

**PROVISION**  
**ON ACADEMIC MOBILITY**  
**in Igor Sikorsky KPI**

Approved by the Scientific Council  
of Igor Sikorsky KPI  
on 10.02.2020

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## **General Terms**

1. The Provision on the Order for the Realisation of the Academic Mobility Right (hereinafter – Provision) regulates the organisation of academic mobility of higher education applicants, as well as doctoral students, scientific-pedagogical, scientific, administrative staff and other participants of the educational process (hereinafter – Staff), who realise the academic mobility right (hereinafter – academic mobility participants) at the National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" (hereinafter – University).

The Provision is designed according to:

- The Law of Ukraine "On Education";
- The Law of Ukraine "On Higher Education";
- Principles of the Joint Declaration of Ministers of Education of Europe "European Space in Higher Education", done in Bologna on 19.06.1999 (Bologna Declaration);
- "Regulations on the Procedure for Realisation of the Academic Mobility Right", approved by Resolution No. 579 of the Cabinet of Ministers of Ukraine dated 12.08.2015;
- "Procedure for Appointment and Payment of Scholarships", approved by Resolution of the Cabinet of Ministers of Ukraine dated 12.07.2004 No. 882 in the edition of the Resolution of the Cabinet of Ministers of Ukraine dated 28.12.2016, No. 1050;
- Rules for awarding academic scholarships to students, PhD students and post-doctoral students of Igor Sikorsky KPI;
- Igor Sikorsky KPI Statute;
- Provisions on the organisation of the educational process in Igor Sikorsky KPI;
- Other regulatory documents on higher education.

2. Academic mobility is one of the priority areas of the University's activity in order to deepen the internationalisation and integration of the University into the Ukrainian and international educational and scientific space, to improve the quality of education and the efficiency of research, as well as to ensure competitiveness in the educational services market.

3. The academic mobility right is exercised on the basis of international agreements on cooperation in the field of education and science, international programmes and projects, agreements on cooperation between domestic and foreign higher education institutions (scientific institutions, enterprises, organizations) or their main structural divisions (hereinafter – Partners), as well as between the participant of the educational process and the higher education institution (scientific institution, enterprise, organisation) on its own initiative, supported by the administration of the University based on individual invitations.

4. Forms of documents for the field of academic mobility are entered by the order of the Rector of the University in accordance with the Instruction on record keeping.

5. Academic mobility participants to the University have the same academic rights and responsibilities with higher education applicants and University staff.

6. Academic mobility is divided into:

- Domestic – the right exercised by domestic participants of academic mobility in partner organisations within Ukraine;

- International – the right exercised by domestic participants of academic mobility in partner organisations outside Ukraine, as well as by foreign participants of academic mobility in domestic partner organisations.

7. The main types of academic mobility:

- Degree mobility – training in a partner organisation, other than a permanent place of study of a participant of the educational process, with the aim of obtaining a degree of higher education, which is confirmed by a document (documents) about higher education or about obtaining a degree of higher education from two or more partner organisations;

- Credit mobility – training in a partner organisation other than the permanent place of study of a participant of the educational process, with a view to obtain European Credit Transfer and Cumulative Credit (ECTS) credits and / or relevant competences, learning outcomes (without ECTS credits), will be recognised in the partner organisations of the permanent place of study of the participant of the educational process, provided that the total period of study for the participants of credit mobility programmes in the partner organisations, sending for the mobility programme, remains the same.

8. Forms of academic mobility:

- For participants of the educational process: academic mobility, language or scientific training.

- For Staff: participation in joint projects, teaching, scientific research, scientific internship, qualities training.

9. Participation in academic mobility programmes is possible when they correspond with the educational programme, on which the participant of the educational process is enrolled or in the field of activity of the Staff (except for language training).

10. Information support and help, advisory and organisational support for academic mobility are provided by:

- For students – Academic Mobility Office;

- For postgraduate and doctoral students – Postgraduate and Doctoral Studies Office;

- For scientific-pedagogical, scientific workers and other participants of educational process in case of passing scientific internship, participation in joint projects, carrying out scientific researches and advanced training with scientific component – Department of Science and Innovation ;

- For scientific-pedagogical staff and administrative staff in the case of teaching, advanced training and participation in joint projects in partner organisations – International Collaboration Department.

11. Information support and help for academic mobility is implemented in order to internationalise the activities of the University, stimulate and support the international exchange of participants of the higher educational process and staff in combination with the educational process and provides information on:

- Annual mobility programmes and other projects, grants and programmes for training, internships and advanced training in Ukrainian or foreign partner organisations;

- Joint agreements, programmes and projects of the University with partner organisations;
- Scholarship programmes and grants to support academic mobility in which the University participates or plans to participate;
- The types, forms, stages, funding, duration, content of academic mobility and the process of recognition of its results;
- Requirements for academic mobility participants, procedures and deadlines for submitting required documents;
- The results of participation in academic mobility programmes.

### **Organisational Support for Academic Mobility of Higher Education Applicants**

12. Academic mobility participants are eligible for Post-Doctoral, PhD, and Master students. Full-time Bachelor academic mobility participants are eligible for academic mobility programmes if they have successfully completed the first year of studies.

13. Academic mobility participants are credited to partner organisations as being temporarily admitted to the educational process.

14. The place of study is retained by the academic mobility participants for the period of participation in the academic mobility programmes.

15. Academic mobility participants could not be expelled from the higher education applicants of the University for the period of exercise of the academic mobility right and are accounted in the Unified State Electronic Database on Education (hereinafter – EDEBO), **except for foreign citizens**.

16. Individual study plan for academic mobility participants is drawn up for the duration of academic mobility programmes.

17. Depending on the academic mobility programme, the selection of participants is made on a competitive basis either by the host organisation or by the University, taking into account the requirements of the partner organisation.

18. In order to participate in the competition selection at the University, higher education applicants submit to the Academic Mobility Office:

- A certified copy of the study card with the translation into English;
- Certificate of foreign language proficiency;
- Learning Agreement for the partner organisation;
- A letter of support from a partner organisation for PhD applicants;
- Documents, proving a scientific activity, motivation letter or other documents (upon the request of the partner organisation).

19. Rights and responsibilities of academic mobility participants are determined by the agreement of the academic mobility study programme.

20. Participation in academic mobility programmes is governed by bilateral agreements between the University and partner organisations. In the case of choosing a programme of an organisation that is not a partner of the University, participation in it is subject to the compliance of this programme with the educational programme for which the applicant for higher education prepares.

21. Academic mobility of incoming foreign citizens to the University is carried out in accordance with the requirements of:

- Current legislation of Ukraine on state migration policy;
- Internal regulations of the University;

- Interinstitutional agreements, protocols, memorandums and agreements between the University and partner organisations.

22. Incoming foreign academic mobility participants have the same academic rights and responsibilities as Ukrainian citizens.

23. Incoming foreign academic mobility participants from higher education applicants may be eligible for admission to the University under free tuition under academic mobility agreements between the University and partner organisations.

24. To be enrolled to the University, incoming foreign academic mobility participants submit the following documents to the Academic Mobility Office:

- Copy of the passport of the participant, with the notarised translation of the first page of the passport and a copy of the page with the Ukrainian visa;

- A document on obtaining a previous degree of education (a certificate of complete secondary education for applicants for the first level of higher education, a bachelor's degree for applicants for the second level of higher education, a master's degree for graduate students);

- Learning Agreement indicating the relevant disciplines and language of instruction;

- Consent of the personal data processing, signed by the participant;

- Protocol of introductory briefing signed by the participant, on familiarisation with the internal regulations of the University, accommodation in hostels, educational process;

- Application of the participant for registration of a temporary residence permit, to which 2 photographs (3.5×4.5 cm) are added;

- Certificate of the language competence;

- Nomination letter from the responsible person in the partner organisation on international cooperation / academic mobility.

25. Based on the documents listed in item 24 and the Interinstitutional agreement, the Academic Mobility Office, together with the Centre for International Education, issues an application for admission from the faculty / institute to the first provost with the visa-approval of the dean of the faculty / director of the institute or deputy dean / director for international work (work with foreign students).

26. The responsibility for the support of academic mobility participants during their studies / internships rests with the Academic Mobility Coordinators of a Faculty / Institute.

27. To reflect the learning outcomes of the Academic Mobility Programme, the Academic Mobility Coordinator of a Faculty / Institute prepares a certificate of the established specimen, confirming the implementation of the programme in accordance with the contract, as well as an extract of grades indicating all educational components studied by the higher education applicant, grades and the number of ECTS credits.

### **Organisational Support for Staff Academic Mobility**

28. Organisational issues and support issues for the academic mobility of partner organisations are resolved by the Academic Mobility Office in conjunction with the International Collaboration Department of the University and the unit, where the academic mobility is realised.

29. For participants of the academic mobility programme at the University, the Academic Mobility Office forms an official invitation for the established specimen signed by the authorised person stating the full name of the participant, his or her home institution, the scheduled mobility period and the host faculty / institute with the official seal of the University. The authorised person may be the Rector, the Vice Rector for Student Affairs, the Vice Rector for International Ties, the Head of the Academic Mobility Office, the Dean of the Faculty / Director of the Institute, or his Deputy for International Affairs.

30. The following documents are required for registration of foreign participants of academic mobility of partner organisations at the University:

- Confirmation of nomination from partner organisation;
- Staff Mobility Agreement indicating scientific or professional interests, proposed activities within the framework of the academic mobility programme and language internship;
- Official note from the person responsible for the academic mobility participant (representative of the University structural unit, the Head of the Academic Mobility Office, the Vice Rector for educational work, etc.) addressed to the Rector of the University with the approving visa of the Vice Rector for International Ties with a request to allow the organisation of the visit of a foreign participant of academic mobility;
- Programme of the visit of a foreign participant of academic mobility with the approving visa of the Vice Rector for International Ties and the resolution of the Rector of the University.

31. In case of successful completion of the academic mobility programme by a foreign participant, the Academic Mobility Office forms a certificate of the established specimen.

32. Depending on the academic mobility programme, the selection of participants is made on a competitive basis either by the host organisation or by the University, taking into account the requirements of the partner organisation.

33. In the case of competitive selection at the University, Staff shall submit the following documents to the Academic Mobility Office:

- Rating of the scientific-pedagogical staff member;
- Staff Mobility Agreement, agreed with the administration of the faculty / institute;
- Certificate of foreign language proficiency (if any);
- Application form.

#### **Financial Support for the Exercise of the Academic Mobility Right**

34. For students studying at the University, for a period of academic mobility in the partner organisation, in accordance with the concluded agreement on academic mobility, the place of study and payment of scholarship, designated in accordance with the decision of the Scholarship Commission in the case when regular irrevocable fixed financial support throughout the duration of the academic mobility programme is not provided or provided, but in terms of national currency at the date of the placement of an academic mobility agreement, **is less** than the amount of the scholarship assigned to the individual by the decision of the Scholarship Commission.

35. The issue of the scholarship payment to the University's higher education applicants who have exercised their academic mobility right on the basis of the academic mobility agreement and have returned to the University is decided by the Scholarship Commission.

36. The term of study and scientific internship of higher education applicants may not exceed two years.

37. Staff of the University may exercise the academic mobility right in accordance with the concluded agreement on academic mobility. At the same time, the main place of work for up to two years is kept by scientific, scientific and pedagogical workers, and for teachers and other employees – up to one year. Remuneration is paid in accordance with the law of the main place of work and is stored for up to six months, unless remuneration is provided for by the academic mobility programme.

### **Recognition of the Results of Participation in Academic Mobility Programmes for University Higher Education Applicants**

38. The conditions for recognition of the results of studies, internships or research are determined by the annexes to the academic mobility agreements between the Faculty / Institute of the University and the partner organisations.

39. In the case if the academic mobility programme does not provide the automatic recognition of periods of study, results and credits, this function rests with the guidance and coordinator of the academic mobility unit of the full-time student. The decision on the possibility of recognition of periods of study by academic mobility programmes and their results is made at the stage of formation of individual curricula for academic mobility participants before the beginning of study on the programme.

40. If necessary, the decision on recognition of periods and recognition of the results of training for academic mobility participants shall be made by the Director of the Institute / Dean of the Faculty on the basis of commission's recommendations. The chairman of the Commission is the head of the graduating department, in the specialty / educational programme of which the academic mobility participant is trained. The Commission must include the Academic Mobility Coordinator of the relevant unit.

41. The recognition of the learning outcomes of academic mobility participants is based on the provisions of the ECTS and the compilation of educational programmes of the University and partner organisations. If necessary, the scores are converted according to the evaluation systems of the partner organisations.

42. Comparison of academic load during degree and credit mobility should be based on a comparison of the learning outcomes provided by the academic mobility programmes of the partner organisation and those planned by the continuing education institution's higher education programme.

43. The learning outcomes can be recognised at the University within the scope of educational components, the study of which is provided by the relevant educational programme, which trains academic mobility participants on a full-time basis.

44. When compiling individual curricula for academic mobility participants, the educational components required by the University's educational

programmes, for which full recognition of the results obtained within the academic mobility programme, are compulsorily indicated. For those educational components that are not covered by the academic mobility programme, the timing of the control activities at the University is specified.

45. Confirmation of the expected results of academic mobility programmes is a certificate, academic certificate or other document containing the names of the studied educational components, their volume in ECTS credits and the obtained assessments or results of scientific work.

46. If the academic mobility participant has not documented the fulfillment of the requirements of the individual academic plan for the academic mobility participant, he / she shall be expelled from the University, where they study on a full-time basis.

47. The University must fully acknowledge the confirmation, agreed in the Learning Agreement or the Internship Agreement (if applicable), reflected in the individual study plan for the academic mobility participants, and the documented amount of ECTS credits to meet the qualification requirements.

### **Recognition of the Results of Participation of the University Staff in the Academic Mobility Programmes**

48. The recognition of the results of participation of the University Staff in the academic mobility programmes is made on the basis of the fulfillment of the terms of the mobility agreement and the terms of reference.

49. The results of participation of the University Staff in the Academic Mobility Programme are certified by the submission of the report on participation in the academic mobility programme in the partner organisation and the documents on the successful completion of the academic mobility programme defined by the partner organisation in which the academic mobility took place. Such documents shall be duly executed and submitted within ten days after returning to the University to the unit specified in clause 10 of this Regulation, depending on the category to which the Staff belongs.

50. In case the University Staff does not provide a documentary confirmation of the academic mobility results within the set deadline without valid reason, the issue of imposition of a charge on the Staff shall be considered in accordance with the current legislation.

51. If participation in the academic mobility programme involves activity in the Staff direction at the University (or language internship) for at least 108 hours, which is documented, participation in the academic mobility programme may be recognised as a refresher course in the manner specified in the Regulations for Advanced Training.