

TERMS AND CONDITIONS

on the procedure for implementing the right on academic mobility

in National Technical University Dnipro Polytechnic

1. General provisions

1.1. The **provisions** on the procedure for implementing the right on academic mobility in National Technical University Dnipro Polytechnic (hereinafter – the University) have been developed in accordance with The Law of Ukraine "On higher education", the **provisions** on the procedure for implementing the right on academic mobility, approved by the Resolution of the Cabinet of Ministers of Ukraine dated to August 12, 2015, No. 579 of Joint declaration of the Ministers of Education of the European Union "European space in the field of higher education" (Bologna Declaration, 1999), other normative legal documents on higher education, the Statute and the Strategy of the University internationalization.

1.2. This **provision** establishes arrangement procedure of academic mobility programs for the University community on the territory of Ukraine or beyond its borders and foreign higher educational establishments / scientific institutions / enterprises / organizations / foundation communities at the University.

Academic mobility is an opportunity for the University community to study, teach or have internship or academic career in another institution of higher education (scientific institution) on the territory of Ukraine or abroad.

Participants in academic mobility are University communities, the University itself and its partners – higher educational establishments (academic institution) within or outside Ukraine.

1.3. The right on academic mobility can be realized on the basis of international cooperative agreements in the field of education and science, international programs and projects, agreements on cooperation between the University or its main organization departments, between the University and foreign higher educational institutions (academic institution) and their main organization departments, and may also be implemented by the University community on its own initiative, supported by the administration of the University, in which he constantly studies or works, on the basis of individual invitations and other mechanisms.

Individual academic mobility of the University communities, which is realized on the basis of individual invitations without coordination with the administration of the University, is possible only during the holidays (for applicants of academic or scientific degrees), vacation leave or gap year.

1.4. The objectives, tasks and general rules for the provision and implementation of the right on academic mobility must correspond with the basic principles of the Joint Declaration of the Ministers of Education of the European Union "European space in the field of higher education", signed in Bologna on 19 June 1999 (Bologna Declaration).

1.5 The main types of academic mobility are:

graded mobility — studying in a higher educational institution, other than a permanent educational place of a participant with intent of obtaining a higher graduation, as evidenced with a document (documents) on higher education or a higher education degree from two or more higher educational establishments;

credit mobility — studying in a higher educational institution, other than the permanent educational place of a participant with intent of obtaining credits from the European Credit Transfer System and / or relevant competencies, learning outcomes (without obtaining credits from the European Credit Transfer System) that will be recognized at a permanent higher educational establishment of a domestic or foreign participant. At the same time, the overall training period for such participants in the credit mobility programs remains unchanged.

1.6. Forms of academic mobility for the University communities, obtaining educational degrees of a junior bachelor, a bachelor, a master's degree and a doctor of philosophy at the University, are:

- academic mobility programs studies;
- language probation;
- scientific probation.

1.7. Forms of academic mobility for persons obtaining a scientific degree of the Doctor of Science, academic staff, senior lector and assistant and other participants of educational process at the University are:

- participation in joint projects;
- teaching and training;
- scientific researches;
- scientific probation;
- continuing education .

2. Organizational support for academic mobility participants in the educational process of the University

2.1. The general organizational support for international academic mobility is provided by the Department of International Relations, the Department of International Projects and the Department of International Academic Mobility.

2.2. In accordance with the legislation, university place and scholarship allowance under the agreement on academic mobility are allowed degree seekers to retain for the period of studying, training, probation or conducting scientific activity in another higher educational institution (academic institution)-partner in the territory of Ukraine or abroad.

2.3. Scholarship allowance is allowed degree seekers participating in the academic mobility program to be retained in case of:

- the student does not receive funding under the mobility program (all forms of academic mobility);
- the student receives partial funding (for example, the cost of living is covered by the program (or the hostel is provided), and the funds for daily expenses and food are not provided);
- student under mobility program (credit mobility) can not attend a sufficient number of courses in foreign University that will be awarded to in a state One, and the student additionally performs an individual program of study at the University, which involves the awarding of ECTS credits in a larger number than at a foreign institution.

2.4. Degree seeker who is studying on a contract basis at the expense of individual and / or legal entities (contract) in a higher educational institution that has sent him to study at another higher educational institution (academic institution)-partner in or outside Ukraine, timely pay the tuition in the amount and in the timeframe established by the Contract signed by him / her.

2.5. Degree seekers who have made a contract on study or internship/ probation under the academic mobility program are not sent down from university applicants for the period of implementing the right on academic mobility and are accounted for in the Unified State Electronic Education Base.

2.6. Under the agreement on academic mobility the university place and scholarship allowance are allowed degree seekers to be retained for the period of implementing the right on academic mobility in another higher educational institution (academic institution)-partner in the territory of Ukraine or abroad – in the event of a systematic non-refundable fixed financial support in a monetary form is not provided during the entire period of study in the academic mobility program in another higher educational institution (academic institution) or stipulated in less national monetary amount than the amount of scholarship set to the person respectively to the Resolution of the Cabinet of Ministers of Ukraine No. 882 dated July 12, 2008, "Issues of scholarship support" and Resolution of the Cabinet of Ministers of Ukraine No. 1050 dated December 28, 2016, "On Certain Issues of Scholarship Support".

Scholarship is a systematic non-refundable fixed financial support in a monetary form provided to individuals who study at the University on a budget basis, as well as day shift postgraduate education.

2.7. In a higher educational institution-partner degree seeker, in addition to compulsory subjects studying has the right to choose additional academic disciplines independently in agreement with a higher educational institution that has sent him\her for study.

2.8. Foreign degree seekers, implementing the right on academic mobility within the agreements on cooperation between domestic and foreign higher educational institutions (academic institution)-partners, may be enrolled for study at domestic higher educational institutions:

- at the expense of the funds of international programs and organizations;
- at the expense of own funds of higher educational institutions;
- at the expense of individual or legal entities;
- on conditions of free education in the case of mutual degree seekers exchange, including compulsory educational programs, which provide a combined or dual degree (documents) on higher education;
- on the terms of free education in the case of international degree seekers exchange, if the number of such foreign degree seekers do not exceed the number of domestic ones who study in a foreign higher educational institution-partner within the academic mobility programs according to the signed agreements on international academic mobility between universities.

2.9. Scientific and academic staff, senior lecturers and assistants and other participants of educational process at the University can implement the right on academic mobility in accordance with the signed agreement on academic mobility. At the same time, the University hold down scientific and academic staff's job for up to two years, for senior lecturers, assistants and others – up to one year. The labour expense is kept for a term up to six months at the principal place of employment in accordance with the law if the labour expense is not provided for by the academic mobility program.

The basis for worker's salary deprivation for the period of implementing the right on academic mobility is the existence of an employment contract between a university employee and foreign higher educational establishments (academic institution) or their main organization departments.

2.10. List of necessary documents for communities' participation in the academic mobility program at the University:

- official note to the rector with a visa-travel permission;
- a copy of the invitation;
- the assignment for a business trip (for the University staff);
- business trip order (the form is registered in the office);
- academic mobility order (registered in the personnel department);
- agreement on academic mobility between the University and a participant;
- individual learning route on academic mobility period (if necessary, for students and certified by the responsible employee of the international projects department). When forming an individual curriculum, a degree seeker takes into account the actual performance of individual curricula of the current and previous academic years. Studying according to individual curriculum can be carried out using the technology of distance learning;
- a copy of the grant agreement (if any);
- a copy of contract for the education / internship / continuing education or a copy of the employment contract between the Participant and the host Member State (if any).

2.11. The documents specified in clauses 1-5 of item 2.9 are submitted to the International Relations Department, the Agreement on Academic Mobility and a copy of the Individual learning route is submitted to the International Mobility Department, the Individual Curriculum is submitted to the Dean's Office.

2.12. Upon the academic mobility program completion, the participant provides:

- Written report on the international academic mobility program passing is given to the International cooperation department;
- A copy of the document certifying the results of the academic mobility program passing is given to the dean's office and the responsible curator of the mobility program at the University (if the mobility program involves the presence of a curator). As a document certifying the results of academic mobility, it may be a certificate, a diploma, an academic certificate, a transcript of records, and so on.

2.13. If in the process of implementing the right on academic mobility, the academic mobility program has been changed in the part of studied course units list, after the academic mobility program completion, the participant can sign an additional agreement with the University and make changes

to the list of course units that will be awarded at the University. A contract for a new / additional list of course units is possible only upon condition of positive learning outcomes and relevant notes in the Transcript of records for new / additional disciplines.

3. Rights and obligations of higher education institutions-partners who participate in academic mobility programs

3.1. The University communities who are degree seekers within the internal mobility programs are enrolled in higher educational institutions (academic institution)-partners in Ukraine as temporarily accepted for a course of study and have the rights and obligations of degree seekers at domestic higher educational establishment (academic institution).

3.2. The University communities have the right to:

- receive timely information on opportunities, learning environment, requirements, stages and terms for participation in internal and international academic mobility programs;
- apply to the University executive staff with one’s own initiative to implement the right on participating in academic mobility programs (in particular, in the presence of individual invitations from higher educational institutions or academic institutions);
- have independence to choose supplementary courses of study at a higher educational institution (scientific institution)-partner by agreement with the University (for degree seekers);
- safe and harmless working and learning environment;
- enjoyment of learning, scientific and work experience, cultural and sport base of the host institution;
- participation in scientific conferences, symposiums, exhibitions, competitions;
- provide academic affairs for publications.

3.3. The University communities have to:

- provide timely necessary documents and information to participate in the academic mobility program;
- arrive to the place of academic mobility program implementation in time;
- comply with legislation of the host country, rules of internal regulations, The Statute and other normative legal documents of the higher educational institution (academic institution) while implementing the right on academic mobility;
- complete an individual education plan;
- return to the higher educational institution in time, which sent, after the completion of the activities on the academic mobility implementation in the higher educational institution (academic institution)-partner;
- submit the interim and final reports on the results of academic mobility programs implementation in terms specified by the University.

4. The procedure for students’ selection in participating in the academic mobility program

4.1. University students’ selection for participation in academic mobility programs is competitive, taking into account the requirements and recommendations of the partner and / or mobility program (if any).

4.2. Competitive admissions of applicants to the academic mobility program is carried out by the competition committee, which is formed accordingly to the terms of a specific mobility program and is determined by the chairman / deputy chairman of the committee. Typical composition of the committee:

- First vice-rector — chairman of the commission;
- Vice-rector for International Affairs — deputy chairman of the committee;
- Vice-rector for Academic Affairs and Research — deputy chairman of the committee;
- the responsible curator of the mobility program from the University — Representative of the International Relations Department / International Projects Department / International Academic Mobility Department;
- dean / deputy dean;

- representative of Students' Union.

4.2. Competitive admissions and rating of candidates is carried out according to the following criteria, but not limited to:

- academic performance index;
- research participation;
- motivation;
- foreign language reference level;
- available international practice;
- leadership and social activities;
- acquired experience, skill and knowledge compliance with the academic mobility program content.

4.3. Full-time students who at the beginning of the program are studying at a master's degree or a junior bachelor, bachelor educational levels (mainly students of the second and third year of study) admitted to participate in the academic mobility programs of the University.

4.4. Upon agreement with a university's partner, postgraduate students may be admitted to the academic mobility program.

5. Recognition of academic mobility program results at the University

5.1. Recognition of educational outcomes within the academic cooperation with higher educational establishments (academic institutions)-partners is carried out using the European Credit Transfer and Accumulation System (ECTS) or using the system of academic achievements estimating accepted in the country of a partner higher educational establishment, if it does not provide for the use of ECTS.

5.2. Comparison of the enrollment status during obtaining a higher education within the academic mobility program is based on a fusion of the educational outcomes achieved by the applicant in partner higher educational institution and educational outcomes planned by the University's educational program.

5.3. After completing of a course in accordance with the concluded Agreement on education in the international academic mobility program, the student provides to the graduate chair, dean's office and the international department that administers the project:

- report (if necessary);
- transcript of records, for participants in credit academic mobility.

5.4. The University recognizes, with no additional certificates, the positive educational outcomes and the corresponding grades for course units, recorded in the Agreement on international academic mobility, received at the university's partner when participating in academic mobility program.

5.5. The University transfers the disciplines studied at a university-partner while participating in the credit academic mobility program, if they are included in the Agreement on international academic mobility, concluded between the University and the participant in the academic mobility program, and if their content and / or results, competencies and **volume** coincide with the University's course unit not less than 60%.

5.6. By the decision of the graduate chair, the course unit with less ECTS credits in the university partner than at the University can be transferred if the content of such course and obtained competences after its study meet the requirements of the course unit curriculum of the University.

5.7. According to the decision of the graduate chair, several course units of the partner higher education can be transferred at the University as one course unit if the **volume**, content of these units and competences acquired after their study meet the requirements of the corresponding course unit curriculum of the University.

5.8. The University contributes to the transferring of credits and grades obtained while participating in the international credit academic mobility program by the students of the University who were in relevant programs prior to the entry into force of this Regulation, as well as during participation in other curricula that provide credits (summer, winter schools, etc.), according to the corresponding statement of the student to the head of the graduate chair and in accordance with the contract provisions set out above.

5.9. According to the University senate's decision, distance learning, teaching, internship, scientific activity, participation in the online international conference, conducted jointly with a foreign higher partner, may be recognized as academic mobility in case participant is provided with relevant document (diploma, certificate, official document, etc.) by a partner which confirms the participation in joint activities and / or necessary competencies attainment .

