in the educational activity of the receiving party;

- studying experience of the receiving party etc.

3.14. Foreign receivers of higher education, who realize the right for academic mobility within agreements on cooperation with the University, may be admitted to study at the University:

- at the expense of international programmes and organizations;
- at the expense of own revenues of higher educational institutions;
- at the expense of physical or legal persons;
- under the terms of free education in the case of mutual exchange of seekers of higher education, including joint educational programmes, which involve joint or dual receipt of the document (documents) on higher education on terms of free education in the case of international students exchange, if the number of such foreign receivers of higher education does not exceed the number of national receivers of higher education, who study in the foreign higher educational institution-partner under the programmes of academic mobility according to the concluded between the higher educational establishments agreements on international academic mobility.

3.15. Scientific-pedagogical, scientific and pedagogical workers of higher educational establishments (scientific institutions) of all forms of property may implement the right for academic mobility to carry out professional activities in accordance with the concluded agreement on the program of academic mobility. In this case the mentioned employees retain the principal place of work in the national higher educational establishment (academic institution) up to one year. According to the legislation, payment for labour at the primary employment is kept up to six months, if it is not provided by the academic mobility programme.

3.16. Foreign scientific and pedagogical workers of higher educational establishments (scientific institutions), who are involved in carrying out educational and research activities, during their staying in the national higher educational establishment (scientific institution)-partner have all the rights and obligations of its workers.

Conditions of arrival of the leading foreign scientists and education officials at the invitation of local higher educational establishments (scientific institutions) and their stay in Ukraine may be determined by additional agreements concluded between the national higher educational establishment (scientific institutions) and the invited person.

## **4. RECOGNITION AND CREDIT TRANSFER OF THE RESULTS OF STUDENTS' STUDY AT THE HIGHER EDUCATIONAL INSTITUTION-PARTNER**

4.1. The University recognizes as equivalent and transfers results of students' study in the HEI-partner.

4.2. Recognition of learning outcomes within the academic cooperation with partner universities is carried out using either the European system of transfer and accumulation of ECTS credits, or the evaluation system of higher educational institution-partner.

4.3. Academic disciplines and other educational activities are specified in the student's individual educational plan.

4.4. Transfer of studied academic disciplines is carried out on the basis of the document provided by the student with the list and the results of studying subjects, the number of credits and the information on the system of evaluation of educational achievements of students, duly certified by the HEI-partner.

4.5. Academic difference of normative and optional subjects within the individual educational plan of the student should not exceed 10 academic disciplines.

4.6. The procedure of liquidation of the academic difference is determined by the HEI-partners according to the legislation.

4.7. The results of final attestation of students during their studies at the HEI-partner are represented by the scale accepted at the HEI-partner and are translated into the scale adopted by the University.

## **5. OBLIGATIONS OF HIGHER EDUCATIONAL INSTITUTIONS-PARTNERS**

5.1. The University is obliged to:

- conclude a cooperation agreement on the program of academic mobility of students between HEI- partners and agree the curricula;
- provide free and equal access of students to the information about available programmes of academic mobility and the existing selection criteria;
- provide advisory services to students during the execution of documents for participation in the programmes of academic mobility;
- control the availability of documents confirming the legality of stay of foreign students.

5.2. HEI-partner that receives for studying is obliged to:

- enroll the student, sent for studying for a specified by the agreement term, in accordance with the legislation of the receiving party;
- create all necessary conditions for the implementation of the student's individual educational plan;
- assist students in solving visa, housing and domestic problems;
- provide an opportunity for students to participate in scientific conferences, symposia, exhibitions, competitions, to submit their research papers for publication, use educational, scientific, production, cultural, sports bases;
- control the availability of documents confirming the legality of stay of foreign students;

- after the end of study give the student a document with the list and results of studying of academic disciplines, the number of credits and the information on the system of evaluation of academic students' achievements or a document on higher education with the supplement of the established in the HEI-partner sample.

5.3. Obligations of HEI-partners regarding students who participate in the academic mobility programmes must be stipulated in the relevant agreements between HEI-partners.

## **6. RIGHTS AND OBLIGATIONS OF THE EDUCATIONAL PROCESS PARTICIPANTS WHO TAKE PART IN THE ACADEMIC MOBILITY PROGRAMMES**

6.1. Students of the University have the rights for:

- continuing education or studying of separate academic disciplines within related directions and specialties of specialists' training at HEI-partners;
- safe and harmless learning environment;
- using educational, scientific, production, cultural, sports base of the host higher educational establishment;
- participation in scientific conferences, symposia, exhibitions, competitions, submit their research papers for publications;
- the possibility of receiving the document on the appropriate education and qualification level of the established in the HEI-partner sample, according to the agreement between HEI-partners on academic mobility programmes.

6.2. The students are obliged to:

- timely provide the necessary documents for participation in the academic mobility programme;
- arrive at the place of studying on time;
- during the study follow the legislation of the host country, internal regulations, Statute and other normative and legal documents of the host higher education establishment;
- successfully complete training according to the approved individual educational plan;
- after the end of study at the HEI-partner timely return to the University.

## **7. REPORTING AND EXECUTION OF DOCUMENTS ON THE RESULTS OF STUDYING AT THE ACADEMIC MOBILITY PROGRAMME**

7.1. After returning to the University the educational process participant who implemented the right for academic mobility, depending on its form, provide the relevant document, certifying the list, number of ECTS credits and results of studying academic disciplines, and the information on the system of evaluation of learning outcomes of the educational process participant or a report on the implementation of the programme of teaching, practical training, internships, conducting scientific research etc., duly certified in the higher educational establishment on the basis of which the academic mobility is carried out.



7.2. The University in the established procedure decides on admission to study/work of the educational process participant that took part in the programme of academic mobility.

7.3. If the student during the stay in the higher educational establishment, on the basis of which the academic mobility is carried out, has not fulfilled the training programme, then after returning to the University where he constantly studies, he can be offered an individual schedule of liquidation of academic debt, approved in the established procedure or complete re-training at the expense of physical or legal persons.