



# **INTERNATIONAL EUROPEAN UNIVERSITY**

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## **REGULATIONS ON THE FOREIGN STUDENTS DEPARTMENT OF INTERNATIONAL EUROPEAN UNIVERSITY**

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of International European University  
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Chair of the Academic Council  
of International European University  
\_\_\_\_\_ Serhii KURILO  
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<i>Regulations on the Foreign Students Department</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Developed by:

Vice-rector for educational and  
scientific work and international  
relations

Alla NAVOLOKINA

Approved by:

Head of the Foreign Students Department

Nina ZAKABLUKOVA

Acting Head of the Legal department

Maksym PISHOV

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## **1. GENERAL PROVISIONS:**

1.1. These provisions define core objectives, functions, rights, responsibilities and relations between other structural units and the Foreign Students' Department (hereinafter referred to as the Department) of International European University (hereinafter referred to as the University).

1.2. The Department is a structural unit of the University.

1.3. The Department is directly subordinated to the Vice-rector for educational and scientific work and international relations of the University.

1.4. The Department is led by the Head who directly supervises its operations.

1.5. If the Head of the Department is absent (vacation, business trip, temporary inability to work, etc.), his/her obligations are fulfilled by a person appointed by the University Rector, acquiring corresponding rights and obligations as well as bearing liability for non-fulfillment or improper fulfillment of Department's objectives and functions.

1.6. Changes and supplements to these Regulations are introduced by the Order of the University Rector.

1.7. The Department relies on the legislation of Ukraine, other regulatory legal acts, the University Statute, internal rules and regulations, orders, decrees of the University, as well as these Regulations.

## **2. PRIMARY OBJECTIVES**

2.1. Organizing the admission of foreign citizens and stateless persons to the University according to the Admission Rules of the current year.

2.2. Ensuring the legal residence of foreign citizens and stateless persons in Ukraine.

2.3. Cooperation with business entities engaged in admission of foreign citizens and stateless persons at the University.

2.4. Work with foreign citizens and stateless persons within the whole period from enrollment or readmission to expulsion from the University.

2.5. Preparation of job descriptions for each member of the Department by its Head and their submission to the Personnel Department.

## **3. KEY FUNCTIONS**

3.1. Admission of foreign citizens and stateless persons to the University.

3.2. Introduction of the Laws, regulations and rules of residence and study in Ukraine to foreign students and stateless persons arriving to study at the University.

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3.3. Control over compliance of foreign students with the rules of residence and movements in the territory of Ukraine.

3.4. Checking the availability of certificates of insurance aimed at providing foreign citizens and stateless persons with medical care.

3.5. Preparation of correspondence for communication with the Ministry of Foreign Affairs of Ukraine, the State Migration Service of Ukraine and other institutions regarding the study and residence of foreign citizens and stateless persons in Ukraine, as well as submission of an application to the State Migration Service of Ukraine regarding the registration of foreign citizens or stateless persons enrolled in the University and drawing up of the temporary residence permit in Ukraine.

3.6. Drawing up of reports and other materials regarding the foreign student population.

3.7. Introduction of University's internal rules and regulations to students.

3.8. Drawing up (filling out) of study agreements with students and their storage.

3.9. Control over the verification of documents shown by foreign citizens and stateless persons when entering and enrolling at the University according to the current legislation.

3.10. Drawing up and filling out of personal files of foreign students and other documents accompanying study of foreign citizens and stateless persons.

3.11. Prompt drawing up of documents in the prescribed manner on residence of foreign students in Ukraine and extension of time of their residence.

3.12. Immediate (at the legislatively prescribed time) cancellation of student's temporary residence permit in Ukraine;

3.13. Carrying out monthly (until the 20th of the next month after the reporting one) revision of enrolled (readmitted) and expelled students with the USEDE Department and the Accounting Department.

#### **4. RIGHTS**

4.1. To represent the University at organizations and institutions while considering Department competence issues.

4.2. To demand materials required to promptly perform corresponding operations of the Department from Education and Research Institutes.

4.3. To advance personnel's skills in Department competence issues.

4.4. To require the necessary level of technical and material equipping of Department workplaces in order to gain the best performance.

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4.5. To have crucial material and technical things for efficient operations (premises, equipment, PC, INTERNET connection, the right for international correspondence and necessary office accessories).

4.6. To be duly provided with orders, decrees, resolutions and regulations of higher public authorities; orders, decrees of the University Rector and other organizational and executive documentation related to Department operations.

4.7. To make offers of Department improvement.

## **5. STRUCTURE**

5.1. The department is led by the Head directly subordinated to the Vice-rector for educational and scientific work and international relations as well as is appointed by order of the University Rector.

5.2. The Department consists of the following staff: Head, leading specialists, specialists, passport officer.

5.3. All employees are appointed to positions and fired on a submission from the Vice-rector for educational and scientific work and international relations as well as by the Order of the University Rector.

The Department has its own corporate seal specifying its name and the University name.

## **6. LIABILITY**

6.1. The Department is collectively liable for untimely and improper fulfillment of its objectives and functions according to these Regulations, as well as violation of the requirements of the current legislation and internal documents while conducting its functions.

6.2. Personal liability of the Department staff is stipulated by corresponding job descriptions.

## **7. INTERACTION WITH OTHER STRUCTURAL UNITS OF THE UNIVERSITY**

7.1. The Department interacts with all structural units of the University concerning issues of its competence, including:

- Education and Research Institutes to receive information on student's current learning and status at the University when preparing responses to requests on students' training at the University;
- the Admission Committee concerning admission of foreign citizens and stateless persons to the University;

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- the Educational and Methodical Center to draw up the academic difference when readmitting students to the University;
- the Information and Analytical Department to publish relevant information on the website, prepare advertising products and information about University's activities;
- the USEDE Department to respond to requests on the foreign student's status, dates of his/her enrollment or expulsion from the University and issuance of documents on higher education.