

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "CHERNIHIV POLYTECHNIC"

APPROVED BY

Academic council of Chernihiv
Polytechnic National University
31 August 2020, Protocol No. 6

Put into effect by Rector's Order
No. 26 as of 31 August 2020

Regulation
about the recognition of educational documents issued by foreign educational
institutions, c
National University "Chernihiv Polytechnic

Chernihiv 2020

GENERAL PROVISIONS

1.1 This provision regulates the procedure for recognition of educational documents issued by foreign educational institutions at the National University "Chernihiv Polytechnic" (hereinafter – the University).

1.2 Regulations developed in accordance with the Law "On Higher Education" 561556-VII as of July 1, 2014 with changes; Law of Ukraine "On Ratification of the Convention on Recognition of qualifications in higher education in the European region" №1273-XIV of 03.12.1999;

Resolution of the Cabinet of Ministers of Ukraine of 27.08.2010 № 796-2010-n "On approval of the list of services that can be provided by educational institutions, other institutions and institutions of the education system belonging to the state and communal form of ownership" with changes; The order of recognition of degrees obtained in foreign higher educational institutions higher education, approved by the Order of the Ministry of Education and Science №504 as of 05.05.2015; The order of recognition in Ukraine, documents on secondary, secondary vocational, professional education, issued by educational institutions of other states, approved by the Order of the Ministry of Education and Science №504 as of 05.05.2015; Charter of the University, taking into account foreign and domestic experience.

1.3 In this Regulation, the terms are used in the following meanings:

□ document on education (educational document) - a document that contains data of the owner of the document certifying the level of secondary, secondary professional, professional, higher education or certifying the period of study (hereinafter - Document);

□ qualification - the official result of assessment and confirmation, which is obtained when the educational institution has established that the person has achieved competencies (learning outcomes) in accordance with the standards of certified higher education the relevant document on education (educational document);

□ competent authority - the body officially entrusted with the adoption of a decision on recognition of foreign documents on secondary, secondary professional, professional, higher education;

□ educational institution - an educational institution of another country that conducts educational activities under the programs of secondary, secondary vocational, professional and higher education and issues documents on education;

□ authentication - the process by which the competent authority establishes the authenticity of the documents in order to verify that they are valid (not forged, not altered); period of study - any part of the program of secondary vocational, professional, higher education evaluated and documented, which, not constituting a full course of study in the program is a significant achievement of knowledge or skills;

□ educational program - a course of study recognized by the competent authority of a country belonging to the system of secondary, secondary vocational, vocational, higher education in another country, after which the student is provided with academic

and / or professional rights (hereinafter - the Program);

□ professional rights - the right of the holder of a foreign educational document (educational document) for the implementation of professional activities provided the owner of the document in the country of origin of the document;

□ recognition procedure - formal confirmation of competence body of a foreign program of secondary, secondary professional, professional, higher education for the purpose of access to education and / or professional activities;

□ status of the educational institution - the existence of the right of the educational institution to carry out educational activities under the programs of secondary, secondary professional, professional, higher education in the country of origin of the Document.

II COMPETENT AUTHORITIES

2.1. The procedure for recognition of documents in Ukraine is carried out by the following competent authorities bodies:

1) institution of higher education - in order to enroll the owner of the Document to study to of this institution of higher education. The decision of the institution of higher education on recognition is confirmed the right of the holder of the Document to study at this institution of higher education, which is issued certificate of recognition of a foreign educational document (hereinafter - the Certificate);

2) MES - in order to continue training and / or employment by the owner Document on the territory of Ukraine. The decision of the Ministry of Education and Science confirms the right of the owner Document for continuing education and / or employment in Ukraine, about what the Certificate is issued.

2.2. To carry out the procedure of recognition of educational documents issued by foreign countries educational institutions, the University has established a Commission for the recognition of foreign documents on education, which operates on the basis of this Regulation (hereinafter - the Commission).

2.3. The Commission consists of: the Chairman of the Commission; members of the Commission; Secretary of the Commission.

2.4. The commission is headed by the director of the educational and scientific institute.

2.5. The members of the commission are appointed: scientific and pedagogical workers, representatives Department of International Relations, Representative of the Legal Department.

2.6. Remuneration of the members of the Commission is made on the basis of separately concluded agreements.

III. FIELD OF APPLICATION

3.1. This Regulation applies to Documents containing information on the acquisition the owner of the Document of a certain educational, educational and qualification level, specialty, specialties, qualifications and periods of study.

3.2. Documents that do not require a recognition procedure:

1) documents on the education of citizens of the former USSR, issued before May 15, 1992 (based on the Agreement on Cooperation in Education) (Tashkent, 1992));

2) documents issued to persons based on the results of training before the beginning of 1992/1993 academic year in educational institutions of the former USSR

IV. PROCEDURE FOR SUBMISSION OF DOCUMENTS TO THE COMMISSION

4.1. Recognition is made on the application of a person submitted to the Commission.

The applicant may be the owner of the Document or another person representing its interests in the recognition procedure; for minors the applicant may be their legal representatives (hereinafter - the Applicant).

4.2. The applicant shall submit the following documents to the Commission:

1) a copy and translation certified in the manner prescribed by law in the Ukrainian language of the Document (if necessary - presentation of the original);

2) a copy and translation certified in accordance with the procedure established by law in the Ukrainian language of the appendix to the Document and / or other documents containing information on the content of the curriculum (if necessary - presentation of originals).

The documents referred to in subparagraphs 1 and 2 of this paragraph must be certified in the country their origin in a manner officially applicable in that country (for participating countries

Convention Abolishing the Requirement of Legalization of Foreign Official Documents (The Hague, 1961), -affixing the stamp "Apostille"). If the documents specified in subparagraphs 1 - 2 of this paragraph are not certified in their country of origin in the manner officially applicable in that country or if certification does not confirm its authenticity, the Commission shall take measures to confirmation of the authenticity of such a document;

3) copies of documents on previous education (if any) necessary;

4) copies of identity documents of the Applicant and the owner, if the owner is not Applicant (if necessary - with translations into Ukrainian);

5) application;

6) application (consent) of the owner of the Document for the processing of his personal data, respectively to the requirements of the Law of Ukraine "On Personal Data Protection".

The applicant has the right to provide other documents confirming the education of the owner (if necessary - with translations into Ukrainian).

The applicant may submit to the Commission the documents referred to in subparagraphs 1 to 6 of this paragraph,

in electronic form in digital image format.

If necessary, the Commission has the right to verify the conformity of digital images originals and / or copies with translations of the documents specified in subparagraphs 1-4 of this point. The applicant must apply to the Commission for recognition during the first month of training or employment of the owner of the Document.

If the documents provided by the Applicant are not complete and / or incorrect issued, the Commission may return the documents without consideration within 10 working days of the date of registration of the application, which is notified to the Applicant, indicating the deficiencies that must be eliminated.

V. RECOGNITION PROCEDURE

5.1. The procedure for recognition of the Document for the purpose of continuing education is carried out Commission before the beginning of the second semester of the first year of study of the owner of the Document.

5.2. The procedure for recognition of the Document includes:

- 1) verification of the authenticity of the Document and its appendix;
- 2) confirmation of the status of the educational institution that issued the Document;
- 3) determining the equivalence of academic and / or professional rights granted to the owner of the Document in the country of origin of the Document, the rights granted by receiving appropriate education in Ukraine.

5.3. Authentication is performed in one of the following ways:

- 1) check the presence of the stamp "Apostille", if in the country of origin of the Document it confirms the authenticity of the Document, and verification of the details of the apostille in the appropriate register (if any);
- 2) verification in the register of documents, if such a register is introduced by the country the origin of the Document or the educational institution that issued it;
- 3) sending a request for additional information about the authenticity of the submitted documents to the relevant official bodies and / or educational institutions of other states.

If the design standard is officially approved in the country of origin of the Document documents on secondary, secondary vocational, professional, higher education, is carried out analysis of compliance with this standard of the submitted Document.

5.4. Verification of the status of the educational institution to which the Document is issued is carried out from in order to confirm the official recognition (accreditation, etc.) of the educational institution and / or Programs in the education system of the state in which this institution operates. If the document is issued by a branch of an educational institution, it must be officially confirmed recognition of this branch in the education system of the state on the territory of which the education is conducted activity of this branch, if it is determined by the legislation of this state.

Checking the status of an educational institution is carried out in one of the following ways:

- 1) verification in national official sources: registers of bodies accreditation / quality assurance of education, ministries of education, associations of agencies with accreditations / quality assurance of education, official national publications on education system;
- 2) verification in international official sources: recognized international websites organizations, websites of networks of diploma evaluators;
- 3) sending a request for additional information on the status of the educational institution to relevant authorized bodies and / or educational institutions of other states

5.5. Determining the equivalence of academic and / or professional rights granted

to the owner of the Document in the country of origin of the Document, the rights granted by receiving appropriate education in Ukraine, is carried out in one of the following ways:

- 1) for Documents issued by educational institutions of the member countries of the Organization

Economic Cooperation and Development (OECD), and other countries that have approved national qualifications framework - by comparing international and national qualifications framework;

2) for Documents issued in countries with which Ukraine has concluded international agreements governing the recognition and equivalence of educational documents – on the basis of the provisions of the relevant international agreement;

3) for Documents issued in other countries, or if an international agreement between Ukraine and the country of origin of the Document does not determine the equivalence of educational, educational and qualification levels assigned in the countries party to the agreement, determination of equivalence of academic and / or professional rights is carried out on the basis of:

□ analysis of information in national official sources: registers of bodies accreditation / quality assurance of education, ministries of education, associations of agencies with accreditations / quality assurance of education, official national publications about the educational system;

□ responses to the request for additional information from the relevant commissioners bodies

5.6. If the Document submitted for recognition is subject to international action agreement, the definition of equivalence of academic and / or professional rights includes verification of compliance of the provided Document with the requirements specified in the relevant international agreement. Existence of an international agreement between Ukraine and the state, educational institution issued by the Document, does not eliminate the need to obtain a formal decision of the Commission on the recognition of the Document.

5.7. Data obtained during the authentication, confirmation of educational status institutions, determining the equivalence of academic and / or professional rights, is the basis for adoption by the Commission of a decision, which is made out by the conclusion on the results of the procedure recognition of documents on secondary, secondary vocational, professional education issued educational institutions of other states (hereinafter - the Conclusion).

5.8. The Commission may, if necessary, turn to the National Information Office the Center for Academic Mobility to provide recommendations on the recognition procedure, and exactly:

- providing explanations, consultations and recommendations on the recognition of Documents;
- verification of the authenticity of the Documents;
- confirmation of the status of the educational institution;
- establishing the equivalence of qualifications awarded in accordance with Documents;
- determining the equivalence of academic and / or professional rights.
- Recommendations of the National Academic Mobility Information Center are made out by the corresponding conclusion

VI. DECISION MAKING

6.1. Educational documents should be recognized by the Commission if academic and / or professional rights granted to the holder of the Document in the country of origin, meet the rights granted when receiving appropriate education in Ukraine, forecept in the cases specified in paragraph 2 of this section. The Commission on the basis of the Opinion makes one of such decisions which is made out in in the order established by the legislation:

recognition of the Document on the basis of which the Certificate is issued to the Applicant; refusal to recognize the submitted Document, which is sent to the Applicant appropriate notice indicating the reasons for such a decision.

6.2. The decision to refuse to recognize the submitted Document is made if:

- 1) The document is issued by an educational institution that is not officially recognized in the system education of the state in which it operates;
- 2) The document is issued by a branch of an educational institution, if such a branch is not official recognized in the education system of the state in whose territory the educational activity is conducted (if this is provided by the legislation of the foreign country) this branch;
- 3) The documents do not contain information about the level of secondary, secondary professional, vocational education for which he is granted academic and / or professional rights;
- 4) The document was illegally issued by an educational institution of another state;
- 5) The Document and / or the Annex to the Document are not authentic;
- 6) The document does not meet the officially approved design standard documents on education (educational documents), if such a standard is adopted in the state, which educational institution operates;
- 7) The document is issued as a result of training in the Program, which can not be correlated with any educational, educational and qualification level of the education system Ukraine;
- 8) The document is not recognized in the state to which the educational institution belongs;
- 9) Documents do not contain complete information to determine equivalence academic and / or professional rights;
- 10) it is established that the Document was obtained on the basis of a non-authentic document on previous education;
- 11) it is established that the Document was obtained on the basis of a preliminary document education that did not give its owner the appropriate academic rights (unless otherwise provided by the legislation of the country of origin of the document on education).

6.3. The certificate is drawn up by the Commission in printed form in the Ukrainian language, and in if necessary - in another language.

6.4. The certificate is valid together with the original Document and is valid indefinitely.

6.5. In case of enrollment in the training of the owner of the Document that received the Certificate MES, University has the right to review the results of the recognition procedure, but only towards more favorable results for the owner. In this case, the Commission conducts own analysis taking into account the decision of the Ministry of Education and Science and the requirements of the higher education institution to of the Program and the skills of the owner of the Document and makes the final decision on recognition

VII. RECOGNITION OF DOCUMENTS ABOUT SECONDARY, SECONDARY PROFESSIONAL,

VOCATIONAL EDUCATION OF REFUGEES AND PEOPLE EQUALIZED TO THEM

7.1. Refugees and persons in need of additional or temporary protection have the right to be recognized by the Commission without a complete package of documents, specified in paragraph 2 of section IV of this Procedure.

7.2. The reason for starting the recognition procedure without a complete package documents are a refugee certificate, a certificate of a person in need of additional protection, or identity card of the person granted temporary protection.

7.3. For the recognition procedure, refugees and persons in need additional or temporary protection, provide available educational documents, including numbers not specified in paragraph 2 of section IV of this Order, such as: copies of documents on education or periods of study, student card, certificate, report card, diplomas on the results of training or participation in student competitions, documents on non-formal and informal learning or other supporting documents teaching.

7.4. In case of insufficient information, the procedure for recognition of documents of refugees and persons which require additional or temporary protection may include special examinations, tests, interviews organized by the Commission.

VIII. ACCOUNTING CERTIFICATES OF RECOGNITION

8.1. Certificates must be registered by the Commission in the electronic logbook of recognition in Ukraine foreign educational documents of the Ministry of Education and Science (hereinafter - electronic accounting).

8.2. To register the Certificate, the Commission fills in the project in electronic form Certificates and attaches electronic copies of the following documents:

- 1) The document;
- 2) an appendix to the Document and / or other document, which contains information about content and duration of the Program.
- 3) Conclusion.

The documents referred to in subparagraphs 1 and 2 of this paragraph shall be submitted together with duly certified translations, except for documents in English and in Russian.

8.3. After entering the information specified in paragraph 3 of this section into the electronic the registration number of the Certificate and the electronic version are automatically generated Certificate, which is issued by the Commission in hard copy. Original Certificate issued to the Applicant.

IX. REVIEW AND APPEAL OF RESULTS

9.1. In case of disagreement of the Applicant with the results of the recognition procedure, the Applicant within three months from the date of registration of the notice of refusal to recognize a foreign educational document or from the date of registration of the Certificate in electronic accounting may apply to Commissions with a reasoned request to review the case and may provide additional documents regarding the passed Program. In this case, the Commission reviews all submitted by the Applicant

documents and conducts additional research, resulting in a preliminary decision on recognition or refusal of recognition may be revised.

If the Applicant is dissatisfied with the outcome of the review of the case before the Commission, he may apply for a review of the case to the Ministry of Education and Science. The application is accompanied by documents given in paragraph 2 of section IV of this Procedure.

9.2. In case of establishing the fact of inaccuracy of the information specified in the submitted for the procedure of recognition of documents, decision-making on recognition of the Document information about a non-authentic document and the person mentioned in as the owner, and / or the Applicant are transferred to the law enforcement agencies of Ukraine.

9.3. The term for granting the Certificate to the Applicant may not exceed 45 calendar days from the date of receipt of all documents and information necessary for the procedure recognition.

9.4. Information on the recognition procedure is posted on the University's website.

X FINANCIAL LIABILITIES

10.1. Services for the recognition of educational documents issued by foreign institutions Education at the University is carried out on a paid basis (except for orphans under 18 years of age) years and refugees and persons equated to them), in the manner prescribed by law, according to the budget approved for the current academic year.

10.2. The cost of services is approved annually by order of the rector and includes: costs, related to administrative services, and costs associated with the liquidation procedure academic difference, in case of inconsistency of educational programs.

10.3. The university can provide additional services, namely:

- assistance in drawing up documents;
- organization of translation of documents;
- reception outside working hours.

10.4. Paid services for the recognition of educational documents are provided upon their receipt payment, on the basis of a written application of the Applicant submitted to the Commission, or a scanned copy of it the original.

10.5. Information on the list of services and their cost is posted on the website University.

10.6. Funds paid for the procedure of recognition of Documents are not returned to the Customer if:

- a positive decision on the recognition of educational documents;
- if the result of the procedure for recognition of educational documents is a refusal to recognition (with justification);
- establishing the fact of inaccuracy of the information specified in the submitted for procedures for recognition of educational documents;
- non-performance by the Applicant of the actions necessary for the recognition of educational documents.

Rector of Chernihiv Polytechnic National University

student

(Applicant's name)

(institute / faculty, course, groups, forms of education)

(mobile phone, e-mail)

STATEMENT

Please carry out the recognition procedure _____

(title of education document, series, №, date of issue)

issued in the name of _____

(surname, name, patronymic of the owner of the document in Ukrainian)

The training was carried out in _____

(name of educational institution, city, country)

With the Regulations on the recognition of educational documents issued by foreign institutions education, at the National University "Chernihiv Polytechnic" acquainted (a).

_____ signature _____

(date) (student's Name Surname)

List of documents to the application

№ n / n	Names of submitted documents

The copies provided with the original are verified: signature of the secretary

Original documents received:

_____ signature _____

(date) (PIP of the applicant)

Annex №3 to the Regulations

CONSENT TO THE PROCESSING OF PERSONAL DATA

I, _____,

(Name of the owner of the documents)

actually live at _____

identity document series _____ № _____, issued

_____ (authority to which the document was issued) " _____ "

_____ year (date of issue of the document)

I declare that I have submitted to the Office of International Cooperation and Protocol of the Ministry

Education and Science of Ukraine documents are authentic and were obtained in the prescribed manner.

To comply with the Law of Ukraine "On Personal Data Protection" of 01.06.2010

№ 2297-VI, I give my consent to the Ministry of Education and Science of Ukraine, SE "Information and Image Center"

and Inforesource for processing and storing my personal data, inquiries and receipts

information regarding the verification of the authenticity of the documents provided by me, verification of my data

education contained in the Unified State Electronic Database on Education and other institutions, in order to

recognition in Ukraine of a foreign document on education.

My personal data, for the processing of which this consent has been granted, may be transferred to third parties:

authorized bodies, organizations and institutions, both on the territory of Ukraine and abroad.

The consent given by me is valid indefinitely, but in any case is given for a period until reached purposes of personal data processing and may be revoked upon application to the Ministry of Education and Science of Ukraine

and to the State Enterprise "Information and Image Center".

" _____ " _____ 2020 _____ / _____ /

day month Signature of the owner Surname, initials of the owner

RECOGNITION OF FOREIGN QUALIFICATIONS Applicant

CONSENT TO THE PROCESSING OF PERSONAL DATA

I, _____,

(Name of the applicant)

actually live at _____,

identity document series _____ № _____, issued _____

_____ (authority to which the document was issued) "____"

_____ year (date of issue of the document) to comply with the Law of Ukraine "On Protection

personal data "from 01.06.2010 № 2297-VI, I give my consent to the Ministry of Education and Science of Ukraine and

SE "Information and Image Center" for processing and storage of my personal data in full

to the extent and in the manner prescribed by current legislation of Ukraine, for the purpose of recognition in Ukraine

entrusted to me by the owner of a foreign educational document.

My personal data, for the processing of which this consent has been granted, may be transferred to third parties

(authorized bodies, organizations and institutions in Ukraine) only in the cases provided legislation of Ukraine.

The consent given by me is valid indefinitely, but in any case is given for a period until reached purposes of personal data processing and may be revoked upon application to the Ministry of Education and Science of Ukraine

and to the State Enterprise "Information and Image Center".

I confirm that the consent to the processing of personal data from the owner of the documents, the signature of the owner of the educational document is made by him personally.

"____" _____ 2020 _____ / _____ /

day month Signature of the applicant Surname, initials of the applicant