



INTERNATIONAL EUROPEAN UNIVERSITY

**REGULATIONS
ON THE PROCEDURE FOR EXPULSION,
INTERRUPTION OF STUDIES, REINSTATEMENT AND
TRANSFER OF PERSONS STUDYING
AT THE INTERNATIONAL EUROPEAN UNIVERSITY,
AND GRANTING THEM ACADEMIC LEAVE**

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the Academic Council
of International European University
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1. GENERAL PROVISIONS

1.1. The Regulations on the Procedure for Expulsion, Interruption of Studies, Reinstatement and Transfer of Persons Studying at the International European University, and Granting Them Academic Leave (hereinafter referred to as the Regulations) were developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", the Regulations on the Procedure for Expulsion, Interruption of Studies, Reinstatement and Transfer of Persons Studying at Higher Education Institutions, and Granting Them Academic Leave, approved by the Order of the Ministry of Education and Science of Ukraine dated February 7, 2024, No. 134 and the Regulations on the organization of the educational process of the International European University.

1.2. The Regulation regulates the main issues of the movement of the contingent of higher education applicants at the International European University (hereinafter referred to as the University).

1.3. In this Regulation, the terms are used in the following meanings:

academic leave is the interruption of education by a higher education applicant on the grounds and reasons defined by these Regulations, which make it impossible to implement the educational program. For the period of academic leave, the rights and obligations of the higher education applicant, the implementation of the individual curriculum (individual plan of scientific work) are suspended. For the period of academic leave, persons belonging to certain categories defined by law retain certain rights of an applicant for higher education education in accordance with these Regulations;

expulsion from the list of students (hereinafter referred to as expulsion) is the loss of the status of a higher education applicant by a person in the manner prescribed by these Regulations, which results in the termination of the rights and obligations of a higher education applicant;

requirements for entrants to the relevant educational program – previously obtained level of education, specialty(s) on the basis of which admission to study is carried out, the results of entrance examinations, the list of which is determined by the Terms (Procedure) of admission to study for higher education and the Rules of admission to the University for admission to the relevant competitive offer (in the form of an appropriate set of certificates and results of external independent evaluation, national multi-subject test, creative competitions and tests, entrance exams, unified professional entrance exam, unified entrance exam, unified state qualification exam, interview, taking into account the minimum value of the number of points of entrance tests (competitive score), sources of funding for higher education, citizenship and special conditions for participation in the admission campaign, etc.);

transfer is a change by a higher education applicant in the manner prescribed by these Regulations:

- educational program,

- forms of higher education,
- sources of funding for higher education,
- higher education institution with the preservation of the place of state order;

final control – control measures that provide for the establishment of compliance (measurement, evaluation) of the learning outcomes obtained by a person with the requirements of the educational program in terms of the relevant educational component;

Reinstatement to study – restoration of the status of a higher education applicant after expulsion, acquisition of rights and obligations of a person receiving higher education.

1.4. Expulsion, interruption of education, as well as extension of its term, reinstatement, transfer, admission to continue studies are carried out on the basis of the order of the rector at the request of the director of the institute and in agreement with the student self-government body (for students of the first and second levels of education) / Scientific Society of Students, Postgraduates and Young Scientists (for students of the third (educational and scientific) level). Relevant information is entered into the Unified State Electronic Database on Education within the time limits and in the manner prescribed by law.

2. EXPULSION OF HIGHER EDUCATION APPLICANTS

2.1. Applicants for higher education (hereinafter referred to as applicants) are expelled from the University:

2.1.1. in connection with the completion of studies under the relevant educational (scientific) program;

2.1.2. of their own free will;

2.1.3. in case of transfer to another higher education institution;

2.1.4. for non-fulfillment of the individual curriculum;

2.1.5. for violation of the terms of the agreement (contract) concluded between the higher education institution and the student or the individual (legal entity) who pays for such education;

2.1.6. violation of academic integrity;

2.1.7. in other cases provided for by law.

2.2. If applicants of the 1st year of study without valid reasons did not start classes within 10 calendar days from the date of their commencement, the order of enrollment is canceled in the part related to these applicants. The reason for cancellation of the order is a memo from the Director of the Educational and Research Institute (hereinafter referred to as the Institute) to the Admission Committee of the University.

2.3. An individual curriculum is considered completed by the applicant if:

2.3.1. positive results of semester control (at least 60% of the maximum possible number of points) in academic disciplines (educational components) provided for by the individual curriculum were obtained within the time limits established by the schedule of the educational process;

2.3.2. in case of academic arrears based on the results of passing semester control measures (in the main statement, grades "did not appear", "not admitted", "unsatisfactory"), it was liquidated within the time limits established at the University with a positive result (at least 60% of the maximum possible number of points);

2.3.3. the qualification work and all the necessary supporting documents have been submitted to the defense in a timely manner, as well as other conditions for admission to the defense have been met;

2.3.4. positive results (at least 60% of the maximum possible number of points) were obtained based on the results of passing the attestation exam(s) and/or thesis defense.

2.5. Failure of the applicant to comply with paragraph 2.3.1 or 2.3.2 for at least one discipline (educational component) of the individual curriculum and/or failure of the applicant to fulfill paragraph 2.3.3 or paragraph 2.3.4 of the last year of study is considered non-fulfillment of the individual curriculum and is the basis for expulsion of the applicant from the University.

2.6. The fact of non-fulfillment of the individual curriculum is established based on the results of the final control or certification of applicants. A higher education applicant cannot be expelled for non-fulfillment of the individual curriculum before the end of the final control period of the current academic period or before the start of the certification of applicants, if such non-fulfillment is the result of force majeure circumstances, which is established by the commission of the educational and scientific institute, created by order of the rector with the participation of representatives of student self-government bodies.

2.7. The procedure for establishing the fact of non-fulfillment of the individual curriculum as a result of force majeure circumstances provides:

- submission by the student to the dean's office of the educational and scientific institute in which the training was carried out, addressed to the director of the educational and scientific institute of an application in written or electronic form with the appropriate justification and supporting documents;
- formation and approval by the order of the rector on the proposal of the director of the educational and scientific institute of the commission with the participation of representatives of student self-government bodies consisting of at least three people;
- study of the justification and supporting documents by the commission, consideration of the application with the drawing up of a protocol. The student has the right to be present during the consideration of the issue of establishing the fact of non-fulfillment of the individual plan due to force majeure circumstances and must be notified of the place and time of such consideration no later than two days before the meeting of the commission;

- the decision of the commission is made by a majority of votes by open voting;
- provision of an extract from the minutes of the commission to the Directorate of the Educational and Scientific Institute.

2.8. Expulsion due to non-fulfillment of the individual curriculum in terms of obtaining an unsatisfactory grade based on the results of the final control is possible only if, in accordance with the procedures in force at the University, the higher education applicant was given the opportunity to:

improvement of the results of the final control in the relevant educational component, regardless of the number of unsatisfactory grades received, but the higher education applicant did not take advantage of this opportunity in due time or, as a result of repeated passing the final control, received an unsatisfactory grade;

appeal (appeal) in accordance with the established procedure of the decision, action or inaction of pedagogical, scientific and pedagogical, researchers, officials of the University regarding the organization and conduct of the final control, but the higher education applicant did not take advantage of such an opportunity within the established period or his complaint was reasonably rejected.

2.9. Non-fulfillment or violation of the deadlines for the implementation of an individual plan of scientific work without valid reasons may be the basis for the Academic Council of the University to make a decision on the expulsion of a graduate student or doctoral student.

2.10. Violation of academic integrity when performing individual tasks or passing control measures is the basis for the applicant to receive an unsatisfactory grade and expulsion for non-fulfillment of the individual curriculum.

2.11. Applicants who have not liquidated academic debt within the specified time frame and are subject to expulsion are not allowed to attend classes.

2.12. The order on expulsion from the composition of higher education applicants, indicating the grounds for expulsion, is prepared by the directorate of the educational and scientific institute where the applicant studied, on the basis of the submission of the director/deputy director of the educational and scientific institute and other accompanying documents justifying the grounds for expulsion. When a minor is expelled, a letter of appeal to the customer of educational services must be attached to the order.

2.13. A person who has been expelled from the University in accordance with the procedure established by these Regulations (except for expulsion in connection with the completion of studies under the relevant educational program, as well as in the event that the person has not started classes),

an academic transcript is issued, containing information about learning outcomes, names of disciplines, grades received and the number of ECTS credits obtained

2.14. After expulsion, the following are added to the personal file of the student for transfer to the archive:

- a copy of the academic transcript certified by the director of the educational and scientific institute ;
- a copy of the individual curriculum certified by the director of the educational and scientific institute ;
- student ID;
- A training card signed by the director of the educational and scientific institute with the value of the results of the implementation of the individual plan and all documents that reflect the learning process of the applicant.

3. RENEWAL TO HIGHER EDUCATION APPLICANTS

3.1. Renewal to the ranks of applicants is carried out within the licensed volume of the university at the appropriate level of higher education and specialty. Exceeding the licensed volume is possible in exceptional cases with the prior permission of the Ministry of Education and Science of Ukraine.

3.2. Persons expelled before the completion of studies under a certain educational program may be reinstated to study at the local level at the expense of individuals (legal entities) on the basis of a personal application submitted to a higher education institution.

3.3. The application for resumption of studies is considered by the higher education institution *within five working days*, after which the applicant must be informed in writing (including by electronic mail) about the terms, procedure and conditions of resumption of studies or the reason for refusal.

3.4. Renewal is carried out taking into account the requirements for entrants to the relevant educational programs.

3.5. A person may be reinstated to study regardless of the reasons for expulsion, the duration of the break in education, the form of higher education, the educational program, the source of funding, the form of ownership and the sphere of management of the higher education institution under the following conditions:

3.5.1. availability of vacancies of the licensed volume;

3.5.2. fulfillment by the person who submitted the application for reinstatement of studies, the requirements for entrants to the relevant educational program of the University, for which the renewal is carried out, which were in force in the year of his/her admission to study at a certain level of higher education, either before resumption of study, or no later than the date of admission to the certification of higher education applicants (in case of non-fulfillment of this requirement in

established period, the higher education applicant is expelled for violation of the terms of the study agreement and is not allowed to certify higher education applicants);

3.5.3. positive assessment of the learning outcomes obtained by the person during previous periods of study, the person's ability to successfully complete the relevant educational program;

3.5.4. recognition of the results of previous periods of study in accordance with The Recognition of Prior Learning Policy¹ and the conditions of paragraph 3.6. At the same time, the enrollment of compulsory educational components (individual plan of scientific work) or their components is carried out provided that during the previous periods of study the person received the educational program or similar learning outcomes. How-to Elective, at the request of a higher education applicant, are counted, in particular, the educational components of previous training that cannot be counted as mandatory. Based on the results of the recognition of the results, an academic difference is formed, which must be eliminated within the time limits established by the institute;

3.5.5. availability of agreement with student self-government bodies (for applicants of the first and second levels of higher education) / scientific society of students, graduate students and young scientists (for applicants of the third level of higher education) and the consent of the head of the structural unit (department, institute) to which the person is reinstated.

3.6. The prerequisites for the recognition of the results of previous periods of study in case of renewal of the student are:

3.6.1. preliminary or within six months after the renewal of the implementation of uncredited educational components of the curriculum of previous periods of study (at the same time, the volume of uncredited educational components on the day of renewal may not exceed 20 ECTS credits);

3.6.2. inclusion in the individual curriculum of the higher education applicant determined by the educational program of the University for previous periods of study of compulsory educational components and/or the volume of elective educational components provided by it (if necessary);

3.6.3. passing the stages of certification of higher education applicants provided for by law (if necessary).

3.6.4. Assessment of a person's ability to successfully complete the relevant educational program is carried out by a commission created by the order of the director of the educational and scientific institute, consisting of three people from among the scientific and pedagogical staff of the institute,

¹ The Recognition of Prior Learning Policy: <https://ie.u.edu.ua/docs/recognition-of-prior-learning-policy.pdf>

3.7. A person may be denied reinstatement if there is a negative assessment of his/her ability to successfully complete the relevant educational program.

3.8. The basis for the decision on renewal is the protocol(s) of the work of the Commission of the Educational and Scientific Institute, for the educational program of which the applicant is renewed, on the recognition of the results of previous training and the assessment of the person's ability to successfully complete the relevant educational program. The basis for convening a meeting of the commission is an application for recognition of the results addressed to the director of the institute where the applicant is reinstated.

3.9. The provision of additional educational services to eliminate the academic difference is carried out on the basis of an application and an agreement on the provision of additional educational services concluded with the applicant.

3.10. Reinstatement of persons to the University is carried out by order of the Rector at the request of the Director of the Institute in agreement with the student self-government of the University - for applicants of the first and second levels of higher education / the scientific society of students, graduate students and young scientists - for applicants of the third level of education. The order to reinstate studies is issued after the conclusion of a study agreement between the University and an individual (legal entity) who orders a paid educational service.

3.11. Reinstatement to study under an educational program in the specialty necessary for access to professions for which additional regulation has been introduced is carried out if the person studied in the same specialty before expulsion.

3.12. Resumption for the first year of study on the basis of complete general (profile) secondary education is prohibited.

3.13. Renewal of studies may be carried out for educational programs of the same level of higher education for the same or lower year of study, or for educational programs of a lower level of higher education, for the same or another form of education.

3.14. Reinstatement to study for the second year of study on the basis of complete general (profile) secondary education of persons expelled from the first year of study is possible provided that they fully comply with the requirements of the curriculum of the first year of study of the relevant educational program *within six months* from the date of renewal.

3.15. When renewing studies for an educational program in another specialty, as well as when renewing from a foreign higher education institution, regardless of

specialty, it is mandatory to fulfill the requirements for entrants to the relevant educational program, established in the year of the beginning of the training of the contingent of students at the appropriate level of education to which the person joins, or in one of the following years, but not later than the year of submission of the application for renewal by the person.

3.16. If the renewal is carried out at the same institute from which the applicant was expelled, the previous training card of the applicant continues, otherwise a new one is issued.

4. TRANSFER OF HIGHER EDUCATION APPLICANTS

4.1. The transfer of higher education applicants (hereinafter referred to as the transfer) is carried out within the licensed volume of the University at the appropriate level of higher education and specialty, taking into account the requirements for entrants to the relevant educational programs.

4.2. On the basis of a personal application, higher education applicants can be

transferred: from one educational program to another;

from one form of higher education to another;

from one higher education institution to another with the preservation of the place of state order.

4.3. Transfer to educational programs of the same level of higher education, for the same or lower year of study, taking into account the requirements for entrants to the relevant educational program and the analysis of the learning outcomes obtained by the person during previous periods of study, regarding his/her ability to successfully complete the educational program specified in the application for transfer.

4.4. A person may be denied a transfer if a negative assessment of his/her ability to successfully complete the relevant educational program is established. Evaluation is carried out in accordance with the procedure established by clause 3.7 of these Regulations.

4.5. Transfer within the University from one educational program to another or from one form of higher education to another is carried out by order of the Rector.

4.6. The order to transfer a higher education applicant to another educational program and/or form of education, and/or a source of funding, is issued after the conclusion of a study agreement between the University and the higher education applicant, or a study agreement between the University with an individual (legal entity) who orders a paid educational service (in case of transfer to study at the expense of such a person).

4.7. When transferring, the prerequisites are:

4.7.1. fulfillment of the requirements for higher education applicants for the relevant educational program, established in the year of the beginning of the person's studies at the appropriate educational level or in one of the subsequent years, but no later than the year of the person's submission of the application for transfer. Fulfillment of the requirements for higher education applicants for the relevant educational program can be carried out before the transfer or no later than the date of admission to the certification of higher education applicants. In case of non-fulfillment of this requirement within the established period, the higher education applicant is expelled for violation of the terms of the study agreement between the University and the higher education applicant, and is not allowed to certify higher education applicants;

4.7.2. consent of the person who has assumed financial obligations, with the introduction of appropriate changes to the study agreement between the University and the individual (legal entity) who orders a paid educational service;

4.7.3. consent of the Director of the Educational and Research Institute, to which the applicant wishes to transfer (in case of transfer within the University) in agreement with the relevant Vice-Rector;

4.7.6. preliminary or within six months after the transfer of the implementation of uncredited educational components of the curriculum of previous periods of study (at the same time, the volume of uncredited educational components on the day of admission to classes may not exceed 20 ECTS credits);

4.7.7. inclusion in the individual curriculum of the higher education applicant of the compulsory educational components determined by the educational program of the University for previous periods of study and/or the volume of elective educational components provided by it (if necessary). At the same time, the enrollment of compulsory educational components or their components is carried out in the manner prescribed by the Recognition of Prior Learning Policy², provided that during the previous periods of study the person has obtained the educational program or similar learning outcomes. At the request of a higher education applicant, in particular, the educational components of previous periods of study, which cannot be counted as mandatory, are counted as selective;

4.7.8. passing the stages of certification of higher education applicants provided for by law (if necessary).

4.8. When transferring to another higher education institution:

- the applicant submits an application (in paper or electronic form) and receives an academic certificate addressed to the Rector of the University, signed by the director of the educational and scientific institute in which the training is carried out;
- After receiving approval, the higher education applicant applies to the head of the higher education institution to which he/she wishes to transfer, and attaches an academic transcript;

² The Recognition of Prior Learning Policy: <https://ie.u.edu.ua/docs/recognition-of-prior-learning-policy.pdf>

- in case of a positive decision on the transfer of the applicant, the educational institution to which the applicant is transferred, sends a request to the University to receive his personal file, which is the basis for the formation of an order for the expulsion of the applicant in connection with the transfer to another higher education institution. Upon such a request, the University within seven working days issues an order for the expulsion of the higher education applicant in connection with his transfer to another higher education institution, and within ten working days after the issuance of the order of expulsion, transfers or sends the personal file;
- a personal file is submitted to the archives of the University, which contains copies of an academic transcript, a study card, an individual curriculum, a student card of the applicant and a list of sent documents.

4.9. *When transferring an applicant to the University from another higher education institution:*

- the applicant must submit to the University (to the dean's office of the institute where he/she wishes to transfer) an application for transfer with a visa-approval of the head of the higher education institution from which he/she is transferred to the University. The application must be accompanied by an academic transcript and a copy of the bilateral (tripartite) study agreement (if any);
- within five working days, the application for transfer must be considered by the educational institution to which the higher education applicant wishes to transfer, and the applicant must be notified of the conditions of transfer or the reason for refusal;
- the decision on the possibility of transfer to the University is made based on the results of the work of the Commission of the Institute, to the educational program of which the applicant is transferred, which provides a conclusion on the recognition of learning outcomes and assesses the applicant's ability to successfully complete the relevant educational program in the manner prescribed by paragraph 3.7 of these Regulations;
- on the basis of the protocol(s) of recognition of the results of previous education and assessment of the applicant's ability to successfully complete the relevant educational program, the director of the institute decides on the possibility of transferring the applicant, endorses his application, and submits the application for consideration to the Rector of the University to obtain a visa-approval for transfer;
- in case of a positive decision on the transfer and after the higher education applicant fulfills the transfer conditions, the Rector of the University, at the request of the director of the educational and research institute to which the higher education applicant is transferred, issues an order according to which the applicant is allowed to attend classes, and the dean's office of the educational and scientific institute sends a request to the higher education institution where he studied earlier, within seven working days, to receive/transfer his personal file;
- After receiving the personal file and concluding a study agreement within seven working days, the dean's office of the institute to which the applicant is transferred, forms and submits an order for transfer to the rector for signature.

4.10. *Transfer of the applicant within the University:*

- is carried out at the request of the applicant addressed to the rector with a visa with the approval of the director of the institute to which the applicant wishes to transfer;
- when transferring between institutes, a certified copy of the applicant's study card for the entire period of study until the transfer (issued by the dean's office of the institute where the applicant is studying), a copy of the study agreement are attached to the application;
- within five working days, the application for transfer must be considered, and the applicant must be notified of the conditions of the transfer or the reason for refusal; consideration of the application for transfer is carried out by the director of the institute where the higher education applicant is transferred, at the request of the deputy director;
- the decision on transfer is made based on the results of the work of the Commission of the Institute, to the educational program of which the applicant is transferred, which provides a conclusion on the recognition of learning outcomes and assesses the applicant's ability to successfully complete the relevant educational program in the manner prescribed by paragraph 3.7 of these Regulations;
- On the basis of the protocol/s of recognition of the results of previous education and assessment of the applicant's ability to successfully complete the relevant educational program, the director of the institute decides on the possibility of transferring the applicant, endorses his application, and submits the application for consideration to the vice-rector in the direction of obtaining a visa-approval for transfer;
- In case of a positive result of consideration of the application for transfer and fulfillment of the conditions of transfer, an additional study agreement is concluded with the applicant in accordance with the established procedure, after the conclusion of which the dean's office of the faculty/institute to which the applicant is transferred issues an order for transfer;
- After the transfer order is issued, the applicant's study card is transferred by the person responsible for maintaining and storing study cards in the unit where the applicant previously studied, to the dean's office of the unit to which he is transferred (when transferring from one faculty / institute to another).

5. LEARNING INTERRUPTION

5.1. Interruption of studies of higher education applicants is carried out by granting them academic leave. Such persons are not expelled from the number of higher education applicants. The effect of the study agreement between the applicant and the University, as well as between the University and an individual (legal entity) who orders a paid educational service for himself or herself or for another person, assuming financial obligations to pay for it, is suspended for the period of academic leave.

5.2. Academic leave may be granted for the following reasons:

5.2.1. for medical reasons that make it impossible to combine rehabilitation treatment with training (in case of reduced ability to work)

due to dysfunctions of the body, which are caused by acute diseases, which require long-term rehabilitation treatment); exacerbation of chronic diseases or frequent illnesses (more than one month within six months); anatomical defects that do not allow for restorative treatment during training;

5.2.2. in connection with participation in the academic mobility program - if study or internship in an educational or scientific institution (including a foreign state) makes it impossible for the academic mobility participant to fulfill an individual curriculum at the main place of study;

5.2.3. in connection with conscription for military service (conscription for military service during mobilization, for a special period, conscription for fixed-term military service, entry into military service by conscription of officers, entry into military service under contract in accordance with the legislation);

5.2.4. in connection with a long-term business trip of an applicant who combines study with work;

5.2.5. due to family circumstances - a break in education, the procedure for which is determined by the higher education institution, and which is provided to a higher education applicant on the basis of his motivated application for a period of *not more than one year for the entire period of study* at the appropriate level of higher education;

5.2.6. in connection with pregnancy and childbirth; caring for a child until the child reaches the age of three;

5.2.7. if the child of a higher education applicant, according to a medical report, needs home care until the child reaches the age of six, sixteen, eighteen in cases established by paragraph 3 of part one of Article 25 of the Law of Ukraine "On Leave".

5.3. The granting of academic leave is carried out by order of the rector, which indicates the reason, the basis for granting and the duration, including a reference to the duration of the leave established by law (if necessary).

5.4. The duration of academic leave for the reason specified in paragraph 5.2.7 of these Regulations may not exceed the duration of social leave granted in accordance with the Law of Ukraine "On Leave", but at the request of a higher education applicant, it may be granted for a period shorter than such social leave.

5.5. To grant academic leave, applicants for higher education apply to the dean's office of the Educational and Research Institute of the University at the place of study with an application in paper or electronic form, in which they indicate the reason, the period of academic leave, as well as the grounds.

The application must be accompanied by the following documents:

- for the reasons specified in clause 5.2.1 – medical documents on the basis of which the need for academic leave for medical reasons is determined (originals of medical certificates (form 095/o) certifying his/her temporary disability (more than one month per semester), conclusion of the medical advisory commission (hereinafter referred to as the Medical Advisory Commission). Academic leave for medical reasons to foreign higher education applicants may be provided on the basis of a legalized (except for cases provided for by international treaties ratified in accordance with the procedure established by law) medical certificate obtained in a foreign state, which is submitted to a higher education institution together with a notarized translation into Ukrainian;
- for the reasons specified in clause 5.2.2 – documents certifying the participation of a higher education applicant in the academic mobility program implemented in accordance with the law;
- for the reasons specified in clause 5.2.4 – a supporting document from the place of work of the higher education applicant for a long-term business trip, indicating its term;
- for the reasons specified in paragraph 5.2.5 – documents that can confirm the circumstances set out in a motivated application for academic leave (if any);
- for the reasons specified in clause 5.2.6 – one of the documents: certificate of incapacity for work due to pregnancy and childbirth; child's birth certificate;
- for the reasons specified in paragraph 5.2.7 – a medical certificate stating that the child needs home care (until he/she reaches the age of six, sixteen, eighteen in cases established by paragraph 3 of part one of Article 25 of the Law of Ukraine "On Leave"), or another document that is the basis for granting academic leave for family reasons.

5.6. Based on the results of consideration of the granting of academic leave for the reasons specified in paragraph 5.2.1, the dean's office of the institute where the applicant is studying, forms a request to the medical institution in which the applicant is served, to provide the conclusion of the Medical Advisory Committee on the expediency of academic leave. The conclusion of the LCC indicates the need to provide the applicant with academic leave, its recommended duration, or provides a recommendation to transfer the applicant for health reasons to study in another specialty or to another educational institution.

The conclusions of doctors of departmental and territorial medical and prophylactic institutions on the need to provide higher education applicants with academic leave for health reasons, or release them from physical labor, or postpone the terms of practical training, are considered invalid if there is no decision of the Medical Advisory Committee or a visa of the chief physician (head) of the medical and preventive institution serving higher education applicants.

5.7. After the expiration of the period of interruption of education provided to the higher education applicant in the manner prescribed by this Regulation, the person may be reinstated to study by admission to the educational process.

5.8. Admission to the educational process of higher education applicants whose period of interruption of studies has expired is carried out by order of the rector on the basis of the application of the higher education applicant, submitted in writing or electronically to the dean's office of the educational and scientific institute no later than *five days* before the end of the academic leave.

The application shall be accompanied by:

- for the reasons specified in clause 5.2.1 – the conclusion of the Medical Advisory Committee on the state of health, provided by the medical institution that provides medical care to applicants, at the request of the applicant (no later than two weeks before the beginning of the semester). To the application, the applicant attaches a health certificate from the medical institution that observed the patient during the academic leave. By the decision of the Medical Consultative Commission, the applicant may be recommended to undergo a comprehensive medical examination. For admission to foreign higher education students may be provided with a legalized (except for cases provided for by international treaties, the consent to be bound by which is given in accordance with the procedure established by law) medical certificate obtained in a foreign country, which is submitted to the higher education institution together with a notarized translation into Ukrainian;
- For the reasons specified in clause 5.2.3 – documents from the territorial center for recruitment and social support on the completion of military service by the applicant.

5.9. Applicants for higher education who are defined in paragraph 5.8. have not submitted documents for admission to the educational process or extension of the term of academic leave, are expelled from the University for violation of the terms of the study contract.

5.10. Controversial issues regarding the granting or extension of the term of academic leave, admission of a higher education applicant to the educational process are considered by the University with the participation of student self-government bodies or the scientific society of students (cadets, trainees), graduate students, doctoral students and young scientists in the manner prescribed by the Regulations on the organization of the educational process at the International European University³ or in court.

5.11. During the period of study at a certain level of higher education, an applicant can exercise the right to receive an academic leave, as a rule, once. Into

³ Regulations on the organization of the educational process at the International European University.
URL: <https://ieu.edu.ua/docs/regulat/0.pdf>

In exceptional cases, if there is an appropriate documented justification, he/she may be granted the right to re-receive academic leave during the period of study.

5.12. Applicants who had absences during the semester, did not provide supporting documents regarding temporary disability (medical certificate in the form 095-o) or difficult family circumstances, and received "unsatisfactory" marks in one or more academic disciplines (educational components) during the semester control, are considered to have not completed the individual curriculum and do not have the right to academic leave for health and family reasons.

5.13. At the end of the academic leave, persons who have interrupted their studies are reinstated to their studies without being charged for a break in their studies.

5.14. Cases not provided for by these Regulations, special circumstances and situations, on the basis of the applicant's application and a substantiated submission of the director of the institute, are considered and resolved by the rector (vice-rector) of the University.