


<p>Approved and enforced by the order of Rector of H. S. Skovoroda Kharkiv National Pedagogical University No. 76 of October 24, 2018 I. Prokopenko</p>		<p>Document code 04-05/40.18</p>	<p>Quality Management System H. S. Skovoroda KhNPU  REGULATIONS  on the implementation procedure of students' academic mobility right at H. S. Skovoroda Kharkiv National Pedagogical University</p>	<p>Approved by the Academic Board of H. S. Skovoroda Kharkiv National Pedagogical University  Minutes No. 3 of April 24, 2018</p>
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REGULATIONS ON THE IMPLEMENTATION PROCEDURE OF  
STUDENTS' ACADEMIC MOBILITY RIGHT AT H.S. SKOVORODA  
KHARKIV NATIONAL PEDAGOGICAL UNIVERSITY

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**Approved by:** Academic Board of H. S. Skovoroda Kharkiv National  
Pedagogical University, Minutes No. 3 of April 24, 2018.

Approved and enforced by the order of Rector of H. S. Skovoroda Kharkiv  
National Pedagogical University No.76 of October 24, 2018

## 1. GENERAL REGULATIONS

1.1. These regulations establish the implementation procedure of the right to academic mobility for the educational process participants of H. S. Skovoroda Kharkiv National Pedagogical University (hereinafter H. S. Skovoroda KhNPU) in Ukraine or abroad, and the educational process participants of foreign higher education institutions at the above university.

1.2. The Regulations on the implementation procedure of the academic mobility right for the educational process participants of H. S. Skovoroda Kharkiv National Pedagogical University comply with the Law of Ukraine "On Higher Education", the Law of Ukraine "On Education", the Regulations for the implementation procedure of the academic mobility right, approved by the Resolution of the Cabinet of Ministers of Ukraine on August 12, 2015, No. 579, other regulatory documents on higher education, and the University Charter.

1.3. Academic mobility participants are Ukrainian participants of the educational process of H. S. Skovoroda KhNPU, namely, students of Bachelor's and Master's degree programmes, as well as national and foreign participants and educational institutions exercising the right to academic mobility.

1.4. Academic mobility right can be implemented under international education and science cooperation agreements, international programmes and projects, agreements between Ukrainian higher education institutions or their main structural units, between national and foreign higher education institutions or their main structural units (hereinafter – partner higher education institutions), and can also be implemented by a Ukrainian participant of the educational process in a higher educational institution upon their own initiative, supported by the administration of H. S. Skovoroda KhNPU where they study or work, or based on individual invitations.

1.5. A partner higher education institution is a Ukrainian or foreign higher education institution H. S. Skovoroda KhNPU signed a corresponding cooperation agreement with.

1.6. General international academic mobility support in signing agreements and establishing maintaining relationships with partner higher education institutions, informing faculties and departments about the existing programmes, and supplying information packages is provided by the Centre for International Cooperation and International Education.

1.7. Academic mobility programmes organizational support at H. S. Skovoroda KhNPU, which involves methodological assistance in preparing documents for academic mobility programmes, accepting recognized academic achievements and managing programmes performance, is provided by the Centre for International Cooperation and International Education and the Scientific and Methodological Commission of the relevant faculty.

1.8. According to the place of academic mobility implementation, it is divided into:

- Internal academic mobility – academic mobility, the right to which is implemented by national and foreign participants of the educational process of H. S. Skovoroda KhNPU in a partner higher education institutions on the territory of Ukraine;

- International academic mobility – academic mobility, the right to which is implemented by the participants of the educational process of higher education institutions in Ukraine and abroad, as well as by foreign participants of the educational process of foreign higher education institutions in Ukrainian higher education institutions.

1.9. The main types of academic mobility are as follows:

- Degree mobility – study at a higher education institution other than the permanent place of residence/study of a participant of the educational process, with the aim to obtain a higher education degree, which is confirmed by a document (documents) on higher education or a higher education degree of two or more

higher education institutions (under joint or agreed programmes or contracts (agreements) or on the participant`s own initiative);

- Credit mobility – study at a higher educational institution, other than the permanent place of study of a national or foreign participant of the educational process, to obtain ECTS credits or relevant competencies / learning outcomes (without ECTS credits), which will be recognized by the home higher education institution of Ukrainian or foreign participants of the educational process. The general educational period for the credit mobility programmes participants remains unchanged.

1.10. Forms of academic mobility for the educational process participants of Bachelor's and Master's degree programmes in Ukrainian higher education institutions are as follows:

- training;
- language internship;
- training and research internship;
- in-service practice;
- summer and other schools.

1.11. Study of the national and foreign participants of educational process under the curricula agreed between partner higher education institution, which include academic mobility programmes, provides for graduating with a higher education diploma of the partner higher education institution and joint, double or multilateral higher education diplomas of partner higher education institution.

## 2. GOALS AND OBJECTIVES OF ACADEMIC MOBILITY

2.1. Goals, objectives and general rules for provision and implementation of the right to academic mobility comply with the basic principles of the Joint Declaration of Ministers of Education of Europe, "European Higher Education Area", Bologna, June 19, 1999 (Bologna Declaration).

2.2. The main goals of academic mobility of H. S. Skovoroda KhNPU educational process participants are:

- improvement of higher education quality;
- enhancement of research efficiency;
- competitiveness of H. S. Skovoroda KhNPU graduates on Ukrainian and international educational services and labour markets;
- enrichment of the educational process participants' personal experience of other models of knowledge dissemination;
- involvement of the international intellectual potential in the national educational process under bilateral and multilateral agreements between partner higher education institutions;
- establishment of internal and external integration links;
- implementation of the educational standards of partner higher education institutions.

2.3. The main academic mobility objectives for educational process participants of H. S. Skovoroda KhNPU are:

- improvement of the level of theoretical and practical training, conducting research using modern equipment and technologies, mastering the latest research methods, gaining experience in conducting research and implementing its results;
- possibility of being awarded double diplomas of higher education by the participant of the educational process;
- developing foreign language communicative competence;
- strengthening education and science integration, research development, broadening the knowledge of national cultures, as well as the dissemination of knowledge about the Ukrainian language, culture, education and science;
- maintaining social, economic, cultural and political relationships with other countries.

### 3. ORGANIZATIONAL SUPPORT OF ACADEMIC MOBILITY IMPLEMENTATION

3.1. According to internal academic mobility programmes, higher education students are temporarily enrolled in the educational process in the partner higher

education institution and have the rights and obligations of the Ukrainian higher education institution student for the period of the academic mobility.

3.2. The higher education institution that refers students to participate in academic mobility:

- selects participants of the educational process of the higher education institution for academic mobility programmes;

- regulates the list of requirements and documents necessary to confirm the participation in the academic mobility programme, the procedure and deadlines of their submission;

- defines the stages, financial conditions, types, forms, duration and content of academic mobility in partner higher education institutions;

- defines the requirements for recognizing learning outcomes and other forms of academic mobility, reports of higher education participants, research, academic and other higher education institutions staff;

- signs agreements with academic mobility participants.

3.3. Academic mobility participants are selected by the contest committee of the corresponding faculty of H. S. Skovoroda KhNPU, which includes the dean, graduate department chairs, and student council representatives.

3.4. Members of H. S. Skovoroda KhNPU contest committees are approved by the vice-rector for academic and educational work.

3.5. H. S. Skovoroda KhNPU higher education students are selected to participate in academic mobility programmes on a competitive basis, taking into account the rating of their academic achievements, participation in research work and the level of their foreign language competence. H. S. Skovoroda KhNPU governing body duly decides to send a student to study based on the order on academic leave for training and internships in foreign higher education institutions, provided to the student to participate in the academic mobility programme.

3.6. Full-time higher education students who successfully study under their Master's degree programmes and the full-time undergraduates who have successfully completed at least two years of studies on Bachelor's degree

programmes are eligible to participate in the programmes of academic mobility of H. S. Skovoroda KhNPU based on the faculty recommendation, approved by the vice-rector for academic and educational work.

3.7. The list of documents necessary for participation in the academic mobility programme of H.S. Skovoroda KhNPU students, and their submission procedure are governed by agreements between H. S. Skovoroda KhNPU and partner higher education institutions.

3.8. In case a student of H.S. Skovoroda KhNPU participates in an international academic mobility programme, the competitive selection is carried out by the grant organization subject to the terms and criteria specified in the contest documents.

3.9. For the study period in a partner higher education institution, a student of H. S. Skovoroda KhNPU, upon his/her request and according to the decision of the dean, is provided with the opportunity to study in H. S. Skovoroda KhNPU according to the individual academic programme.

3.10 The duration, stages, content and the number of credits are determined by the curricula and schedules of the partner higher education institutions, specified in the students' individual academic programmes and agreed with the administration of H. S. Skovoroda KhNPU.

3.11. When designing a student's individual academic programme, the actual performance of the individual academic programmes of the current and previous years are taken into account.

3.12. Training under individual academic programmes can involve distance learning technologies.

3.13. Students, exercising their academic mobility right, retain their places for the academic mobility period and are registered in the Unified State Electronic Database on Education.

3.14. In addition to studying compulsory courses, defined by the respective agreement by the partner higher education institution, the student is entitled to elect additional courses upon agreement with their home higher education institution.



3.15. The procedure of sending students to study:

3.15.1. Depending on the duration of student's studies at partner higher education institutions, he or she is granted an academic leave of up to one year. If necessary, the academic leave may be extended for another year. During the whole period of studies, the student is entitled to exercise the right to an academic leave for studying at foreign higher education institutions once only.

3.15.2. Documents for an academic leave must be submitted in advance, but at least two weeks before the date of the scheduled departure.

3.15.3. An academic leave is granted upon the order of the University rector based on:

- the documents, including the student's application to the rector, signed by the dean and agreed with the vice-rector for academic and educational work, the Centre of International Cooperation and International Education (for international mobility);

- excerpt of the Minutes of the department meeting on the consent to refer a student to study;

- student's original invitation to study in a partner higher education institution;

- information on the higher education institution the student is sent to;

- a cooperation agreement with this education institution.

4. RECOGNITION OF H.S. SKOVORODA KHNPUSTUDENT'S ACADEMIC ACHIEVEMENTS IN THE PARTNER HIGHER EDUCATION INSTITUTION.

4.1. The procedure of recognizing external education experience, including the acceptance of educational components transfer system to accumulate and transfer credits (ECTS) under different forms of academic mobility (including those for foreign students), is determined by higher education institutions prior to the implementation of academic mobility programmes.

4.2. Students' performance is recognized and their credits are transferred in compliance with the European Credit Transfer and Accumulation System. The

comparison of the content and scope of academic workload during higher education under the academic mobility programmes is to be based on the comparison of the results achieved by student in the partner higher education institution and the expected academic results of the student's home higher education institution.

4.3. Students' final test results at the partner higher education institution are presented by the scale accepted at the partner-higher education institution and converted into the scale accepted at H. S. Skovoroda KhNPU.

4.4. Provided a student of H. S. Skovoroda KhNPU completes academic courses at a partner higher education institution to be awarded the documents on higher education of both H. S. Skovoroda KhNPU and the partner higher education institution, the difference in the curriculum courses can be accounted for according to the national legislation in force of both parties.

4.5. The transfer and acceptance of the student's academic achievements at a partner higher education institution, the completion of the educational and in-service practice, as well as scientific research are carried out according to the procedure, established in H. S. Skovoroda KhNPU upon student's documents, duly certified by a partner higher education institution with the list of the completed academic courses and the achievements therein, educational and in-service practice, the number of credits and the information on students' academic assessment system , as well as on scientific research.

4.6. The state certification of H. S. Skovoroda KhNPU students, being educated under an agreed academic mobility programme, is performed according to the procedure, established by H.S. Skovoroda KhNPU and the partner higher education institution.

4.7. After mastering educational components agreed by the partner institutions and confirmed by an academic transcript (or another document), issued by the host higher education institution, the higher education institution which sent students must fully recognize the agreed number of credits of the European Credit

Transfer and Accumulation System (ECTS), include them in the student's higher education programme and use them to meet the qualification requirements.

## 5. REPORTING PROCEDURES AND LEARNING OUTCOME DOCUMENTATION

5.1. Upon returning to H. S. Skovoroda KhNPU, a student who studied in a partner higher education institution, provides a duly certified document from the partner higher education institution with a list of courses and academic achievements in them, educational and in-service practices, the number of credits and information on the system of students' academic assessment system, and on carrying out scientific research.

5.2. A student, who completed an internship at a higher education institution abroad, submits a written report on its completion and the results of the internship to the graduation department.

5.3. The administration of H.S. Skovoroda KhNPU decides to renew a student after the academic leave, awarded to participate in the academic mobility programme.

5.4. If a student does not successfully complete an academic programme during his/her stay at the partner higher education institution, upon return to their home higher education institution they may be offered a schedule to satisfy credit hour deficiency within one month or a refresher academic year at the expense of individuals or legal entities (according to the academic mobility agreement).

## 6. FINANCIAL SUPPORT FOR ACADEMIC MOBILITY IMPLEMENTATION

6.1. For the period of academic mobility at a partner higher education institution on the territory of Ukraine or abroad a student retains his/her place of study and scholarship in accordance with the signed academic mobility agreement in case no regular irrevocable fixed financial support for the entire period of the academic mobility programme at another higher education institution is provided

or it is provided in the amount, which if denominated in the national currency as of the date of the signing the academic mobility agreement is less than the scholarship payable to the person according to Resolution of the Cabinet of Ministers of Ukraine No. 882 of July 12, 2008 “Scholarship provision issues” and Resolution of the Cabinet of Ministers of Ukraine No. 1050 of December 28, 2016 “On some scholarship provision issues”.

6.2. Students who during the previous academic semester exercised their academic mobility right under the academic mobility agreement and returned to their home higher education institution (the permanent place of studying) after the approval of the rating of academic achievements in accordance with Resolution of the Cabinet of Ministers of Ukraine No. 882 of July 12, 2008 “Scholarship provision issues” and Resolution of the Cabinet of Ministers of Ukraine No. 1050 of December 28, 2016 “On some scholarship provision issues” and didn’t pass semester assessment within the period specified in the education programme, are entitled to scholarship after satisfying credit hour deficiency.

The head of the higher education institution establishes a term for these students to satisfy credit hour deficiency within a period of up to one month from the day of their return after the academic mobility programme completion. Thereinafter, the decision is made on awarding an academic scholarship to such persons based on general terms according to Resolution of the Cabinet of Ministers of Ukraine No. 882 of July 12, 2008 “Scholarship provision issues” and Resolution of the Cabinet of Ministers of Ukraine No. 1050 of December 28, 2016 “On some scholarship provision issues”. In case an academic scholarship is awarded, it will be payable starting from the month following the return from the academic mobility programme.

6.3. When the term of student’s academic studies at another higher education institution exceeds one semester, and this person satisfy credit hour deficiency, provided a positive decision of the scholarship commission, this person is paid the full amount of the scholarship that was not paid over the entire period of his/her

studies during the academic mobility programme at another higher education institution in Ukraine or abroad.

6.4. The student's academic study and research period cannot exceed two years.