

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

KHMELNYTSKYI NATIONAL UNIVERSITY

APPROVED

by the Student Council of
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REGULATIONS

**ON THE PROCEDURE FOR THE IMPLEMENTATION OF THE RIGHT
TO ACADEMIC MOBILITY OF PARTICIPANTS
IN THE EDUCATIONAL PROCESS
OF KHMELNYTSKYI NATIONAL UNIVERSITY**

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Khmelnyskyi

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1 General provisions

1.1 Regulations on the procedure for implementing the right to academic mobility of participants in the educational process of Khmelnytskyi National University (hereinafter referred to as the Regulations) have been developed in accordance with the current Laws of Ukraine “On Education”, “On Higher Education” (as amended), “On Ratification of the Convention on the Recognition of Qualifications in Higher Education in the European Region”, “On the Legal Status of Foreigners and Stateless Persons”, Resolutions of the Cabinet of Ministers of Ukraine dated 12.08.2015 No. 579 “Procedure for the Implementation of the Right to Academic Mobility” (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated 13.05.2022 No. 599) and dated 21.08.2019 No. 800 “Some Issues of Advanced Training of Pedagogical and Scientific- Pedagogical Workers”, Regulations on Student Training and Internship (Research Internship) of Postgraduate Students, Associate Professors and Doctoral Students, Scientific and Scientific- Pedagogical Workers in Leading Higher Educational Institutions and Scientific Institutions Abroad, approved by the Resolution of the Cabinet Ministers of Ukraine dated 13.04.2011 No. 411 (current version dated 18.04.2017), orders of the Ministry of Education and Science of Ukraine “Some issues of organizing recruitment and training (internship) of foreigners and stateless persons”, dated 01.11.2013 No. 1541, “Procedure for issuing invitations to foreigners and stateless persons for training (internship) in Ukraine and their registration” dated 11.12.2015 No. 1272, “Procedure for recognizing higher education degrees obtained in foreign higher educational institutions” dated 05.05.2015 No. 504, order of the Ministry of Education and Science of Ukraine dated 27.03.2025 No. 318 “On approval of Methodological recommendations for the implementation of agreed joint educational programs and issuing joint (double) diplomas”, Regulations on the organization of the educational process at KhNU, The University Charter and other regulatory documents on higher education.

1.2 These Regulations define the goals, objectives and procedure for organizing the academic mobility, conditions for returning to the place of permanent study (work), implementation of academic mobility programs, recognition and enrollment of its results for participants in the educational process of Khmelnytskyi National University (hereinafter referred to as the University).

The participants in the **educational process of** The University are:

- higher education seekers (hereinafter referred to as students, postgraduates);
- applicants for scientific degrees (hereinafter referred to as doctoral students);
- scientific, scientific-pedagogical, pedagogical and other structural employees

divisions of the University (hereinafter referred to as Employees).

Higher education applicants include:

- **students**– persons enrolled in the University for the purpose of obtaining a higher education

Bachelor's or Master's degree education;

- **postgraduate students**– persons enrolled in the University for a degree

Doctor of Philosophy.

1.3 Activities of Ukrainian and foreign educational institutions (scientific institutions) and participants in academic mobility during the implementation of academic mobility programs must comply with the basic principles of the Joint Declaration of the Ministers of Education of Europe “European Higher Education Area”, concluded in Bologna on June 19, 1999 (Bologna Declaration), the Association Agreement between Ukraine and

The European Union, international treaties of Ukraine and other documents that determine Ukraine's policy in the fields of education and science.

1.4 **The Objectives** of academic mobility are:

- integration of Ukraine into the European Higher Education Area and the European Research Area;
- exchange of best practices and experience in the fields of education and science;
- modernization of the education system;
- digitalisation of training and management;
- improving the quality of education and the effectiveness of scientific research;
- increasing the competitiveness of the educational and scientific community of Ukraine;
- development of professional skills and personal qualities of participants in the academic mobility;
- deepening cooperation with international partners in the fields of education and science;
- supporting social, economic, cultural relationships and connections with other countries.

1.5 **The Goals** of academic mobility are:

- increasing the level of theoretical and practical training, professional skills;
- gaining international experience in teaching, research, scientific and technical activities and access to European and global research infrastructure;
- implementation of joint scientific, scientific-technical and/or educational projects;
- increasing the level of proficiency in foreign languages;
- promoting the Ukrainian language and culture, deepening knowledge about culture other countries.

1.6 To implement the right to academic mobility the University and foreign higher education institution (scientific institution) or another Ukrainian higher education institution (scientific institution) (hereinafter referred to as partner institutions) shall conclude a written or electronic agreement on the implementation of the academic mobility program (hereinafter referred to as **partnership agreement**).

Conclusion of agreements between partner institutions under the **wartime** conditions shall be carried out in electronic form using a qualified electronic signature. If it is impossible to use a qualified electronic signature, letters of intent to cooperate, implementation of the academic mobility program, and confirmation of fulfillment of obligations after the end of war shall be exchanged.

The right for academic mobility can also be implemented by participants educational process of the University **on one's own initiative** (initiative mobility) subject to a positive decision of the rector, made on the basis of a submission and an individual invitation from the partner institution.

1.7 Participation in the academic mobility program is possible provided that it **corresponds to the** educational program in which the higher education applicant is enrolled, or to the field of activity at the University of a scientific and pedagogical employee / other participant in the educational process (except for language internship).

1.8 **Participants** in the academic mobility may be:

- citizens of Ukraine, foreigners and stateless persons, persons who have been granted the status of a foreign Ukrainian, persons recognised as refugees, and persons in need of additional protection, who are obtaining higher education of a certain educational, educational and scientific level, a scientific degree in the full-time form of obtaining education (with a break from production) or work at their main place of work at the University and who, under the conditions and in the manner determined by these Regulations, participate in the academic mobility program in a foreign or other Ukrainian higher education institution (scientific institution);

- foreigners, stateless persons who are pursuing higher education, scientific degree or work at a foreign higher education institution or scientific institution and who, under the conditions and in the manner specified in these Regulations, participate in the academic mobility program at the University.

1.9 Training of Ukrainian and foreign participants in academic mobility for educational programs agreed between partner institutions, including academic mobility programs, may provide for graduates to receive a higher education document from the University and the Ukrainian/foreign partner institution, as well as *joint* or *double* higher educational documents from the University and the partner institution.

1.10 These Regulations *do not apply* to :

- persons temporarily admitted to educational activities;
- auditors;
- higher education seekers who are on academic leave;
- participants in the educational process of the University who are sent by the Ministry of Education and Science of Ukraine (MESU) abroad for studies, internships, pedagogical, scientific-pedagogical and scientific work to implement international agreements on cooperation in the field of education and/or science.

1.11 **Higher education institutions** (scientific institution) with foreign investments from a state recognised in the established procedure as an aggressor state or an occupying state, or an educational institution (scientific institution) registered in the territory of such a state, or the ultimate beneficial owner (controller) of which is a resident of the aggressor state or occupying state, or in the case when a foreign higher education institution (scientific institution) has its permanent location in the territory of the aggressor state, occupying state or a state that does not recognize the temporarily occupied territories as belonging to Ukraine, are **not able to participate** in the program.

Citizens of a state recognized in accordance with the established procedure as an aggressor state or an occupying state, or a state that does not recognize temporarily occupied territories as belonging to Ukraine, **are not able to participate** in the academic exchange program.

1.12 In this Regulation, the main concepts are used in the following meanings.

Academic mobility– the opportunity for participants in the educational process to learn to study, teach, do internships or conduct scientific activities at another higher education institution / scientific institution in Ukraine or abroad.

Recognition and transfer of ECTS credits– the process of recognising and transferring credits awarded at another higher education institution for the purpose of obtaining a qualification. Credits awarded to participants in an academic

mobility within one educational program of a particular higher educational institution, may be transferred for accumulation in another program offered by the same or another higher educational institution, as the learning outcomes satisfy some or all of the requirements of a specific program, part of it or qualification.

Grant– financial or other resources provided on a free and non-refundable basis on a state basis, legal entities, individuals, including foreign and (or) international organizations for the development of the material and technical base for conducting scientific and scientific and technical activities, conducting specific fundamental and (or) applied scientific research, scientific and technical (experimental) developments, in particular for the remuneration of scientific (scientific and pedagogical) workers within the framework of their implementation, in the areas and on the terms determined by the grant providers.

Distance (virtual) academic mobility– training without physical activity movement of higher education students of the University in foreign higher education institutions (scientific institutions) or higher education students from partner institution(s) in the University, which meets the conditions of credit academic mobility. In this case, training is carried out using information and computer technologies synchronously at the University and at least one foreign higher education institution. Signs of distance (virtual) mobility are online training organized by the University and the partner institution with integration into a certain educational component of the University curriculum, as well as measures for the development of general competencies.

Doctoral student– a scientist undergoing doctoral training University for obtaining *scientific* Doctor of Science degree.

European Credit Transfer and Accumulation System (ECTS)– a system of credit transfer and accumulation used in the European Higher Education Area for the purpose of granting, recognizing, validating qualifications and educational components and promoting academic mobility of higher education students.

Higher education institution(Higher education) – a separate type of institution that is a legal entity of private or public law, operates in accordance with the issued license to conduct educational activities at certain levels of higher education, conducts scientific, scientific and technical, innovative and/or methodological activities, ensures the organization of the educational process and the acquisition of higher education, postgraduate education by individuals, taking into account their vocations, interests and abilities;

Partner institution– Ukrainian, foreign institution of higher education (scientific institution) participating in the academic mobility program on the basis of international agreements of Ukraine on cooperation in the field of education and/or science, international programs and projects or agreements on cooperation between the University and other Ukrainian higher education institutions or between the University and foreign higher education institutions.

Higher education applicants– persons studying at a higher education institution a certain level of higher education in order to obtain an appropriate degree and qualification.

Foreign educational institution(scientific institution) – educational institution (scientific institution), which, under the conditions and in the manner specified in these Regulations, participates in the academic mobility program, as well as a separate structural unit

a foreign educational institution (scientific institution) established for the purposes of this Regulation on the territory of Ukraine;

Foreign participant in academic mobility(hereinafter referred to as the foreign participant) – a person who meets the requirements specified in the second paragraph of clause 1.8 of these Regulations and exercises the right to academic mobility at the University under the conditions and in the manner specified in these Regulations;

ECTS information package– standardized description of the organization of educational process, containing general information about it, information about the educational programs (specialties, educational programs) of the University and a catalog of descriptions of educational components for these programs.

Scientific activity– intellectual creative activity aimed at obtaining new knowledge and (or) finding ways to apply it, the main types of which are fundamental and applied scientific research.

Research internship– increasing the level of theoretical and practical training research, conducting original research using modern equipment and technologies, mastering the latest unique methods, gaining experience in conducting scientific research activities, ensuring information exchange and expanding scientific contacts.

Description of the educational component– detailed description of a separate educational discipline course, containing information about its name, status, structure, amount in ECTS credits, a brief summary of the content, the learning outcomes it provides, teaching and assessment methods, etc.

Re-enrollment of learning outcomes– the process of recognition (validation) in in the formal education system of knowledge, skills and other competencies obtained by a higher education graduate at another higher education institution (scientific institution), including during the implementation of academic mobility programs and acquired through non-formal/informal forms of education.

Double degree/degree– a document on higher education provided separately by each of the two higher education institutions after the successful completion by the higher education seeker of a joint educational program at a specific cycle/level of higher education, which is agreed between these higher education institutions.

Applied scientific research– theoretical and experimental scientific research aimed at obtaining and using new knowledge for practical purposes. The result of applied scientific research is new knowledge intended to create new or improve existing materials, products, devices, methods, systems, technologies, and specific proposals for fulfilling current scientific, technical, and social tasks.

Academic Mobility Program– activities of Ukrainian and foreign educational institutions, aimed at ensuring the implementation of the rights of Ukrainian and foreign participants in the educational process, as well as employees of an educational institution (scientific institution) to academic mobility for a certain period of time on the basis of an agreement with another Ukrainian partner institution or a foreign partner institution on the terms and in the manner specified in these Regulations.

Learning outcomes– knowledge, skills, abilities, ways of thinking, views, values, other personal qualities acquired in the process of education, upbringing and

development that can be identified, planned, assessed and measured and that an individual is able to demonstrate after completing an educational program or individual educational components.

Joint diploma– one document issued upon successful completion joint program, which certifies that the holder of the diploma has obtained the corresponding degree.

Joint program– educational program agreed on the basis of inter- institutional agreements between two or more higher education institutions (academic institutions) leading to a joint or double or multilateral degree. Parts of the joint program taken by students at the partner institutions are automatically recognised by the other partner institutions.

Joint degree– a degree awarded by at least two institutions higher education based on an educational program developed and/or implemented jointly by these partner institutions and certified by a single document. In case the partner institutions are residents of different countries, such a degree should be recognized in the respective countries, in accordance with their legislation. The awarding of joint degrees contributes to academic and professional mobility, the development of the European Higher Education Area.

Other terms are used in the meaning defined by the Laws of Ukraine “On Education”, “On Higher Education”, “On Scientific and Scientific-Technical Activities”.

2 Organisational types of academic mobility

2.1 Academic mobility of participants in the educational process of the University
is divided:

1) By place of implementation– domestic and international:

- internal – involves training, implementation of the academic mobility program by a participant in the educational process of the University in another Ukrainian higher education institution (scientific institution) other than the place of permanent study (work);
- international – involves training, implementation of an academic program

mobility of a participant in the educational process of the University in a foreign educational institution or of a foreign participant in the University;

2) by the field of activity– for educational and scientific purposes:

educational academic mobility, in turn, according to the procedure for **recognising** the outcome of the academic mobility program is divided into:

- *credit*, which involves training a participant in the educational process of the University

theta in a foreign or Ukrainian (different from the permanent place of study) partner institution or a foreign participant at the University in order to achieve learning outcomes and/or relevant competences with/without obtaining ECTS credits, which will be recognised by the relevant partner institutions at the permanent place of study. In this case, the total period of study for participants in the educational process of the University under credit mobility programs remains **unchanged**.

- *degree-based*, which involves the study of a participant in the educational process of the University at a foreign or Ukrainian partner institution or a foreign participant in the University under educational programs agreed between them with the aim of obtaining

a certain level of education, which gives such a person the right to receive a higher education document in accordance with the procedure established by law;

3) **by implementation method:**

- *full-time*– physical relocation of the academic mobility participant to the institution-partner;

- *remote*– interactive interaction of the academic mobility participant with using appropriate information and communication technologies;

- *blended*–full-time and remote participation of the participant in the implementation of the program academic mobility;

4) **by implementation deadline:**

- a) *short term*– training for a period of up to three months at a partner institution in certain components of educational programs, the learning outcomes of which are integrated with the educational program of the University;

- b) *long-term*– for a period of at least three months according to agreed training programs (plans), including the following programs:

- *included semester*, which is implemented in the form of an exchange of higher education students with a partner institution for one semester of study;

- *double degrees*, which is implemented in the form of training for a higher education students studying at the University and at a partner institution with the higher education diplomas from both institutions with mutual recognition of learning outcomes obtained during academic mobility, as well as the transfer of ECTS credits assigned to educational components mastered by the higher education seeker during the study process;

- *parallel learning*– simultaneous training of a higher education applicant for two specialties (educational programs) at the University and a partner institution in a part-time (distance) or full-time form;

2.2 **Forms of academic mobility:**

1) **for participants in academic mobility who are obtaining an educational Bachelor's and Master's degrees:**

- training in educational (educational and professional) programs of credit or degree academic mobility;

- language internship (improving the level of practical proficiency in a foreign language) language in a certain professional activity or field of knowledge);

- educational and scientific internship (activity aimed at acquiring practical experience based on research and the formation of new professional competencies in psychological and pedagogical, scientific and research, organizational and managerial activities within a certain specialty / field of knowledge);

- scientific internship;

- practice (gaining experience of professional activity in the future field, an existing, related specialty under the guidance of employees of an educational institution (scientific institution) with the aim of forming professional competencies and skills in real, including production, conditions for making independent decisions in practical activities, mastering methods, forms of organization and means of work in a certain professional activity or field of knowledge);

- other forms (participation in seminars, conferences, speeches and publications in within a certain specialty / field of knowledge, etc.), which do not contradict the legislation and meet the requirements of the current regulatory documents of the University;

2) for participants in academic mobility who are obtaining an educational PhD, PhD or are University Employees:

- participation in credit-based academic mobility programs of participants of academic mobility, who obtain the educational and scientific degree of Doctor of Philosophy;
- participation in joint educational / scientific projects (activity as part of temporary a project group formed for a certain period of time to implement the goal and perform the tasks of a certain educational or scientific project at the expense of a grant provided to partner institutions);
- teaching;
- internships;
- scientific research;
- scientific internship;
- language internship;
- professional development;
- other forms (participation in seminars, conferences, speeches and publications in within a certain specialty / field of knowledge, etc.), which do not contradict the legislation.

2.3 Monitoring the implementation of the academic mobility program at each stage The type and form of the academic mobility coordinator of the faculty, the guarantor of the educational program, and the head of the relevant structural unit are responsible for this.

3 Organization and implementation of academic mobility programs

3.1 The **partnership** agreement between the University and the partner institution regarding the organisation and implementation of academic mobility programmes of any type and form shall specify:

- goal, task, type and form, duration, term (stages if necessary) of academic mobility;
- results expected to be achieved (academic mobility program);
- a document that a Ukrainian (foreign) participant receives after completing academic mobility programs;
- rights and obligations of partner institutions;
- the procedure and criteria for selecting participants in academic mobility (e.g., level performance, participation in student research/creative/sports work, competitions, conferences, etc.) and the party that is responsible for the selection;
- a list of documents required for participation in the academic mobility program requirements, procedure and deadline for their submission;
- financial conditions of the academic mobility program, conditions of medical provision or medical insurance;
- term, conditions and procedure for reporting by a participant in academic mobility during or after returning to the University, the procedure for recognizing the results of academic mobility, as well as measures taken in the event of failure to achieve the goal of academic mobility and/or failure to recognise its results, the emergence of conflict or unforeseen situations during participation in the academic mobility program or recognition of its results;

- the term, conditions and procedure for clearing academic debt at partner institutions- (for educational academic mobility);
- procedure for amending the agreement;
- divisions of partner institutions that will ensure the implementation of the program academic mobility, contact persons;
- other conditions necessary to ensure the achievement of academic mobility results.

3.2 In the event of an agreement being concluded under wartime conditions, applicants for higher education at the University must be warned about the possibility of transferring an incomplete amount of ECTS credits obtained within the framework of the internal academic mobility programme, and the need to study additional educational components (elimination of academic differences) at the University in order to fully complete the training programme at the appropriate educational level.

3.3 In the event that during participation in the academic mobility program, problems arise situations not regulated by the partnership agreement, they may be determined in the academic mobility agreement between the participant and the University, if the interests of another partner institution are not violated, and in agreement with the partner institution, if its interests are violated.

3.4 In the case of involvement in the implementation of the academic mobility program, financial or other support from third-party organizations or on the terms of co-financing, including international organizations (except for the partner institution), such organization is a third party when concluding a partnership agreement.

3.5 Student training programs and educational process schedules are approved by The academic mobility programs of other participants in the educational process of the University are approved by the relevant officials of the structural divisions of the University and partner institutions. If necessary, after the arrival of the academic mobility participant to the partner institution, the study program may be adjusted, for which the consent of all parties must be obtained. A copy of the adjusted study program in the form of an appendix is provided to three parties - the participant and the academic mobility coordinator of the University and the partner institution.

3.6 Duration of participation in the academic mobility program for participants academic mobility, who obtain the educational and scientific degree of Doctor of Philosophy / scientific degree of Doctor of Sciences / are University Employees, cannot exceed **two** consecutive years. For participants in academic mobility who are pursuing a bachelor's or master's degree the duration of participation in the academic mobility program(s) cannot exceed 50 percent the duration of the standard period of study for the relevant educational program.

3.7 During the exercise by a student of higher education of the University of the right to Academic mobility of any kind and form must meet the following conditions:

- the purpose and objectives of academic mobility correspond to the educational goals, focused on the applicant gaining professional experience in the field of future, existing, related specialty, professional competencies and skills;
- training under the academic mobility program is carried out under the guidance of by a leading specialist of the University department according to agreed educational programs of partner institutions;

- the results of academic mobility are determined in ECTS credits and/or relevant competencies, learning outcomes (without obtaining ECTS credits), which will be recognized by the relevant partner institutions;

- during the exercise of the right to academic mobility of any kind or form by a higher education student studying at the University under a state (regional) order, the term for obtaining a certain educational, educational and scientific level or scientific degree shall not be increased. If the requirement is not met (cannot be met), training after the end of the regulatory term shall be carried out at the expense of individuals (legal entities).

3.8 A participant in the educational process of the University, who, in accordance with the requirements of this Regulations , **has been selected** to participate in the academic mobility program, shall conclude an academic mobility agreement with the University. This agreement shall specify:

- details of the passport of a citizen of Ukraine, a document certifying the of identity a foreigner or a stateless person, and a certificate of assignment of a registration number of a taxpayer's registration card (except for individuals who, due to their religious beliefs, refuse to accept a registration number of a taxpayer's registration card and have officially notified the relevant regulatory authority about this and have a mark in their passport);
- goal, task, type and form, duration, term (if necessary, stages); expected results; a document that the participant receives after completing participation in the academic mobility program; a list and content of educational components, workload, a detailed description of methods of assessing the results and their reflection in the diploma supplement (for **educational** academic mobility);
- rights and obligations of the parties;
- financial conditions of the academic mobility program, medical care or medical insurance conditions
- the term, conditions and procedure for reporting upon or after returning to the University the recognition of the results of academic mobility, as well as measures to be taken in the event of failure to achieve the objectives of academic mobility or non-recognition of its results;
- the procedure for selecting additional educational components (except for mandatory, and planned to study at a partner institution) – for **educational** academic mobility;
- the term, conditions and procedure for liquidating academic debt, including at a partner institution;
- procedure for making amendments to the academic mobility agreement;
- other conditions necessary to ensure the achievement of academic results

mobility.

3.9 Academic mobility agreement concluded during the implementation of any type or form of academic mobility by a participant in the educational process of the University who studies on the basis of a state (regional) order must necessarily contain a requirement not to increase the term for obtaining the relevant educational, educational and scientific level or scientific degree and, in case of failure to fulfill this requirement, to extend the term for obtaining higher education by such a person beyond the standard one for such educational, educational and scientific level or scientific degree at the expense of individuals (legal entities).

3.10 In the event that a student of higher education at the University is a minor, the academic mobility agreement shall be concluded with one of his parents or a person who is his legal representative.

3.11 After concluding an academic mobility agreement, the Rector of the University upon the submission of the head of the relevant structural unit, issues an order determining the purpose, term, and other conditions (including financial) of participation in a specific academic mobility program of a participant in the educational process of the University. The person acquires the status of an academic mobility participant from the date specified in the order.

4 Information support and assistance for academic mobility

4.1 **Information support** consists in timely informing participants the educational process of the University regarding:

- the presence of joint agreements, programs and projects of the University with institutions-partners;
- list of academic mobility programs, grants, training programs, internships, language training, advanced training, etc. in Ukrainian/foreign partner institutions;
- scholarship programs and grants to support academic mobility, in

which the University is taking/plans to participate in;

- requirements for participants in academic mobility, procedure and deadlines for submission of necessary documents;
- features of the organisation of academic mobility (types, forms, content, duration) solvency, financial support, etc.) and procedures for recognising its results, etc.

4.2 Structural units and responsible persons are directly involved in organizing and ensuring the academic mobility of participants in the educational process at the university, in particular:

- Department of International Relations of the University;
- Academic mobility coordinator of the University;
- Faculty academic mobility coordinator;
- Department of Postgraduate and Doctoral Studies;
- postgraduate education center;
- educational and methodological department;
- educational department.

4.2.1 **International Relations Department** of the University carries out general organisation- technical support for international academic mobility on the issues of concluding relevant agreements and establishing (maintaining) relations with partner institutions, familiarisation with their information packages, preparation of the necessary package of documents in English, submitting to the rector a draft order for the appointment of the University's academic mobility coordinator, ensuring the translation into English of the University's Information Package (General Information) and materials for the specialty information packages, monitors compliance with the conditions for the implementation of academic mobility programs, etc.

4.2.2 **University Academic Mobility Coordinator**:

- in accordance with clause 4.1, provides information to participants in the educational process University on available forms, types and programs of academic mobility;

- prepares draft partnership agreements of the University with foreign partner institutions on academic mobility issues;
- annually updates the general component of the University Information Package and controls the preparation of materials for information packages of specialties by faculty academic mobility coordinators in Ukrainian and their placement on the University website;
- together with the faculty academic mobility coordinator in accordance with clause 3.8 forms **agreement** on the academic mobility of a participant in the educational process of the University who has been selected to participate in the academic mobility program.

4.2.3 **Faculty Academic Mobility Coordinator:**

- provides advice to higher education applicants on document preparation to participate in competitive selection for studies under internal programs and, together with the Department of International Relations, international academic mobility;
- upon submission of the department (for postgraduate and doctoral students - upon agreement with Department of Postgraduate and Doctoral Studies) and with the participation of the guarantor of the educational program prepares materials for the Faculty Academic Council to consider the candidacies of higher education applicants regarding their participation in domestic / international academic mobility programs. The decision of the Faculty Academic Council on the recommendation of candidacies of higher education / scientific degrees applicants for participation in the relevant academic mobility programs is formalised in a protocol. An extract from the protocol is given to the higher education applicant in person. List of candidates who have passed the competitive selection and are recommended by the Faculty Academic Council for participation in the programs of **domestic / international** academic mobility, approved by the rector by his order;
- checks the correctness of the documents in Ukrainian submitted by higher education applicants for participation in domestic/international academic mobility programs, provides support to academic mobility participants during their studies/internship;
- in accordance with the partnership agreement, participates in the formation of **an agreement** about the academic mobility of a participant in the educational process of the faculty who has been selected to participate in the academic mobility program;
- forms an individual curriculum for a participant in the educational process of the faculty in accordance with the academic mobility agreement and monitors its implementation;
- forms an academic transcript (other documents specified in the agreement), certifying the learning outcomes (including credits) obtained by the participant in academic mobility at the partner institution in accordance with the academic mobility agreement;
- upon the end of the academic mobility program, makes proposals to the dean regarding the recognition and re-enrollment of learning outcomes and transfer of ECTS credits (for postgraduate students - the educational component of the educational and scientific program) obtained by a participant in academic mobility of the faculty.

4.2.4 **Department of Postgraduate and Doctoral Studies:**

- provides consultations to applicants for educational and scientific degrees on issues of preparing documents for participation in competitive selection for studies under internal programs and, together with the International Relations Department, international academic mobility;

- with the participation of the guarantor of the educational program, prepares materials for the Scientific and Technical

the University Council to consider the candidacies of applicants for educational and scientific degrees regarding their participation in domestic / international academic mobility programs. The decision of the Scientific and Technical Council on the recommendation of candidacies of applicants for scientific degrees for participation in the relevant academic mobility programs is drawn up in a protocol. An extract from the protocol is given to the applicant in person. List of candidates who have passed the competitive selection and are recommended by the Faculty Academic Council for participation in the programs *domestic/ international* academic mobility, approved by the rector by his order;

- checks the correctness of the Ukrainian language of the documents of the acquisition holders of scientific degrees (for postgraduate students - the educational component in agreement with the Deputy Dean of the Faculty for Educational and Methodological Work) - applicants for participation in domestic / international academic mobility programs, provides support to participants in academic mobility during their studies / internships;

- in accordance with the partnership agreement, participates in the formation of the agreement on academic mobility of postgraduate and doctoral students selected to participate in the academic mobility program;

- together with the deputy dean of the relevant faculty, forms an individual *educational* postgraduate plan (if necessary for the educational component) and the scientific plan of applicants for educational and scientific degrees in accordance with the academic mobility agreement and monitors their implementation;

4.2.5 *Center for Postgraduate Education:*

- accumulates and forms a database of cooperation agreements between the University and Ukrainian partner institutions on issues of advanced training of scientific and pedagogical and teaching staff within the framework of internal academic mobility programs;

- prepares draft orders on advanced training under internal programs academic mobility of University employees in Ukrainian partner institutions and admission to internships (including scientific) in the structural divisions of the University of scientific and pedagogical employees from Ukrainian partner institutions;

- based on the decision of the Academic Council of the University regarding the recommendation of the participant

of educational process to participate in the academic mobility program in *foreign* partner institution, together with the International Relations Department, prepares draft orders on internships (including scientific) of University employees under academic mobility programs in the relevant partner institutions, as well as enrollment of participants in academic mobility from foreign partner institutions for internships (including scientific) in the relevant departments of the University;

- in accordance with current legislation, submits to the Academic Council of the University proposals for recognising the academic mobility program completed by participants in the educational process as advanced training.

4.2.6 *Educational and Methodological Department*– develops, revises and updates Regulations on the procedure for exercising the right to academic mobility of participants in the educational process of the University and other regulatory documentation on the organization and educational and methodological support of the educational process, provides consultations and monitors compliance by faculties with the rules for recognising results

training and ECTS credits for higher education students of the University who have completed their studies under the academic mobility program, including through non-formal education.

4.2.7 **Educational Department**– controls the formation and implementation of individual curriculum of higher education students - participants in academic mobility, including their elective part and the full implementation of the educational program of the basic University.

4.2.8 **Organisational and methodological** support for academic mobility programs shall carry out:

- for first (bachelor's) and second (master's) higher education applicants (levels) – coordinators of academic mobility of faculties, guarantors of educational programs, curators of academic groups;
- for applicants to the third (educational and scientific) level of higher education / scientific degree – postgraduate and doctoral studies department, scientific supervisors / scientific consultants, guarantors of educational programs;
- for scientific, scientific-pedagogical and pedagogical workers in the case of completing a scientific internship, participating in joint scientific/creative projects, conducting scientific research and advanced training with a scientific component - research part, Center for Postgraduate Education, departments.

4.3 In the case of a person's participation in academic mobility programs upon **personal** invitation from a Ukrainian/foreign higher education institution (scientific institutions) the higher education applicant , after receiving an official invitation, shall submit to the dean of the faculty / head of postgraduate and doctoral studies with a request to transfer him to an individual study schedule or to grant him a short-term academic leave (depending on the scope of the study program / internship) to carry out an academic mobility program at a certain institution. The application shall be accompanied by an invitation with a translation into Ukrainian certified by the International Relations Department, as well as other documents confirming the expediency of the business trip or academic leave (curriculum (study program), educational process schedule, petition of the department, student self-government bodies, scientific society of students and young scientists, etc.).

Under these conditions, in the case of **domestic** academic mobility, the Employee with an application endorsed by the head of the unit and an invitation letter shall submit to the Center for Postgraduate Education for further processing of documents and referral to the appropriate institution for the implementation of the academic mobility program. In the case of **international** academic mobility, an employee / doctoral student / postgraduate student with an application, invitation, the translation of which into Ukrainian must be certified by the Department of International Relations, relevant justifications and requests first applies to the Vice-Rector of the University (for the relevant field of activity), after whose visa, submits the specified documents to the Academic Council of the University for permission to travel to a foreign institution, after which he submits an application, invitation and an extract from the minutes of the Academic Council meeting to the Center for Postgraduate Education for processing documents in accordance with the established procedure.

5 Academic mobility of foreign citizens

5.1 Academic mobility *foreign* citizens at the University is carried out in accordance with the requirements:

- current legislation of Ukraine on state migration policy;
- internal regulatory documents of the University;
- bilateral treaties and agreements between the University and foreign institutions-

partners.

5.2 *Foreign* participants in the educational process who exercise the right to academic mobility within the framework of agreements between the University and foreign partner institutions, can be enrolled in the University to complete various academic mobility programs:

- through grants from international organizations;
- at the expense of the University's own revenues;
- at the expense of funds from individuals (legal entities), including international organizations;

- on the terms of free education in the case of mutual exchange of higher education applicants education, including under joint educational programs that provide for obtaining a joint or double document (documents) of higher education on the terms of free education in the event of international exchange of higher education students, provided that the number of such foreign higher education students does not exceed the number of Ukrainian higher education students studying at a foreign partner institution and this norm is determined by the partnership agreement.

5.3 Foreign participants in academic mobility are applicants for educational levels that plan to study under academic mobility programs at the University, *not later than a month* before the start of the program, submitted to the international department the following documents:

5.3.1 statement;

5.3.2 consent to the collection and processing of personal data;

5.3.3 a Learning Agreement or other document that

the training program is presented;

5.3.4 copy of passport, notarised translation of the first page

passport and a copy of the page with the Ukrainian visa;

5.3.5 medical insurance policy, unless otherwise provided by international treaties of Ukraine;

5.3.6 protocols of introductory briefing, familiarization signed by the participant with the internal regulations of the University, rules of residence in dormitories, features of the organization of the educational process, etc.;

5.3.7 participant's application for a temporary residence permit, up to to which 2 photos (3.5×4.5 cm) are attached;

5.3.8a certificate confirming the level of proficiency in the language in which the course is to be taken will be studying at the University;

5.3.9 letter – approval from the responsible person of the partner institution with international cooperation / academic mobility.

5.4 The documents specified in sub-clauses "5.3.3", "5.3.4" must be translated into Ukrainian with a notarized translation. The documents specified in sub-item "5.3.3" must be certified in the country of their issuance

in the manner officially used in this country for such certification and (if necessary) legalized by the relevant foreign institution of Ukraine, unless otherwise provided for by international treaties of Ukraine.

Additionally, other documents may be submitted as required by international programs/ agreements within the framework of which the academic mobility program is implemented.

5.5 **Others** participants in academic mobility of **foreign** partner institutions must submit the following documents for registration for the academic mobility program:

- confirmation from the partner institution;
- internship or teaching plan indicating scientific or professional interests, activities offered within the academic mobility program and language of internship;
- program of visit of a foreign participant of academic mobility with a visa- approval of the person responsible for supporting the participant in academic mobility at the University (vice-rector of the University (according to his/her area of responsibility) / representative of the structural unit, dean of the faculty, etc.), and a resolution of the rector of the University.

5.6 Based on the partnership agreement and the documents listed above, The International Relations Department, together with the academic mobility coordinator of the relevant faculty (for postgraduate students/doctoral students - the Department of Postgraduate and Doctoral Studies; for scientists and employees - the Center for Postgraduate Training), prepares a draft order of the rector on the enrollment of a certain person to complete the academic mobility program in accordance with the academic mobility agreement.

5.7 Conditions for the arrival of leading foreign scientists and educational figures at the invitation of The terms of the University and their stay in Ukraine may be determined by additional agreements concluded between the University and the invited person.

5.8 Upon completion of the academic mobility program, the academic mobility coordinator of the Faculty prepares a certificate or other document for the foreign higher education applicant confirming the completion of the program in accordance with the concluded agreement, as well as a list of all educational components studied by the higher education applicant, indicating the grades (according to the institutional scale and the ECTS scale) and ECTS credits assigned to these components. For other participants, the Center for Postgraduate Education issues a **certificate** of the established sample.

6 Recognition of learning outcomes under academic mobility programs of participants in the educational process

6.1 Recognition of learning outcomes of **applicants** of higher education acquired during the implementation of academic mobility programs (for postgraduate students - the educational component of the educational and scientific program) is carried out on the basis of the provisions of the European Credit Transfer and Accumulation System by comparing the educational programs of the University and the partner institution on the basis of the submitted academic certificate (other similar document) with the list and results of the evaluation of educational components, their amount in ECTS credits (results of scientific work obtained), as well as information about the system of evaluating educational achievements, certified in the established manner at the partner institution.

6.2 The content of educational components and the amount of training load performed by the participant of academic mobility in the partner institution, are confirmed by an academic certificate or other similar document issued by this institution in accordance with the partnership agreement. The list of educational components agreed in the academic mobility agreement and their volume (in ECTS credits), which is presented in the individual curriculum of the participant of academic mobility, must be **certified** at a partner institution and **fully** recognised by the University without additional fulfillment of any other academic load for these educational components.

6.3 Enrollment of higher education applicants with accumulated educational components The transfer of ECTS credits under the academic mobility program is carried out in accordance with the “Regulations on the procedure for recognizing and enrolling the learning outcomes of higher education applicants at KhNU”, and the acquired learning outcomes (grade conversion) are carried out in accordance with the “Regulations on monitoring and evaluating the learning outcomes of higher education applicants at KhNU” (University website (<https://khmnu.edu.ua/>): section – “Regulatory documents”, heading – “Position”, page – “Regulations on the Organization of Educational Activities”).

6.4 In the event that the academic mobility program does not provide for automatic recognition of study periods, obtained results and ECTS credits, this function is entrusted to the dean's office, department and guarantor of the educational program in which the higher education seeker is studying on a full-time basis. The decision on the recognition of the study period under the academic mobility program and their results should be made at the stage of forming the individual study plan of the higher education seeker before the start of studies under the program.

6.5 Comparison of the content of educational components and the volume of the teaching load during degree and credit mobility should be based on a comparison of the learning outcomes provided for by the academic mobility program at the partner institution and the learning outcomes planned by the educational program of the University. The total volume of the educational program should correspond to the higher education standard of the specialty.

6.6 If a higher education student does not, during his/her stay at the partner institution, completed the academic mobility program in terms of mastering the content of the educational components and fulfilling the amount of the study load in ECTS credits, then after its return (depending on the reasons for failure to complete the program), the University may make one of the following decisions:

- provide an opportunity to eliminate academic debt according to the established schedule;
- to leave for a second course of study at the expense of individuals or legal entities;
- be expelled from the University for academic debt.

6.7 Recognition of the results of the implementation of the academic mobility program **others** participants of the educational process of the University (Employees, degree applicants, etc.) is carried out on the basis of their fulfillment of the terms of the agreement under the academic mobility program. The results of participation in the academic mobility program of this category of participants are certified by the submission of a report on the implementation of the program at the partner institution, the content and form of which are determined by the relevant structural unit, and documents on the successful completion of the academic mobility program, determined by the relevant agreement. The specified documents shall be properly issued

and submitted in **ten-day** deadline to the relevant structural unit upon return to the University.

6.8 In the event of failure by the Employee/Doctoral Student to submit the documentation to the University,

If a student fails to confirm the results of academic mobility within the established period without a valid reason, the issue of imposing a penalty on him is being considered, in accordance with current legislation.

6.9 If the academic mobility program involves activities that

is performed by an Employee at the University (or language internship), which is confirmed by relevant documents, then participation in this program may be recognized by the Academic Council of the University as advanced training.

7 Legal and financial support for participants in academic mobility

7.1 Responsibility for compliance with applicable law during

The implementation of academic mobility programs, the rights of academic mobility participants, transparency during and after its implementation, effective, rational and targeted use of funds is the responsibility of the University management. A mandatory condition is the transparency of the process - the publication of the results of the selection of participants by the University, a report on their completion of the academic mobility program and its results on the official website of the University.

7.2 For the period of **educational** academic mobility of higher education students of the University:

- retain their place of study, the right to be appointed academic and/or social scholarship regardless of the presence in the partnership agreement and/or academic mobility agreement of a provision on financial support by the partner institution in monetary and/or non-monetary form and its amounts; other social security in accordance with the legislation. Scholarship provision during and after participation in the academic mobility program is carried out in accordance with the legislation;

- have the right to independently choose additional academic disciplines (except compulsory academic disciplines provided for study at the partner institution);

- in terms of educational and/or scientific academic mobility, have the rights and responsibilities of a higher education (degree) student at a partner institution (except for financial (scholarship and other social) support);

- in case of implementation in accordance with the legislation by the participant in **educational** academic mobility of

the right to academic leave or a break in studies, appropriate amendments are made to the cooperation agreement and the academic mobility agreement at the initiative of the University.

7.3 For higher education applicants who study at the University at the expense of funds of individuals / legal entities and wish to participate in academic mobility programs, issues of financial support are stipulated in agreements on training under academic mobility programs.

7.4 Information about the applicant for higher education of the University - participant in the educational program

academic mobility - are entered by the University into the Unified State Electronic Database on Education (UEDB), and in the case of such a person's participation in an internal educational

academic mobility – also by the partner institution as a participant temporarily admitted to classes.

7.5 During the period of academic mobility, University employees retain

for a period of up to:

- two years – position at the main place of work;
- six months – remuneration at the main place of work in the amount of the average salary in accordance with the legislation, if financial support throughout the entire period of participation in the academic mobility program at the partner institution is not provided or is provided in an amount that, on the date of conclusion of the academic mobility agreement, is less than the average subsistence minimum in the host country.

7.6 Foreign participants in educational (scientific) academic mobility have the same rights and obligations as participants in the educational process of the University (except for financial (scholarship and other social) support).

7.7 A foreign participant who, within the framework of *educational* academic mobility in accordance with the Law of Ukraine “On Higher Education”, a participant who obtains higher education according to educational programs agreed between the University and a partner institution, which ends with obtaining a joint (double) higher education document, may be enrolled in the University on the terms specified in the partnership agreement. Information about such a participant is entered into the EDEBO.

7.8 Additional conditions for involvement by structural units of the University foreign participants may be specified in the partnership agreement and/or academic mobility agreement.

7.9 Financing of the University’s expenses related to the implementation of academic mobility programs, can be carried out at the expense of:

- grants;
- funds provided for in the state (relevant local) budget;
- the University's own funds;
- funds from a foreign partner institution;
- other sources not prohibited by law.

7.10 Material support for participants in the educational process of the University in international academic mobility programs in accordance with international treaties of Ukraine on a bilateral basis or at the expense of the receiving party or at the expense of the sending party, in addition to the requirements specified by the Resolution of the Cabinet of Ministers of Ukraine dated 13/05/2022 No. 599, are carried out in accordance with the requirements of the Regulation on the conditions of material support for persons sent abroad for studies and internships, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 04/03/1996 No. 287 (edition dated 21/05/2022). In other cases, financing of expenses related to travel, accommodation, daily allowances, meals, medical care and insurance, etc., is carried out at the own expense of the participant himself and/or other individuals (legal entities), if the partner institution does not provide these expenses.

7.11 In accordance with the legislation, the provision of organizational, protocol-Information, consulting services, and translation services for Ukrainian participants in the educational process of the University are provided free of charge.

8 Final provisions

8.1 Updated in accordance with current regulatory documents of Ukraine The version of the “Regulations on the procedure for exercising the right to academic mobility of participants in the educational process of Khmelnytskyi National University” is posted on the University’s website (<https://khnmu.edu.ua/>): section – “Regulatory documents”, heading – “Position”, page – “Regulations on the Organization of Educational Activities”.

8.2 These Regulations shall enter into force from the moment of their approval by order of the rector of the university on the basis of decisions of the Academic Council of the university.

8.3 In the event of amendments or additions to state regulations, legal documents regulating the issues of this Regulation, the relevant paragraphs of the Regulation lose their validity and are replaced by the necessary changes approved by order of the rector on the basis of a resolution of the Academic Council of the university or the relevant advisory body.

8.4 Changes made to these Regulations must be reflected in partnership agreement (clause 3.1), participant's academic mobility agreement (clause 3.8) and other documents to which these changes apply (Resolution of the Cabinet of Ministers of Ukraine dated 12.08.2015 No. 579 "On approval of the Regulation on the procedure for exercising the right to academic mobility" (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated 13.05.2022 No. 599) clauses 13 and 14, respectively).