



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS on the Procedure for Expulsion, Interruption of Studies, Renewal and Transfer of Persons Studying at the International European University and Granting Them Academic Leave

APPROVED

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European University

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	<i>ISO 9001:2015 Quality Management System</i>

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1. GENERAL INFORMATION

1.1. The Regulation on the Procedure for Expulsion, Interruption of Studies, Renewal and Transfer of Persons Studying at the International European University and Granting Them Academic Leave (hereinafter referred to as the Regulations) was developed by the Laws of Ukraine "On Education," "On Higher Education," the Regulation on the Procedure for Expulsion, Interruption of Studies, Renewal 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 Regulations regulate 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 – interruption of studies by a higher education applicant on the grounds and reasons determined by this Regulation, which make it impossible to fulfill the educational program. For academic leave, the rights and obligations of a higher education applicant and the fulfillment of an individual curriculum (individual plan of scientific work) are suspended. For the period of academic leave, persons belonging to specific categories determined by law retain certain rights of a higher education applicant education by this Regulation;

expulsion from the list of students (hereinafter referred to as expulsion) – loss of the status of a higher education applicant by a person in the manner determined by this Regulation, 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), based on which admission to study is carried out, the results of entrance tests, the list of which is determined by the Conditions (Procedure) of admission to study for higher education and the Rules for admission to the University when entering the relevant competitive offer (in the form of an appropriate set of certificates and the results of external independent assessment, national multi-subject test, creative competitions and tests, entrance exams, unified professional entrance test, unified entrance exam, unified state qualification exam, interview, taking into account the minimum value of the number of points of entrance tests (competitive score), source

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of funding for higher education, citizenship and special conditions for participation in the admission campaign, etc.);

transfer – change by a higher education applicant in the manner determined by this Regulation:

- 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;

resumption of studies – 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 studies, as well as the extension of its term, resumption of studies, transfer, admission to continue studies are carried out based on 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). The relevant information shall be entered into the Unified State Electronic Database on Education within the time limits and by the procedure established 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 training 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 a higher education institution and a student or an individual (legal entity) who pays for such training;
- 2.1.6. violation of academic integrity;
- 2.1.7. in other cases, provided for by law.

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

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

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

2.3.2. in case of academic debt based on the results of passing semester control measures (in the main statement, the grades "did not appear," "not admitted," "unsatisfactory"), it was liquidated within the terms 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 necessary accompanying documents were submitted for defense promptly, as well as other conditions for admission to the defense were met;

2.3.4. Positive results (at least 60% of the maximum possible number of points) have been obtained based on the results of the attestation exam(s) and/or defense of a qualification work.

2.5. Failure by the applicant to comply with clauses 2.3.1 or 2.3.2 for at least one discipline (educational component) of the individual curriculum and/or failure by the applicant to fulfill clauses 2.3.3 or 2.3.4 in the last year of study is considered a failure to meet the particular curriculum. It is the basis for the expulsion of the applicant from the University.

2.6. The non-fulfillment of the individual curriculum is established based on the results of the final control or certification of applicants. An applicant for higher education cannot be expelled for non-fulfillment of the individual curriculum before the expiration of the term of final control of the current academic period or before the deadline for the beginning 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.

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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 applicant 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, an application in written or electronic form with appropriate justification and supporting documents;
- formation and approval by the order of the rector at the request 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;
- examination by the commission of the justification and supporting documents, consideration of the application with the preparation of a protocol. The applicant for education 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;
- Provide an extract from the commission minutes 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, by the procedures in force at the University, the applicant for higher education 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 use such an opportunity within the established period or, based on the results of repeated passing of the final control, received an unsatisfactory grade;

appeal (appeal) by the established procedure of decisions, actions, or inaction of pedagogical, scientific-pedagogical, scientific workers, and officials of the University regarding the organization and conduct of final control, but the applicant for higher education did not use such an opportunity within the established period, or his complaint was reasonably rejected.

2.9. Failure to fulfill or violate the deadlines for implementing an individual plan of scientific work without valid reasons may be the basis for the University's Academic Council to decide on the expulsion of a postgraduate or doctoral student.

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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 particular curriculum.

2.11. Applicants with academic debts that have not been liquidated within the specified time frame and are subject to expulsion are not allowed to attend classes.

2.12. The order on expulsion from the list of applicants for higher education indicating the grounds for expulsion is prepared by the directorate of the educational and scientific institute where the applicant studied based on the submission of the director/deputy director of the academic 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 the manner prescribed by this Regulation (except for expulsion in connection with the completion of studies under the relevant educational program, as well as if the person has not started classes), An academic transcript contains information about the learning outcomes, names of disciplines, grades received, and the number of ECTS credits obtained.

2.14. After expulsion, the following are attached 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 card;
- A study card signed by the educational and scientific institute director with the value of the results of the implementation of the individual plan and all documents that reflect the process of training the applicant.

3. RENEWAL OF HIGHER EDUCATION APPLICANTS

3.1. Renewal to the list of applicants is carried out within the licensed scope of the university for the corresponding 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 specific educational

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program can be renewed for on-site studies at the expense of individuals (legal entities) based on a personal application submitted to a higher education institution.

3.3. The higher education institution considers the application for resumption of studies ***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. The renewal is carried out considering the requirements for applicants for the relevant educational programs.

3.5. A person can be reinstated for study regardless of the reasons for expulsion, the duration of the study break, 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 has applied for renewal of studies of the requirements for applicants to the relevant educational program of the University, for which the renewal is carried out, which were valid in the year of their admission to study at a certain level of higher education, in the term or before the resumption of studies, or no later than the date of admission to the certification of applicants for higher education (in case of non-fulfillment of this requirement in

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

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

3.5.4. recognition of the results of previous study periods by ¹ Recognition of Prior Learning Policy¹ and the conditions of paragraph 3.6. At the same time, the enrollment of compulsory educational components (the individual plan of scientific work) or their components is carried out provided that during the previous periods of study, the person has obtained the educational or similar learning outcomes provided by the educational program. How to Selective at the request of the applicant for higher education are enrolled, particularly the educational components of previous education, which cannot be counted as mandatory. Based on the results of recognition of results, an academic difference is formed, which must be eliminated within the time frame established by the

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institute;

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

3.6. Mandatory conditions for the recognition of the results of previous periods of study in case of renewal of the applicant for education are:

3.6.1. preliminary or within six months after the resumption of study of the implementation of uncredited educational components of the curriculum of previous periods of study (in this case, the volume of non-enrolled educational components on the day of renewal may not exceed 20 ECTS credits);

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

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

3.7. The assessment of a person's ability to complete the relevant educational program is carried out by a commission established by the order of the director of the academic and scientific institute, consisting of three people from among the scientific and pedagogical staff of the institute,

Ensuring the implementation of the educational program in the form of an interview and/or testing on general educational competencies.

3.8. A person may be denied resumption of studies if a negative assessment of their ability to complete the relevant educational program is established.

3.9. The basis for deciding 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 assessment of the person's ability to complete the relevant academic program successfully. The basis for convening a commission meeting is an application to recognize the results addressed to the institute's director, where the applicant is renewed.

3.10. The provision of additional educational services to eliminate academic differences

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is carried out based on an application and an agreement on the provision of additional educational services concluded with the applicant.

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

3.12. Resumption of studies 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.

3.13. Renewal for the first year of study based on complete general (profile) secondary education is prohibited.

3.14. Renewal of studies can be carried out for educational programs of the same level of higher education for the same or lower year of research or academic programs of a lower level of higher education for the same or another form of education.

3.15. Resumption of studies for the second year of study based on 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.

3.16. When resuming to study 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 study 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.

3.17. If the renewal is carried out in the same institute from which the applicant was expelled, the applicant's previous study card continues. Otherwise, a new one is issued.

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

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4. TRANSFER OF HIGHER EDUCATION APPLICANTS

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

4.2. Applicants for higher education based on a personal application 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. The transfer is carried out to educational programs of the same level of higher education for the same or lower year of study, considering the requirements for entrants to the relevant academic program and the analysis of the learning outcomes obtained by the person during the previous periods of study, regarding their ability to complete the educational program specified in the transfer application.

4.4. A person may be denied a transfer if a negative assessment of their ability to complete the relevant educational program is established. The evaluation is carried out using the procedure established by clause 3.7 of this Regulation.

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 the order of the Rector.

4.6. The order on the transfer of 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 a higher education applicant, or a study agreement between the University and an individual (legal entity) that orders a paid educational service (in case of transfer to study at the expense of such a person).

4.6.1. When transferring, the mandatory conditions are:

4.6.2. fulfillment of the requirements for applicants for higher education for the relevant educational program, established in the year of the beginning of the person's studies at the relevant educational level or in one of the following years but no later than the year of submission of the application for transfer by the person. Fulfillment of the

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requirements for applicants for higher education for the relevant educational program can be carried out before the transfer or no later than the date of admission to the certification of applicants for higher education. In case of failure to fulfill this requirement within the established period, the applicant for higher education is expelled for violation of the terms of the agreement on studies between the University and the applicant for higher education and is not allowed to attest to applicants for higher education;

4.6.3. consent of the person who has assumed financial obligations, with the introduction of appropriate amendments to the tuition agreement between the University and the individual (legal entity) ordering a paid educational service;

4.6.4. consent of the director of the Educational and Scientific 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 non-enrolled educational components of the curriculum of previous periods of study (in this case, the volume of non-enrolled educational components on the day of admission to classes may not exceed 20 ECTS credits);

4.7.7. Included in the individual curriculum of the applicant for higher education are the compulsory educational components determined by the University's educational program for previous periods of study and/or the volume of selective educational components provided for by it (if necessary). At the same time, the enrollment of compulsory educational components or their components is carried out in the manner determined by the Recognition of Prior Learning Policy ², provided that during the previous periods of study, the person has obtained the educational results provided for by the educational program or similar learning outcomes. At the request of the applicant for higher education, in particular, the educational components of the previous periods of study, which cannot be counted as compulsory, are counted as selective;

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

4.7. *When transferring to another higher education institution:*

- the applicant submits an application (in paper or electronic form) and receipt of an academic certificate addressed to the Rector of the University, signed by the director of the educational and scientific institute where the training is carried out;
- after receiving the approval, the applicant for higher education applies with a corresponding application to the head of the higher education institution to which he wishes to transfer and attaches an academic certificate;

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

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- in case of a favorable decision on the transfer of the applicant, the educational institution to which the applicant is transferred sends a request to the University to receive their file, which is the basis for the formation of an order on 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 on the expulsion of the applicant for higher education in connection with their transfer to another higher education institution, and within ten working days after the issuance of the expulsion order, transfers or sends the personal file;
- A personal file is submitted to the University's archive, which contains copies of the academic transcript, study card, individual curriculum, applicant's student card, and a list of forwarded documents.

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

- The applicant must apply for transfer to the University (to the dean's office of the institute where they wish to transfer) with the visa approval of the head of the higher education institution from which they are transferred to the University. The application shall be accompanied by an academic transcript and a copy of the bilateral (trilateral) study agreement (if any);
- within five working days, the application for transfer must be considered at the educational institution to which the applicant wishes to transfer, and the applicant is 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 on the educational program to which the applicant is transferred, which provides a conclusion on the recognition of learning outcomes and assesses the applicant's ability to complete the relevant academic program in the manner established by paragraph 3.7 of this Regulation;
- based on the protocol/s of recognition of the results of previous training and assessment of the applicant's ability to complete the relevant educational program, the Director of the Institute makes a decision on the possibility of transferring the applicant, signs their application, and submits the application for consideration to the Rector of the University to obtain a visa-approval for transfer;
- in case of a favorable decision on the transfer and after the higher education applicant fulfills the conditions of transfer, the Rector of the University, upon the submission of the director of the educational and scientific institute to which the applicant for higher education is transferred, issues an order according to which the applicant is admitted to 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 file;

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- After receiving the personal file and concluding the study agreement, within seven working days, the dean's office of the institute to which the applicant is transferred forms and submits an order on transfer to the rector for signature.

4.9. *Transfer of an 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 studies), 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 applicant for higher education is transferred, upon the submission 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 to which the applicant is transferred, which provides a conclusion on the recognition of learning outcomes and assesses the applicant's ability to complete the relevant academic program in the manner established by paragraph 3.7 of this Regulation;
- based on the protocol/s of recognition of the results of previous training and assessment of the applicant's ability to complete the relevant educational program, the director of the institute makes a decision on the possibility of transferring the applicant, signs their application, and submits the application for consideration to the vice-rector in the direction for obtaining a transfer visa;
- 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 by the established procedure, after the conclusion of which the dean's office of the faculty/institute where the applicant is transferred, an order on transfer is issued;
- After the issuance of the transfer order, the applicant's educational card is transferred by the person responsible for maintaining and storing the 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. higher education applicants are prevented by granting them academic leave. Such persons are not expelled from the number of applicants for higher education. The study agreement between the applicant and the University and between the University and an individual (legal entity) who orders a paid educational service for himself or another

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person, assuming financial obligations to pay for it, is suspended for academic leave.

5.2. Academic leave can 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 a decrease in working capacity

as a result of disorders of body functions caused by acute diseases, which require long-term restorative 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 training or internship in an educational or scientific institution (including a foreign state) makes it impossible for the participant of academic mobility to fulfill an individual curriculum at the principal 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 military service, entry into military service by conscription of officers, entry into military service under a contract by the law);

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 study, the procedure for granting, which is determined by the higher education institution, and which is provided to the applicant for higher education based on their motivated application for a period of ***no more than one year for the entire period of study*** at the relevant level of higher education;

5.2.6. in connection with pregnancy and childbirth, caring for a child until he 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, or eighteen years in the cases established by paragraph 3 of part one of Article 25 of the Law of Ukraine "On Leave."

5.3. Academic leave is granted by order of the rector, which indicates the reason, reason for granting, and duration, including references to the duration of leave established by law (if necessary).

5.4. The duration of academic leave for a reason specified in clause 5.2.7 of this

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Regulation may not exceed the duration of social leave granted by the Law of Ukraine "On Vacations." Still, the applicant's request for higher education may be granted for less than such social leave.

5.5. To grant academic leave, applicants for higher education apply to the dean's office of the Educational and Scientific 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 following documents are attached to the application:

- for the reasons specified in clause 5.2.1 – medical documents, based on which the need for granting academic leave for medical reasons is determined (original medical certificates (form 095/o) certifying their temporary disability (more than one month per semester), the conclusion of the medical advisory commission (hereinafter referred to as the LCC). May be provided based on a legalized (except for cases provided for by international treaties, consent to be bound by which is granted by the procedure established by law) medical certificate obtained in a foreign state, 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 by the legislation;
- for the reasons specified in clause 5.2.4 – a supporting document from the place of work of the higher education applicant regarding a long-term business trip indicating its term;
- for the reasons specified in clause 5.2.5 – documents that can confirm the circumstances set out in the reasoned application for obtaining academic leave (if any);
- for the reasons specified in clause 5.2.6 – one of the documents: a certificate of incapacity for work due to pregnancy and childbirth; a child's birth certificate;
- for the reasons specified in clause 5.2.7 – a medical report stating that the child needs home care (until they reach the age of six, sixteen, or eighteen years of age 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 clause 5.2.1, the dean's office of the institute where the applicant studies forms a request to the medical institution where the applicant is served regarding the provision of the conclusion of the LCC on the expediency of academic leave. The conclusion of the LCC indicates the need to provide the applicant with academic leave and its recommended duration or provides a recommendation to transfer the applicant for health reasons to study in another specialty or to another educational institution.

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

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

5.8. Admission to the educational process of applicants for higher education whose period of interruption of study has expired is carried out by order of the rector based on the application of the applicant for higher education, 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 LCC on the state of health provided by the medical institution that provides medical care to applicants at the applicant's request (no later than two weeks before the beginning of the semester). **Foreigners** may be provided with a legalized medical certificate (except for cases provided for by international treaties, consent to be bound by which is granted by the procedure established by law) medical certificate obtained in a foreign state, submitted to a 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 in the specified paragraph 5.8. Those who have not submitted documents for registration of admission to the educational process or the extension of the period of academic leave is expelled from the University for violation of the terms of the study agreement.

5.10. Disputable 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 a scientific society of students (cadets, listeners), graduate students, doctoral students, and young scientists in the manner determined by the Regulations on the organization of the educational process at the International European University³ or in court.

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

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5.11. During the study period at a certain level of higher education, the applicant can use the right to receive academic leave, as a rule, once. In exceptional cases, if there is an appropriate documented justification, they may be granted the right to re-receive academic leave during the study period.

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

5.13. At the end of academic leave, persons who have interrupted their studies resume study without charging a fee for a break in their studies.

5.14. Cases not provided for by this Regulation, exceptional circumstances, and situations based on the applicant's application and reasonable submission of the director of the institute are considered and decided by the rector (vice-rector) of the University.