

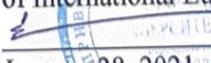


## INTERNATIONAL EUROPEAN UNIVERSITY

---

### PROCEDURE FOR EXERCISING THE RIGHT TO ACADEMIC MOBILITY BY PARTICIPANTS IN THE EDUCATIONAL PROCESS (AS AMENDED)

Approved by the Academic Council  
of International European University  
January 28, 2021 (protocol No. 1)

Chair of the Academic Council  
of International European University  
  
January 28, 2021

Became effective by order  
dd. February 2, 2021, No. 07/3-OD

Kyiv  
2021

*On the Procedure for Exercising the Right  
to Academic Mobility by Participants in  
the Educational Process  
(As Amended)*

*REGULATIONS*  
*Quality management system*  
*ISO 9001:2015*

Developed by:

Deputy Head of the Educational and  
Methodical Center



Karina HARBUZENKO

Approved by:

Vice-rector for Educational and Scientific  
Work and International Relations



Alla NAVOLOKINA

Acting Head of the Legal department



Maksym PISHOV

III. GOALS AND OBJECTIVES OF THE IMPLEMENTATION OF ACADEMIC MOBILITY PROGRAMS	10
IV. RECOGNITION AND TRANSFER OF LEARNING OUTCOMES AT A PART OF HIGHER EDUCATION/SCIENTIFIC INSTITUTIONS	10
V. RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE EDUCATIONAL PROCESS INVOLVED IN ACADEMIC MOBILITY PROGRAMS	10
VIII. RESPONSIBILITIES OF THE UNIVERSITY AND PARTNER HIGHER EDUCATION/SCIENTIFIC INSTITUTIONS	11
IX. REPORTING AND DOCUMENTING THE RESULTS OF THE IMPLEMENTATION OF ACADEMIC MOBILITY PROGRAMS	12

## CONTENT

<i>Paragraph</i>	<i>Page</i>
I. GENERAL PROVISIONS	4
II. TYPES AND FORMS OF ACADEMIC MOBILITY	4
III. GOALS AND OBJECTIVES OF ACADEMIC MOBILITY PROGRAMS	6
IV. ORGANIZATIONAL SUPPORT FOR THE EXERCISE OF THE RIGHT TO ACADEMIC MOBILITY	7
V. PROCEDURE FOR SELECTING PARTICIPANTS AND IMPLEMENTATION OF ACADEMIC MOBILITY PROGRAMS	8
VI. RECOGNITION AND TRANSFER OF STUDENT LEARNING OUTCOMES AT A PARTNER HIGHER EDUCATION (SCIENTIFIC) INSTITUTION	10
VII. RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE EDUCATIONAL PROCESS INVOLVED IN ACADEMIC MOBILITY PROGRAMS	10
VIII. RESPONSIBILITIES OF THE UNIVERSITY AND PARTNER HIGHER EDUCATION (SCIENTIFIC) INSTITUTIONS	11
IX. REPORTING AND DOCUMENTING THE RESULTS OF THE IMPLEMENTATION OF ACADEMIC MOBILITY PROGRAMS	12

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<i>REGULATIONS</i>
	<i>Quality management system ISO 9001:2015</i>

## **I. GENERAL PROVISIONS**

1.1. Regulations on the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (hereinafter referred to as the Regulations) at the Private Higher Education Institution “International European University” (hereinafter referred to as the University) are developed to determine a unified procedure for organizing academic mobility programs for participants in the educational process in Ukraine or abroad.

1.2. The Regulations are developed in accordance with the Law of Ukraine On Higher Education, the Resolution of the Cabinet of Ministers dd. August 12, 2015, No. 579 ‘Regulations on the Procedure for Exercising the Right to Academic Mobility’, the Resolution of the Cabinet of Ministers dd. August 21, 2019, No. 800 ‘Some Issues of Advanced Training of the Teaching and Academic Staff’, the Joint Declaration of the European Ministers of Education ‘European Higher Education Area’ (Bologna, June 19, 1999), other regulatory legal acts on education, as well as regulatory documents of the University.

1.3. Participants in academic mobility programs can be Bachelor’s, Master’s, PhD and doctoral students, academic, scientific and teaching staff, as well as other employees of national and foreign education (scientific) institutions.

1.4. Academic mobility programs for participants in the educational process are implemented based on international agreements on cooperation in education and science, international programs and projects, cooperation agreements between a foreign or national higher education institution and the University (hereinafter referred to as partner institutions), according to agreed and duly approved individual curricula and programs of academic disciplines, and can also be implemented by a participant in the educational process of the University on their own initiative supported by the University administration on the basis of individual invitations and other mechanisms.

## **II. TYPES AND FORMS OF ACADEMIC MOBILITY**

2.1. Academic mobility is an opportunity for participants in the educational process to study, undergo practical training, teach, undergo internships and conduct research activities at another higher education (scientific) institution in Ukraine or abroad.

2.2. Academic mobility can be:

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<i>REGULATIONS</i>
	<i>Quality management system ISO 9001:2015</i>

- internal: training, teaching, practical training, internships, research, etc. of participants in the educational process of the University at national partner higher education institutions and / or scientific institutions;

- international: training, teaching, practical training, internships, research, etc. of participants in the educational process of the University at partner higher education institutions and/or scientific institutions outside Ukraine, as well as foreign participants in the educational process at IEU during a certain period.

### 2.3. Key types of academic mobility:

- degree mobility: studying at a higher education institution other than the permanent place of study of a participant in the educational process in order to obtain a higher education degree confirmed by a document (documents) on higher education or on obtaining a higher education degree from two or more higher education institutions;

- credit mobility: studying at a higher education institution other than the permanent place of study of the participant in the educational process in order to obtain credits of the European Credit Transfer and Accumulation System (hereinafter referred to as ECTS) and/or relevant competencies, learning outcomes (without obtaining ECTS credits) that will be recognized at the higher education institution of the permanent place of study of a national or foreign participant in the educational process. At the same time, the total period of study for such participants under credit mobility programs will remain unchanged;

- group academic mobility: studying, teaching, practical training, internships, research by a group of participants in the educational process at partner higher education institutions organized by the University in order to implement educational, academic and research programs, etc.;

- individual academic mobility of studying, teaching, practical training, internships, research on an individual basis by participants in the educational process at partner higher education institutions in order to implement individual educational, academic and research programs, etc.;

- initiative academic mobility: studying, teaching, practical training, internships, research by participants in the educational process on their own initiative supported by the University administration in order to implement individual educational, academic and research programs as part national and foreign government programs and projects, etc.

### 2.4. Forms of academic mobility for participants in the educational process who receive Bachelor's and Master's degrees:

- studying under academic mobility programs;

- language internship;

- scientific internships;

- practical training;

- summer and other schools.

### 2.5. Forms of academic mobility for the academic, scientific and teaching staff, as well as other (methodologists) participants in the educational process:

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<b>REGULATIONS</b>
	<i>Quality management system ISO 9001:2015</i>

- participation in joint projects;
- teaching
- scientific research;
- scientific internship;
- advanced training.

2.6 Conditions of studying and staying of participants in the educational process in academic mobility programs and other issues are determined by bilateral or multilateral agreements between partner higher education institutions.

### **III. GOALS AND OBJECTIVES OF ACADEMIC MOBILITY PROGRAMS**

3.1. Key objectives of academic mobility programs:

- improving the quality of higher education;
- improving the efficiency of scientific research;
- increase the competitiveness of participants in the educational process of the University on Ukrainian and international markets of educational services and labor;
- enriching the individual experience of participants in the educational process regarding other models of knowledge creation and dissemination;
- involvement of the global intellectual potential in the educational process at the University based on bilateral and multilateral agreements between partner higher education institutions;
- establishing sustainable integration relations between higher education institutions in Ukraine and the world;
- harmonization of educational standards of higher education institutions.

3.2. Key objectives of the implementation of academic mobility programs of participants in the educational process:

- improving 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;
- gaining professional experience during educational and industrial practices;
- the possibility of simultaneously obtaining two documents on higher education with annexes stipulated at partner higher education institutions and information on the system of assessment of academic achievements;
- improving the level of foreign language proficiency;
- strengthening the integration of education and science, development of further scientific research;
- support of social, economic, cultural, political relations and relations with foreign higher education institutions.

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<b>REGULATIONS</b> <i>Quality management system ISO 9001:2015</i>
---	--

#### **IV. ORGANIZATIONAL SUPPORT FOR THE EXERCISE OF THE RIGHT TO ACADEMIC MOBILITY**

4.1. The right to take part in academic mobility programs is granted to participants in the educational process who are studying at Bachelor's (starting from the second year) and Master's degree levels, academic, scientific and teaching staff.

4.2. In accordance with agreements with partners, the following actions are conducted between applicants for academic mobility programs:

- the selection of participants in the educational process for participation in academic mobility programs;
- regulating the list of required documents for participation in the academic mobility program and the procedure for submitting them;
- defining stages, duration and content of training, internships, practical training, etc. at partner higher education institutions.

4.3. For the period of study at another partner higher education (scientific) institution in Ukraine or abroad, students retain their place of study in accordance with the concluded agreement on academic mobility.

4.4. Persons among students who have concluded study agreements under the academic mobility program are not expelled from the higher education institution for the period of exercising the right to academic mobility and are registered in the Unified State Electronic Database on Education.

4.5. In addition to studying compulsory academic disciplines at a partner higher education institution, students have the right to choose additional academic disciplines in agreement with the higher education institution sending them for study if it is stipulated by relevant agreements between the institutions.

4.6. The academic, scientific, teaching and other staff can exercise the right to academic mobility for professional activities in accordance with the agreement on participation in the academic mobility program. In this case, these employees will retain their main place of work for up to one year. Remuneration in accordance with the law at the main place of work shall be retained for up to six months if it is not provided by the academic mobility program.

4.7. Foreign scientific and teaching staff of higher education (scientific) institutions involved in educational and research activities during their staying at the University have all the rights and obligations of its employees. The conditions for the arrival of leading foreign scientists and educators at the invitation of the University and their staying in Ukraine can be determined by additional agreements concluded between IEU and the invited person.

4.8. If the participants in academic mobility programs implement them on their own initiative and outside the competence of agreements on academic mobility with the University, participants shall apply with full information about the content of programs to the relevant department and the Educational and Methodical Center, and in the case of foreign mobility – to the International Department. Participants can be denied recognition

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<b>REGULATIONS</b> <i>Quality management system ISO 9001:2015</i>
---	--

and re-credit of the results of their suggested academic mobility program if the content and requirements do not meet the requirements of these Regulations.

## **V. PROCEDURE FOR SELECTING PARTICIPANTS AND IMPLEMENTATION OF ACADEMIC MOBILITY PROGRAMS**

5.1. The selection of students for participation in academic mobility programs under agreements between the University and a partner higher education (scientific) institution is carried out by a competition committee established by order of the Rector at the submission of the Vice-Rector for Scientific Work.

5.2. When selecting students for participation in academic mobility programs, one takes in to account their academic performance rating, participation in scientific activities, knowledge of a foreign language, social activity, etc.

5.3. The Competition Committee is chaired by the Vice-Rector for Scientific Work. The Committee consists of the Vice-Rector for Educational and Methodical, the Head of the Educational and Methodical Center, the Head of the International Department responsible for the implementation of a particular program (project), as well as the Director of the Education and Research Institute (hereinafter referred to as ERI) and the guarantor of the educational program according to applicants (potential participants) taking part in the competition. The results of the Committee's work shall be reflected in the minutes signed by the Chair and Secretary of the meeting.

5.4. If a participant in the educational process takes part in an international program on his/her own initiative (outside agreements concluded between the University and the partner higher education (scientific) institution), the competitive selection is carried out by an official institution that provides the applicant with a grant according to the criteria specified in the constituent documents of the competition held by the official institution.

5.5. The list of required documents for participation in the academic mobility program for students and the procedure for their submission are regulated by the University, the partner higher education institution and other official institutions.

5.6. Stages, duration and content of study at the partner higher education (scientific) institution are determined by curricula and individual work plans of University students. Individual work plans of students taking part in the academic mobility program are approved by the Vice-Rector for Educational and Methodical Work at the submission of the administration of the Institute and the consent of the Head of the Educational and Methodical Center and the Head of the International

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<i>REGULATIONS Quality management system ISO 9001:2015</i>
---	--

Department. When drawing up the individual student work plan, one takes into account the actual implementation of the curriculum of the current and previous academic years by the student.

5.7. The student's training according to the individual work plan can be carried out using distance learning technologies (if this form is provided by the educational program of the specialty).

5.8. For the period of study at the partner higher education (scientific) institution in the academic mobility program, a student is granted a break in study at the University upon his/her application.

5.9. Foreign students who exercise the right to academic mobility as part of cooperation agreements with the University can be enrolled in the University:

- at the expense of international programs and organizations;
- at the expense of own revenues of higher education institutions;
- at the expense of individuals and legal entities;
- on a tuition-free basis in case of mutual exchange of students, including joint educational programs implying the receipt of a joint or double document (documents) on higher education on a tuition-free basis in case of international exchange of students if the number of such students does not exceed the number of national students studying at the foreign partner university as part of academic mobility programs in accordance with the agreements concluded between higher education institutions.

5.10. Internships of the scientific or academic staff abroad are carried out in accordance with the Regulations on Advanced Training (Internships) of the scientific or academic staff.

5.11. The academic, scientific and teaching staff of the University can exercise the right to academic mobility for professional activities in accordance with the concluded agreement on participation in the academic mobility program. In this case, these employees retain their main place of work for up to one year. Remuneration in accordance with the law at the main place of work is retained for up to six months if it is not provided by the academic mobility program.

5.12. Foreign scientific and teaching staff of higher education (scientific) institutions involved in educational and research activities during their staying at the University have the rights and obligations of its employees. The conditions of arrival of leading foreign scientists and educators at the invitation of the University and their staying in Ukraine can be determined

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<b>REGULATIONS</b> <i>Quality management system ISO 9001:2015</i>
---	--

by additional agreements concluded between the University and the invited person.

## **VI. RECOGNITION AND TRANSFER OF STUDENT LEARNING OUTCOMES AT A PARTNER HIGHER EDUCATION (SCIENTIFIC) INSTITUTION**

- 6.1. The University recognizes equivalent and re-credits the student's learning outcomes at the partner higher education institution.
- 6.2. Recognition of learning outcomes as part of academic cooperation with partner higher education institutions is carried out using the European Credit Transfer and Accumulation System (ECTS) or using the partner's assessment system.
- 6.3. Academic disciplines and other types of educational activities are indicated in the student's individual curriculum.
- 6.4. Re-crediting of studied disciplines is carried out based on an academic transcript provided by the student with a list and results of studying disciplines, the number of credits and information on the system of assessment of students' academic achievements certified in the prescribed manner by the partner education institution.
- 6.5. The academic difference between compulsory and elective disciplines in the individual curriculum, as a rule, should not exceed 20 ECTS credits.
- 6.6. The procedure for eliminating academic differences is determined by the partners in accordance with the legislation.
- 6.7. The results of the student's final examination during the period of study at the partner education institution are presented on the scale adopted at the place of implementation of the academic mobility program and are converted to the scale adopted at the University.
- 6.8. If a student does not fulfill the training program during his/her staying at the partner higher education (scientific) institution on the basis of which the right to academic mobility is exercised, he/she can be offered an individual schedule upon returning to the University for the liquidation of academic debt or a repeated course of study at the expense of individuals or legal entities.

## **VII. RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE EDUCATIONAL PROCESS INVOLVED IN ACADEMIC MOBILITY PROGRAMS**

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<i>REGULATIONS</i>
	<i>Quality management system ISO 9001:2015</i>

7.1. Students and academic (scientific, teaching) staff have the right to:

- continue studying (working) at the University;
- be safe in the language of instruction, internship, practical training, research activities during academic mobility;
- use educational, scientific, industrial, cultural and sports facilities of the host higher education (scientific) institution;
- take part in scientific conferences, symposia, exhibitions and competitions;
- disclose the results of research activities and publish research findings;
- obtain a document based on the results of academic mobility in accordance with the procedure stipulated by the higher education (scientific) institution.

7.2. Students and academic staff during academic mobility are obliged to:

- timely provide the necessary documents for participation in the academic mobility program;
- arrive on time at the place of academic mobility;
- during academic mobility, comply with the legislation of the host country, internal regulations, statutes and other regulatory documents of the host higher education (scientific) institution;
- fulfill the individual curriculum approved by the partner higher education (scientific) institution;
- upon completion of the academic mobility program, return to study or to the place of work at the University in a timely manner.

7.3. The University provides an opportunity to choose disciplines from the list of disciplines studied at other higher education institutions of Ukraine and other countries as part of the development of an individual educational trajectory.

7.4. If a student violates the terms of the granted break in study while exercising his/her right to academic mobility, he/she will be expelled from the student community with the possibility of re-admission in accordance with the stipulated procedure.

## **VIII. RESPONSIBILITIES OF THE UNIVERSITY AND PARTNER HIGHER EDUCATION (SCIENTIFIC) INSTITUTIONS**

8.1. The University is obliged to:

- conclude a cooperation agreement on the implementation of an academic mobility program between partners and coordinate training programs;
- provide free access to information about available academic mobility

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<i>REGULATIONS Quality management system ISO 9001:2015</i>
---	--

programs and existing selection criteria;

- provide consulting services in the process of preparing documents for participation in academic mobility programs;
- control the availability of documents confirming the legality of staying of foreign students.

8.2. The partner higher education (scientific) institution that accepts students for study is obliged to:

- enroll students sent for study for the period specified in the agreement in accordance with the legislation of the host country;
- create all the necessary conditions for the implementation of the individual curriculum by students; assist in solving visa, housing and household issues;
- provide an opportunity to take part in scientific conferences, symposia, exhibitions, competitions, submit their research papers for publication, use educational, scientific, industrial, cultural and sports facilities;
- control the availability of documents confirming the legality of staying of foreign students;
- upon completion of training, issue a document with a list of competencies, educational components, etc., certify the results of studying academic disciplines, indicate the number of credits and information on the system of assessment of students' academic achievements or a document on higher education with an annex stipulated by the partner institution.

8.3. The responsibilities of partners with respect to students taking part in academic mobility programs should be additionally stipulated in the relevant agreement between the University and partners.

## **IX. REPORTING AND DOCUMENTING THE RESULTS OF THE IMPLEMENTATION OF ACADEMIC MOBILITY PROGRAMS**

9.1. Upon returning to the University, the participant in the educational process who exercised the right to academic mobility, depending on its form, provides an appropriate document certifying the list, number of ECTS credits and results of studying academic disciplines and information on the system of assessment of educational achievements of the participant in the educational process or the report on the implementation of the program of teaching, practical, internship, research, etc. certified in the prescribed manner to the higher education institution where academic mobility is carried out.

<i>On the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process (As Amended)</i>	<i>REGULATIONS Quality management system ISO 9001:2015</i>
---	--

9.2. If the participant in the educational process during his/her staying at the higher education institution where academic mobility is carried out does not fulfill the training program, then he/she can be offered an individual schedule upon returning to the University where he/she is permanently studying for the liquidation of academic debt approved in accordance with the established procedure or a repeated course of study at the expense of individuals or legal entities.