



# МІЖНАРОДНИЙ ЄВРОПЕЙСЬКИЙ УНІВЕРСИТЕТ

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## **REGULATIONS on the Commission for the Recognition of educational documents issued by educational institutions in other countries**

Approved by the Academic Council of the  
International European University  
on 03 April 2025 (Minutes No. 7)

Chair of the IEU Academic Council  
Oleh PADALKA  
03 April 2025

Effective as of  
No. 20-OD dated 04 April 2025



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<p style="text-align: center;"><i>Міжнародний європейський університет</i></p>	<p style="text-align: center;"><i>Система управління якістю ISO 9001:2015</i></p>

1. The Commission for the Recognition of educational documents issued by educational institutions in other countries (hereinafter referred to as the Commission) is a permanent working body of the International European University (hereinafter referred to as the University).

2. The Commission shall be composed of the chairperson of the Commission, his/her deputy (deputies), secretary and members of the Commission. The personal composition of the Commission and the persons responsible for receiving applications and documents shall be approved by order of the rector of the University.

3. The Commission is guided in its work by the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon, 11 April 1997), which has been in force in Ukraine since 3 December 1999; the Convention on the Recognition of Studies, Diplomas and Degrees in Higher Education in the European Region (Paris, 21 December 1979), which has been in force in Ukraine since 11 January 1982; the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (The Hague, 5 October 1961), to which Ukraine acceded on 10 January 2002; international bilateral agreements on mutual recognition and equivalence of educational documents and academic degrees; The Law of Ukraine "On Education", the Law of Ukraine "On Higher Education", the Order of the Ministry of Education and Science of Ukraine "Some Issues of Recognition of Foreign Education Documents in Ukraine" dated 05.05.2015 No. 504 and other applicable regulatory and legal acts of Ukraine, the University Charter, the Procedure for the Recognition of Higher Education Degrees Obtained in Foreign Higher Education Institutions at the International European University, the Procedure for the Recognition of Documents on Secondary, Secondary Vocational and Vocational Education Issued by Educational Institutions of Other States at the International European University, these Regulations, orders and instructions of the Rector of the University.

4. The Commission is established for the purpose of implementing the procedure for the recognition by the University of documents on education to ensure the right of citizens who have obtained secondary, secondary vocational, and vocational education in educational institutions of other countries to continue their education and/or employment in accordance with the legislation of Ukraine, and to implement the procedure for the recognition of higher education degrees obtained in foreign higher education institutions and/or periods of study completed to ensure the right of citizens who have obtained higher education or completed a certain period of study in educational institutions of other countries to continue their education

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<i>Міжнародний європейський університет</i>	<i>Система управління якістю ISO 9001:2015</i>

and/or pursue professional activities in accordance with the legislation of Ukraine.

5. To consider applications for the recognition of foreign educational documents, the rector of the University, if necessary, issues an order to involve scientific and pedagogical staff of the University with the relevant specialisation in the commission.

6. The commission shall consider the following documents submitted by the applicant in paper and/or electronic form in the format of digital images:

- 1) an application for the recognition procedure;
- 2) a copy of the original foreign educational document certified in accordance with the procedure established by law, with a notarised written translation into Ukrainian (if necessary, the original shall be presented);
- 3) a certified copy of the original supplement to the foreign education document and/or other documents containing information about the content of the curriculum, with a notarised written translation into Ukrainian (if necessary, the originals must be presented).
- 4) copies of documents on previous (secondary, vocational or higher) education, if such education is available (if necessary);
- 5) copies of documents certifying the identity of the Applicant and the owner, if the owner is not the Applicant (if necessary, with translations into Ukrainian);
- 6) a copy of the document confirming the change of surname of the owner of the foreign education document (if necessary);
- 7) a statement (consent) for the verification of personal data, signed by the owner of the foreign education document. The statement shall be completed in English;
- 8) a statement (consent) for the processing of personal data in accordance with the requirements of the Law of Ukraine "On the Protection of Personal Data";
- 9) a document confirming payment for the recognition service or a copy of a document confirming the right to exemption from payment;
- 10) a document certified in the established manner confirming the powers of the Applicant, if the Application is submitted by a person representing the interests of the holder of a foreign education document;
- 11) other documents confirming the holder's education (if necessary, with translations into Ukrainian) and/or the holder's qualifications, documents on admission to professional activity, practical experience (if necessary, with translations into Ukrainian).

If necessary, the Commission has the right to verify the conformity of digital images with the originals and/or copies with translations of documents.

7. The Commission shall only accept for consideration those copies (if necessary, originals) of foreign educational documents and attachments

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<i>Міжнародний європейський університет</i>	<i>Система управління якістю ISO 9001:2015</i>

thereto which are certified in the country of their origin in a manner officially used in that country (for countries that are parties to the Convention abolishing the requirement of legalisation of foreign public documents (The Hague, 1961), - affixing the "Apostille" stamp).

Foreign educational documents issued in countries with which Ukraine has bilateral or multilateral agreements containing provisions on the recognition of documents without additional certification do not require mandatory certification with an "Apostille" stamp. Certification with an "Apostille" stamp is recommended to speed up the recognition procedure. If a foreign educational document is not certified in the country of issue in the manner officially applied in that country, or if the certification does not confirm its authenticity, the Commission shall take measures to confirm the authenticity of such a document.

8. If the documents required for the recognition procedure are not provided by the Applicant in full and/or are incorrectly executed, the Commission may return the documents without consideration within 10 working days from the date of registration of the application, notifying the Applicant of the deficiencies that need to be remedied.

9. In order to verify the authenticity of foreign educational documents, confirm the status of an educational institution and/or educational programme, assess the qualifications or period of study specified in a foreign educational document, and establish equivalence to an educational, educational and professional degree in Ukraine, academic and/or professional rights at the University, an expert commission shall be formed at the proposal of the chair of the Commission, which shall include scientific and pedagogical staff of the University. The results of the verification shall be formalised by the expert commission in the form of a conclusion, which shall be considered by the Commission.

10. When considering applications from refugees and persons in need of additional or temporary protection, the Commission may, in the event of insufficient information to carry out the procedure for the recognition of Documents, include specially organised examinations, tests and interviews.

11. If necessary, the Commission may refer to the National Information Centre for Academic Mobility for recommendations on the recognition procedure, namely:

- providing explanations, consultations and recommendations on the recognition of foreign education documents;
- verification of the authenticity of foreign educational documents;
- confirming the status of educational institutions;
- establishing the equivalence of qualifications awarded in accordance with foreign educational documents;

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<p style="text-align: center;">- determining the equivalence of academic and/or professional rights.</p> <p>12. Based on the results of the review of the documents provided and/or the conclusion of the expert commission, the Commission prepares a Conclusion, which either confirms the recognition of the foreign educational document or refuses to recognise the submitted foreign educational document.</p> <p>13. Based on the Commission's Conclusion, the Academic Council of the University shall adopt one of the following decisions, which shall be formalised in accordance with the procedure established by law:</p> <ul style="list-style-type: none"> <li>- to recognise the foreign educational document, on the basis of which the Applicant is issued a Certificate;</li> <li>- to recognise after fulfilling additional conditions – the applicant may be offered: to undergo additional training or to take tests or exams to confirm their competencies. After that, the procedure continues until successful completion;</li> <li>- refusal to recognise the submitted foreign education document, in which case the Applicant is sent a corresponding notification stating the reasons for such a decision.</li> </ul> <p>In case of refusal, the Applicant shall be sent a corresponding notification stating the reasons for such a decision.</p> <p>14. The Certificate shall be printed in Ukrainian and, if necessary, in another language.</p> <p>15. The Certificate is valid together with the original foreign education document and is valid indefinitely.</p> <p>16. In the event of enrolment of the holder of a foreign educational document who has received a Certificate from the Ministry of Education and Science, the university has the right to review the results of the recognition procedure, but only in favour of the holder. In this case, the Commission conducts its own analysis, taking into account the decision of the Ministry of Education and Science and the requirements of the higher education institution for a specific educational programme and the skills of the holder of the foreign educational document, and makes a final decision on recognition.</p> <p>17. The secretary of the Commission shall register the Certificate in the electronic journal of recognition of foreign educational documents in Ukraine of the Ministry of Education and Science (electronic accounting).</p> <p>18. To register the Certificate, a draft Certificate shall be completed in electronic form and electronic copies of the following documents shall be attached:</p> <ul style="list-style-type: none"> <li>1) foreign educational document;</li> <li>2) an appendix to the foreign educational document and/or other document containing information about the content and duration of the educational programme, as well as academic performance in academic disciplines;</li> </ul>	
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<p><i>Міжнародний європейський університет</i></p>	<p><i>Система управління якістю ISO 9001:2015</i></p>

3) Conclusion.

The documents specified in subparagraphs 1 and 2 of this paragraph shall be submitted together with translations certified in accordance with the established procedure, except for documents in English.

The chair of the commission shall verify the accuracy of the information entered and shall be responsible for the compliance of the decisions taken with international and national regulatory and legal acts, as well as for cases of incomplete and/or incorrect information entered in violation of the requirements for electronic accounting.

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

20. If the Applicant disagrees with the results of the recognition procedure, the Commission has the right to review the decision on the recognition/non-recognition of the Applicant's foreign education document.

Upon receipt of a reasoned statement and additional information, the Commission shall review all documents submitted by the Applicant that are necessary for the recognition procedure and conduct an additional investigation.

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

22. The Commission shall work in the form of meetings held by decision of the Commission Chair.

22. Meetings of the Commission are chaired by its chairperson or, in his/her absence, by the deputy chairperson.

23. A meeting of the Commission shall be considered valid if at least half of its members are present.

24. Decisions of the Commission shall be taken by open vote and shall be considered adopted if two-thirds of the members of the Commission present at the meeting vote in favour.

25. The Commission's decisions shall be recorded in minutes signed by the chair of the meeting and the secretary. In the event of a tie, the chair of the meeting shall have the casting vote.

27. Amendments and additions to these Regulations shall be approved by a decision of the Academic Council of the University, upon the recommendation of the Chair of the Commission.