

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

AGREED BY

Academic Council of CPNU

31 August 2020, Protocol No.6

Put into effect by the Rector's order as
of 31 August 2020, No.26

REGULATION
ON THE ACADEMIC MOBILITY OF PARTICIPANTS IN THE EDUCATION
PROCESS OF CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

*(as amended according to the decision of
the Academic Council as of February 22, 2021,
protocol No. 2, and by the Rector's order No. 30
as of February 22, 2021; as of April 29, 2021, protocol No.3,
and the Rector's order No. 60 as of April 29, 2021)*

1. GENERAL PROVISIONS

1.1. The Regulation on the academic mobility of participants in the educational process (hereinafter - the Regulation) of Chernihiv Polytechnic National University (hereinafter - the University) were developed for the purpose of establishing the uniform procedure of organizing academic mobility programs for the participants of the educational process of higher educational institutions in Ukraine on the territory of Ukraine or abroad.

1.2. This Regulation was developed in accordance with the Law of Ukraine "On Higher Education"; The Law of Ukraine "On Education"; The Resolution of the Cabinet of Ministers of Ukraine as of April 13, 2011 No. 411 “ The issues of training students and postgraduate students, internships of the scientific and the scientific-pedagogical workers in leading higher education institutions and scientific institutions abroad”; “Model regulation on academic mobility of students of Ukrainian higher education institutions” approved by the Ministry of Education and Science, order No. 635 May 29, 2013; The regulation on the procedure for exercising the Right to Academic Mobility, approved by the decree of the Cabinet of Ministers of Ukraine, August 12, 2015 No. 579.

1.3. The goals, objectives and general and rules of ensuring and implementing academic mobility meet the basic principles of the Bologna Declaration.

1.4. Participants of the educational process and higher education institutions that participate in academic mobility are hereinafter referred to as academic mobility participants.

1.5. The academic mobility of students is carried out on the basis of international agreements on cooperation in the field of education and science, international programs and projects, agreements on cooperation between a foreign or domestic higher education institution and the University (hereinafter - HEI Partners), agreed and approved in accordance with the individual curricula of students and educational programs, and can also be implemented by a participant of the University's educational process on one's own initiative, supported by the University's administration on the basis of individual invitations and other mechanisms.

1.6. The academic mobility is an opportunity for participants of the educational process to study, teach, take up an internship or to carry out research activities, etc. at another higher educational institution (scientific institution) on the territory of Ukraine or abroad (hereinafter - partner institutions).

1.7. The credit Academic Mobility is the training at the partner institution to receive ECTS credits, which will be recognized at a higher education institution of Ukraine, where a higher education applicant continues to study without awarding a higher education degree from a partner university. However, the total duration of training does not increase.

1.8. The degree Academic Mobility is the studying at a higher education partner institution, which involves obtaining higher education degree (scientific degrees) at a higher education partner institution.

1.9. According to the place of exercising the right to the academic mobility it is subdivided into:

– an internal academic mobility - training, teaching, traineeship, internship, scientific research, etc. by participants of educational process of the University at partner universities of Ukraine;

– an international academic mobility is training, teaching, traineeship, internship, scientific research, etc. by the participants of educational process of the University at partner universities of Ukraine and abroad.

– a virtual academic mobility is a type of academic mobility that student undertake with the help of distance learning technologies, on the basis of appropriate inter-institutional agreements with foreign partners and higher education institutions of Ukraine, as well as within the framework of mass online courses and joint international online courses;

– an academic mobility within the University is a type of academic mobility that student undertake within the University by studying one semester under another educational program.

(Paragraphs 4 and 5 have been added to Article 1.9 complying with the decision of the Academic Council as of February 22, 2021, protocol No. 2, and by order of the Rector's order No. 30 as of February 22, 2021)

The main types of academic mobility are:

– the degree mobility is the study at a higher education institution, which is different from the permanent place of study of a participant of the educational process, for the purpose of obtaining higher education degree, which is confirmed by a document (documents) on the higher education or about obtaining a degree of the higher education from two or more higher education institutions;

– the credit mobility is the study at a higher education institution, which differs from the permanent place of study of a participant in the educational process in order to obtain credits of European Credit Transfer System and / or relevant competences, learning outcomes (excluding credits of European Credit Transfer System) that will be recognized at a higher education institution of the permanent place of study by a domestic or foreign participant in the educational process. At the same time, the overall training period for such participants in the credit mobility programs remains unchanged;

– the group academic mobility includes training, teaching, traineeship, internship, scientific research by a group of participants of educational process at partner institutions, organized by the University for the implementation of educational, academic and research programs, etc.;

– the individual academic mobility is training, teaching, traineeship, internships, scientific researches individually by participants of the educational process in partner institutions for the purpose of implementation of individual educational, academic and research programs, etc.;

– the initiative academic mobility involves training, teaching, practicing, traineeship, internships, scientific research by participants of the educational process on their own initiative, supported by the University administration for the purpose of implementing individual educational, academic and research programs within the framework of national and foreign programs.

1.10. Conditions of study and stay of participants in the educational process on academic mobility and other issues are determined by bilateral or multilateral agreements between higher education partner institutions.

2. OBJECTIVES AND TASKS OF ACADEMIC MOBILITY

2.1. The main objectives of academic mobility are the following:

- improving the quality of higher education;
- increasing the efficiency of scientific research;
- increasing the competitiveness of the University graduates in the Ukrainian and international markets of educational services and labor markets;
- enriching students' individual experience regarding other models of knowledge accumulation and dissemination;
- involving the world's intellectual potential in the educational process at the University on the basis of bilateral and multilateral agreements between partner universities;
- establishing internal and external integration links
- harmonization of educational standards of partner universities.

2.2. The main tasks of student academic mobility of the University are as follows:

- increasing the level of theoretical and practical training of students, conducting research using modern equipment and technologies, mastering the latest methods of research, gaining experience in conducting research and implementation of its results
- gaining professional experience during educational and production practices;
- possibility to obtain two documents on higher education with supplements of the sample established in higher education partner universities and information on the evaluation system of educational achievements of students in them;
- increasing the level of foreign languages
- strengthening education and science integration, development of further scientific research;
- maintaining social, economic, cultural, political relations and connections with other countries.

3. THE ORGANIZATIONAL SUPPORT OF THE ACADEMIC MOBILITY

3.1. Students who are studying at the educational levels of the junior bachelor and bachelor (starting from the second year), specialist, master, persons who receive the degree of Doctor of Philosophy (Candidate of Science) or Doctor of Science, research and educational, scientific and pedagogical workers, have the right to participate in academic mobility programs

3.2. Відповідно до домовленостей між учасниками академічної мобільності: According to the agreements between participants of academic mobility:

- participants of the educational process are selected for participation in the academic mobility programs;
- the list of necessary documents and the procedure for their submission for participation in the academic mobility program are regulated;
- stages, duration and content of training, traineeship or internships, etc. are determined at partner universities.

3.3. According to the legislation and academic mobility agreement a student preserves a place of studying and scholarship during the period of studying, internship or scientific activity in another higher education partner institution (scientific

institution) on the territory of Ukraine or abroad if the scholarship is not provided by the conditions of academic mobility

Persons who have concluded agreements on studying under an academic mobility program, are not excluded from student list for the period of exercising the right to academic mobility and are recorded in the Unified State Electronic Database for Education.

3.4 A student except for studying compulsory disciplines at a partner institution has the right to select optional disciplines in agreement with the higher education institution which has sent him / her to study.

3.5. Selection of students for academic mobility programs is carried out by the University's Competitive Committee, which is created by the Rector's order, taking into account students' rating of academic achievement, participation in scientific work and knowledge of a foreign language.

The head of the Competitive Committee is the Rector of the University. The Committee includes directors of educational-scientific institutes, deans of faculties, the chairman of the young scientists board, the chairman of the scientific society of students and PhD students, the chairman of the student council and the chairman of the student union committee.

In the case of participation of a student in virtual academic mobility or academic mobility within the University, the selection procedure is not mandatory. To participate in these programs, after the corresponding announcement has been made, a student must apply to the dean's office/directorate (in the case of international mobility - to the International Relations Office) with an application in an arbitrary form addressed to the Rector of the University. Having reviewed and approved the application, the dean's office/directorate (the International Relations Office) prepares a corresponding draft of the order of the rector of the University on sending the student to study under the virtual academic mobility program or the academic mobility program within the University.

(Paragraph 3 has been added to Article 3.5 complying with the decision of the Academic Council as of February 22, 2021, protocol No. 2, and by order of the Rector's order No. 30 as of February 22, 2021)

3.6. If a student participates in an international academic mobility program, the competitive selection is carried out by the organization, which gives a grant to a student on the terms and the criteria specified in organizational documents of the competition.

3.7. The list of necessary documents for participation in an academic mobility program and the procedure for their submission is regulated by agreements between higher education partner institutions.

3.8. The stages, duration and content of studies at partner institutions are determined by the curricula and schedules of the educational process approved by partner universities. The agreed curricula and schedules of the educational process are approved by the heads of partner universities.

Completion of current and previous study plans is taken into account when developing a student's individual study plan.

3.9. Training according to an individual study plan can be carried out with the use of distance learning technologies.

3.10. Students except for studying compulsory disciplines at a partner institution have the right to choose optional disciplines if provided by relevant agreements between partner institutions.

3.11. The formats of student academic mobility include:

- studying according to exchange programs in a partner institution;
- studying according to joint educational programs;
- language and scientific internships;
- educational (research, production) practice;
- participation in scientific (educational schools), conferences, seminars etc.;
- participation in joint projects;
- scientific research;
- studying the experience of a host part;
- taking online courses as part of virtual academic mobility;
- taking courses under another educational program as part of the academic mobility within the University.

(Paragraphs 10 and 11 have been added to Article 3.11 complying with the decision of the Academic Council as of February 22, 2021, protocol No. 2, and by order of the Rector's order No. 30 as of February 22, 2021)

3.12. Foreign students who exercise the right to the academic mobility within the framework of cooperation agreements with the University can be enrolled to study at the University:

- at the expense of international programs and organizations;
- at the expense of own revenues of higher education institutions;
- at the expense of individuals and legal entities;
- free education in case of mutual students exchange including joint educational programs that ensure obtaining a joint or dual higher education document (documents); free education in case of student international exchange if a number of foreign students do not exceed a number of domestic students studying in foreign higher education partner institution under an academic mobility program according to academic mobility agreements between higher education institutions.

3.13. Scientific-pedagogical, scientific, pedagogical workers of higher education institutions (scientific institutions) of all forms of ownership can exercise the right to the academic mobility for carrying out professional activity in accordance with the concluded agreement on participation in the academic mobility program. At the same time, these workers retain their main place of work in a domestic higher education institution (scientific institution) for up to one year.

3.15. Foreign scientific and pedagogical workers of higher education institutions (scientific institutions) involved into educational and scientific activity during the stay in domestic higher education partner institution have the same rights and responsibilities of its workers.

The conditions of arrival of leading foreign scientists and educators at the invitation of domestic higher education institutions (scientific institutions) and their stay in Ukraine may be determined by additional agreements concluded between a domestic higher education institution of higher education (scientific institution) and the invited person.

4. RECOGNITION AND TRANSFER OF STUDENT ACADEMIC RESULTS ACHIEVED IN A HIGHER EDUCATION PARTNER INSTITUTION

4.1. The University recognizes as equivalent and transfers a student learning outcomes achieved in a HEI-partner.

4.2. Recognition of learning outcomes within the framework of academic cooperation with HEI-partners is carried out using the European Credit Transfer System or using the evaluation system of HEI-partners.

4.3. Academic disciplines and other types of educational activities are indicated in an individual study plan of a student.

4.4. Transfer of academic disciplines is carried out when a student submits a document certified in the prescribed manner in a HEI-partner, where the list of learning outcomes, the amount of ECTS-credits and information on evaluation system are indicated.

4.5. The procedure for recognizing the results of studies under academic mobility programs is determined by the "Procedure for determining academic difference and recognizing the results of preliminary studies at Chernihiv Polytechnic National University".

4.6. If a student has not documented the fulfillment of the requirements of the individual study plan for participants of academic mobility (in the amount of more than 20 ECTS credits), then they will be expelled from the University for failure to fulfill the individual study plan.

(Articles 4.5, 4.6 have been amended complying with the decision of the Academic Council as of April 29, 2021, protocol No.3, and the Rector's order No. 60 as of April 29, 2021)

4.7. The results of students' final assessment during the period of study in a HEI-partner are presented according to the scale adopted by a HEI-partner and translated into the scale adopted by the University.

5. RESPONSIBILITIES OF HEI-PARTNERS

5.1. The University is obliged:

- to conclude a cooperation agreement on academic mobility between HEI-partners and agree on educational programs;
- to ensure a free and equal access to the information on available academic mobility programs and selection criteria;
- to consult students when they prepare documents for academic mobility programs;
- to control availability of documents certifying the eligibility of foreign students for the stay in Ukraine;

5.2. A host HEI-partner is obliged:

- to enroll a student sent to study for a period determined in an agreement according to the norms of legislation of a host institution;
- to create all the necessary conditions for a student to complete an individual study plan;
- to help students to resolve visa, housing and household problems;

- to ensure an opportunity for students to take part in scientific conferences, symposiums, exhibitions, competitions, to submit their scientific works to be published, to use academic, scientific, production, cultural and sports facilities;
- to control availability of documents certifying the eligibility for the stay of foreign students;
- after the completion of studying to give a student either a document where the list of academic disciplines, learning outcomes, the amount of credits and information on evaluation system are indicated, or a higher education diploma with a supplement of the sample established in a HEI-partner.

5.3. The responsibilities of HEI-partners regarding students participating in academic mobility programs must be stipulated in the relevant agreements between HEI-partners.

6. THE RIGHTS AND RESPONSIBILITIES OF STUDENTS PARTICIPATING IN ACADEMIC MOBILITY PROGRAMS

6.1. Students of the University have the following rights:

- to continue studying or learning specific academic disciplines by related areas and specialties in HEI-partners;
- for safe learning conditions;
- to use academic, scientific, production, cultural and sports facilities of a host institution;
- to take part in scientific conferences, symposiums, exhibitions, competitions, and to submit their scientific works to be published;
- to have an opportunity to obtain a higher education diploma of the sample adopted in a HEI-partner according to an agreement between HEI-partners under the academic mobility program.

6.2. Students are obliged:

- to submit the necessary document for participation in an academic mobility program on time;
- arrive at the place of study on time
- during training to comply with the legislation of a country, internal regulations, the Charter and other legal documents of a host institution;
- successfully complete the training according to the approved individual study plan;
- to return to the University in time after the completion of training in a HEI-partner.

7. REPORTING AND DOCUMENTATION OF LEARNING OUTCOMES ACHIEVED UNDER THE ACADEMIC MOBILITY PROGRAM

7.1. Having returned to the University, a participant of the educational process submits the document that includes the list, amount of ECTS-credits and learning outcomes as well as information on evaluation system or a report on the implementation of the teaching program, internship, traineeship, research, etc., certified in the prescribed manner in a higher education institution, where academic mobility took place.

7.2. The University makes a decision in accordance with the established procedure on admission of a participant in the educational process, who participated in an academic mobility program, to study/work.

7.3. If a student has not completed an individual study plan at a higher education institution where academic mobility took place, he/she will be suggested either an individual schedule approved in accordance with the established procedure to cover the academic debt or to take up the course again at the expense of individuals or legal entities.