



КИЇВСЬКИЙ МЕДИЧНИЙ УНІВЕРСИТЕТ
KYIV MEDICAL UNIVERSITY
EST.1992

**PROVISION
ON THE RIGHT TO ACADEMIC MOBILITY
AT THE PRIVATE HIGHER EDUCATIONAL INSTITUTION
"KYIV MEDICAL UNIVERSITY"**

Kyiv-2024

I. General provisions

1.1. The Regulations on the implementation of the right to academic mobility (hereinafter referred to as the Regulations) have been developed to regulate the procedure for the implementation of the right to academic mobility by participants in the educational process of the Higher Educational Institution "Kyiv Medical University" (hereinafter referred to as the University) in accordance with the Law of Ukraine "On Higher Education" (as amended), Resolution of the Cabinet of Ministers of Ukraine dated August 12, 2015 No. 579 "On Approval of the Regulations on the Procedure for the Implementation of the Right to Academic Mobility". Resolution of the Cabinet of Ministers of Ukraine dated May 13, 2022 No. 599 "On Amendments to Certain Resolutions of the Cabinet of Ministers of Ukraine on the Regulation of Academic Mobility Issues", the Statute of the University, the Regulations on the Organization of the Educational Process at the Higher Educational Institution "Kyiv Medical University".

1.2. The Regulations regulate the activities of the University in organizing internal and international academic mobility of participants in the educational process.

1.3. Participants in academic mobility may be:

- citizens of Ukraine, foreigners and stateless persons, persons granted the status of a foreign Ukrainian, persons recognized as refugees, and persons in need of protection, who are receiving a professional pre-higher education, higher education of a certain educational, educational and scientific, scientific degree in a full-time (full-time) form of education or work at their main place of work in a certain Ukrainian institution of professional pre-higher education, higher education and who, under the conditions and in the manner determined by these Regulations, participate in the academic mobility program in a foreign or other Ukrainian educational institution;
- foreigners, stateless persons who obtain higher education, education of a level similar to professional pre-higher education, a scientific degree or work in a foreign educational institution or scientific institution and who, under the conditions and in the manner specified by these Regulations, participate in the academic mobility program at the University.

1.4. The right to academic mobility can be exercised on the basis of a partnership agreement, an academic mobility agreement, as well as international agreements on cooperation in the field of education and science, international programs and projects, agreements on cooperation between the University and Ukrainian/foreign higher education institutions (scientific institutions) and their main structural divisions (hereinafter referred to as higher education institutions/scientific institutions - partners), which in conditions of martial law can be concluded in electronic form using a qualified electronic signature.

The right to academic mobility can also be exercised by Ukrainian participants in the educational process, as well as employees of an educational institution (scientific institution) on their own initiative, subject to a positive decision by the head of the educational institution (scientific institution), made on the basis of a submission and individual invitation from a foreign educational institution (scientific institution). Such a person acquires the status of a participant in academic mobility in accordance

with this Procedure from the moment the head of the educational institution (scientific institution) makes a decision.

1.5. Partner institution is a Ukrainian or foreign higher education institution/scientific institution with which the University has concluded a relevant cooperation agreement (including academic mobility).

1.6. A higher education institution (scientific institution) with foreign investments from a state recognized in accordance with the established procedure as an aggressor state or an occupying state, or an educational institution (scientific institution) registered in the territory of such a state, or the ultimate beneficial owner (controller) of which is a resident of the aggressor state or occupying state, or in the case when a foreign educational institution (scientific institution) has a permanent location in the territory of the aggressor state, occupying state or a state that does not recognize the temporarily occupied territories as belonging to Ukraine, may not participate in the academic mobility program.

1.7. Citizens of a state recognized in accordance with the established procedure as an aggressor state or an occupying state, or of a state that does not recognize temporarily occupied territories as belonging to Ukraine, cannot participate in the academic mobility program.

1.8. These Regulations do not apply to:

- persons temporarily admitted to classes;
- listeners;
- students who, in accordance with the procedure established by law, have taken a break from their studies and are on academic leave ;
- students of education (scientific degree), employees of an educational institution (scientific institution) who are sent abroad by the Ministry of Education and Science for training, internships, pedagogical, scientific-pedagogical and scientific work to implement international intergovernmental and interdepartmental agreements on cooperation in the field of education and/or science, international programs, projects.

1.9. Academic mobility of higher education (degree) students, as well as pedagogical, scientific-pedagogical, and scientific staff of the University is divided into the following types:

1.9.1. by place of implementation:

- internal, which involves training, implementation of the academic mobility program by a Ukrainian participant in another Ukrainian educational institution (scientific institution) different from the place of permanent study (work);
- international, which involves training, implementation of an academic mobility program by a Ukrainian participant in a foreign educational institution or by a foreign participant in a Ukrainian educational institution (scientific institution);

1.9.2. by field of activity - educational and scientific;

1.9.3. by method of implementation:

- full-time, which involves the physical movement of the academic mobility participant to partner institution;

-remote, which involves interactive interaction of the participant in academic mobility, which is ensured by the use of appropriate information and communication technologies;

-mixed, which involves face-to-face and distance participation of the academic mobility participant.

1.9.4. The main types of academic mobility are:

- degree mobility - training of a Ukrainian participant in a foreign or Ukrainian partner institution or a foreign participant in a Ukrainian partner institution under educational (educational and professional) programs agreed between such institutions in order to obtain a certain level of education, which gives such a person the right to receive a document on professional pre-higher or higher education in the manner established by law;
- credit mobility - involves the study of a Ukrainian participant in a foreign or Ukrainian (different from the permanent place of study) partner institution or a foreign participant in a Ukrainian partner institution in order to achieve learning outcomes and/or relevant competencies with/without obtaining credits of the European Credit Transfer and Accumulation System (hereinafter - ECTS credits), which will be recognized in the Ukrainian (for a Ukrainian participant) or foreign (for a foreign participant) partner institution of the permanent place of study.

At the same time, the total period of study for such Participants under credit mobility programs remains unchanged.

II. Forms and duration of academic mobility

2.1. Forms of academic mobility are:

2.1.2. for Participants pursuing a master's degree at the University:

- study under educational (educational and professional) programs of credit or degree academic mobility;
- language internship (improving the level of practical proficiency in a foreign language in a certain professional activity or field of knowledge);
- educational and scientific internship (activity aimed at gaining practical experience based on research and forming new professional competencies in psychological and pedagogical, scientific and research, organizational and managerial activities within a certain specialty/field of knowledge);
- scientific internship;
- practice (obtaining experience of professional activity in the field of future, existing, related specialty under the guidance of employees of an educational institution (scientific institution) in order to form professional competencies and skills in real, including production, conditions for making independent decisions in practical activities, mastering methods, forms of organization and means of work in a certain professional activity or field of knowledge);
- other forms (participation in seminars, conferences, speeches and publications within a certain specialty/field of knowledge, etc.) that do not contradict the legislation).

2.1.3. It is for participants in academic mobility who are obtaining the educational and scientific degree of Doctor of Philosophy, the scientific degree of Doctor of Sciences or are pedagogical, scientific and pedagogical, scientific, other employees of an educational institution (scientific institution):

- participation in credit academic mobility programs of academic mobility participants who obtain the educational and scientific degree of Doctor of Philosophy/Doctor of Arts;
- participation in joint educational and/ or scientific projects (activity as part of a temporary project group formed for a certain period of time to implement the goal and perform the tasks of a certain educational or scientific project at the expense of a grant provided to partner institutions);
- teaching;
- internship;
- scientific research;
- scientific internship;
- language internship;
- advanced training;
- other forms (participation in seminars, conferences, speeches and publications within a certain specialty/field of knowledge, etc.) that do not contradict the legislation

2.2. The duration of the academic mobility program(s) for academic mobility participants who obtain the educational and scientific degree of Doctor of Philosophy/Doctor of Arts, the scientific degree of Doctor of Sciences or are pedagogical, scientific and pedagogical, scientific, or other employees of an educational institution (scientific institution) cannot exceed two consecutive years.

2.3. For participants in academic mobility who obtain a professional junior bachelor's, bachelor's, or master's degree, the total duration of participation in the academic mobility program(s) cannot exceed 50% of the duration of the standard period of study under the relevant educational (educational -scientific/ educational -creative) program.

III Organizational support for academic mobility

3.1. General organizational support for international academic mobility regarding the conclusion of relevant agreements and the establishment/maintenance of relations with partner higher education institutions/scientific institutions, informing the Directorate for Education, faculties, departments of the University, as well as applicants for a master's degree and an educational and scientific degree of Doctor of Philosophy, regarding available programs, is provided by the International Faculty and the Polish Campus of the University.

3.2. Organizational support for internal and international academic mobility programs at the University - providing methodological assistance in processing documents for studying under academic mobility programs, recognizing learning outcomes, monitoring program implementation, etc. is provided by: the Directorate for Education and the deans' offices of the relevant faculties.

3.3. During the exercise by a student of the right to academic mobility of any type and form, the following conditions must be met:

- the goal and objectives of academic mobility correspond to educational goals focused on obtaining professional experience in the field of future, existing, related specialty, professional competencies and skills by such an applicant;
- Training under the academic mobility program is carried out under the guidance of a designated employee of an educational institution (scientific institution) according to the agreed educational (educational and professional) programs of partner institutions;
- Academic mobility outcomes are defined in ECTS credits and/or relevant competencies, learning outcomes (without obtaining ECTS credits) that will be recognized by the Ukrainian institution of permanent study (for a Ukrainian participant) or by a foreign institution of permanent study (for a foreign participant)

3.4. In order to organize and implement the right to academic mobility of any type and form, partner institutions shall determine in the partnership agreement:

- purpose, objectives, type and form, duration, term (if necessary, stages) of academic mobility;
- the results expected to be achieved;
- a document received by a Ukrainian and/or foreign participant after completing participation in the academic mobility program;
- rights and obligations of partner institutions;
- selection criteria for academic mobility participants and the party that will carry out the selection;
- a list of documents required to participate in the academic mobility program, requirements for them, procedure and deadline for their submission;
- financial conditions of the academic mobility program, conditions of medical care or medical insurance;
- the term, conditions and procedure for reporting by the participant of academic mobility during or after returning to the educational institution of the permanent place of study (work), the procedure for recognizing the results of academic mobility, as well as measures taken in the event of failure to achieve the goal of academic mobility and/or failure to recognize its results, the emergence of conflict or unforeseen situations during participation in the academic mobility program or recognition of its results;
- the term, conditions and procedure for liquidating academic debt at partner institutions (for educational academic mobility);
- procedure for making amendments to the partnership agreement;
- divisions of partner institutions that will ensure the implementation of the academic mobility program, contact persons;
- other conditions necessary to ensure the achievement of academic mobility results.

3.5. For educational academic mobility, it is mandatory for partner institutions to determine in the partnership agreement the list and content of educational components, the procedure for selecting additional academic disciplines (except for

studying mandatory academic disciplines at the partner institution), the volume of the educational load, a detailed description of the assessment of results and their reflection in the diploma supplement, the form and content of the academic certificate or other similar documents indicating the results of academic mobility.

3.6. In the event of concluding a partnership agreement under martial law, applicants for education (academic degree) are notified by the educational institution (academic institution) of the permanent place of study about the possibility of re-enrolling the incomplete amount of ECTS credits obtained within the framework of the internal academic mobility program, and the need to study additional educational components at the educational institution (academic institution) of the permanent place of study to complete the training program at the appropriate educational level.

3.7. The academic mobility agreement concluded between a person selected in accordance with the requirements of this Procedure to participate in the academic mobility program and the Ukrainian educational institution (scientific institution) of the permanent place of study shall specify:

- details of the passport of a citizen of Ukraine, a document certifying the identity of a foreigner or a stateless person, and a certificate of assignment of a registration number of a taxpayer's registration card (except for individuals who, due to their religious beliefs, refuse to accept a registration number of a taxpayer's registration card and have officially notified the relevant regulatory authority about this and have a mark in their passport);
- goal, objectives, type and form, duration, term (stages if necessary); results expected to be achieved; document received by the participant upon completion of participation in the academic mobility program; list and content of educational components, scope of study load, detailed description of the assessment of results and their reflection in the diploma supplement (for educational academic mobility);
- rights and obligations of the parties;
- financial conditions of the academic mobility program, conditions of medical care or health insurance;
- the term, conditions and procedure for reporting upon or after return to the Ukrainian partner institution, recognition of the results of academic mobility, as well as measures to be taken in the event of failure to achieve the goals of academic mobility or non-recognition of its results;
- the procedure for selecting additional academic disciplines (in addition to studying mandatory academic disciplines at a partner institution) for educational academic mobility;
- the term, conditions and procedure for liquidating academic debt, including at a partner institution;
- the procedure for making amendments to the academic mobility agreement; other conditions necessary to ensure the achievement of academic mobility results.

In the event that the Ukrainian participant is a minor, the academic mobility agreement is concluded with one of his parents or a person who is his legal representative.

After concluding an academic mobility agreement, the head of the Ukrainian partner institution issues an administrative document that defines the purpose, term, and conditions (including financial) of the academic mobility program of the Ukrainian participant. The person acquires the status of a Ukrainian participant from the date specified in such document.

Information about a Ukrainian participant in educational academic mobility is entered into the Unified State Electronic Database on Education by the Ukrainian institution of the permanent place of study, and in the case of the participation of a Ukrainian participant in educational academic mobility in internal educational academic mobility - also by the partner institution as a participant temporarily admitted to classes.

In the event that a Ukrainian participant in educational academic mobility exercises the right to academic leave or a break in studies in accordance with the legislation, appropriate amendments are made to the partnership agreement and the academic mobility agreement at the initiative of the Ukrainian educational institution (scientific institution).

3.8. For the period of academic mobility, Ukrainian participants - pedagogical, scientific-pedagogical, scientific and other employees - retain for a period of up to:

two years - position at the main place of work;

six months - remuneration at the main place of work in the amount of the average wage in accordance with the legislation, if financial support throughout the entire period of participation in the academic mobility program at the partner institution is not provided or is provided in an amount that, on the date of conclusion of the academic mobility agreement, is less than the average subsistence minimum in the host country.

3.9. A mandatory condition is the publication of the results of the selection of Ukrainian participants, a report on their completion of the academic mobility program and its results on the official website of the University and the Ukrainian partner institution.

3.10. For the period of educational academic mobility, Ukrainian participants:

- retain their place of study, the right to be assigned an academic and/or social scholarship, regardless of the presence in the partnership agreement and/or academic mobility agreement of a provision on financial support from the partner institution in monetary and/or non-monetary form and its amounts; other social security in accordance with the legislation. Scholarship software during and after completion of participation in the academic mobility program is carried out in accordance with the legislation;
- have the right to independently choose additional academic disciplines (except for studying mandatory academic disciplines at a partner institution);

- in terms of educational and/or scientific academic mobility, have the rights and obligations of a student of education (academic degree) of a partner institution (except for financial (scholarship and other social) support).

3.11. The selection of Participants for participation in academic mobility programs for higher education applicants is carried out according to criteria that may be determined in the partnership agreement. The partnership agreement also determines the party that will select Participants for participation in the academic mobility program.

Possible selection criteria for participants in academic mobility programs:

- absence of academic debts during the last academic year year;
- results of previous training;
- certificate of proficiency in a foreign language at level B2 or higher;
- in the absence of a certificate - an English language exam (by order of the University, a commission is created from among the teachers of the Department of Social and Humanitarian Disciplines);
- participation in scientific work (availability of scientific publications, conference abstracts, scientific articles, etc.), participation in scientific circles;
- letters of recommendation;
- motivation letter.

3.12. Financing of the costs of a Ukrainian institution related to the implementation of academic mobility programs may be carried out at the expense of:

- grants ;
- funds provided for in the state (relevant local) budget;
- own funds of the Ukrainian partner institution;
- funds from a foreign partner institution;
- other sources not prohibited by law.

IV Recognition of the results of educational academic mobility

4.1. Recognition of the results of educational academic mobility of Ukrainian participants is carried out on the basis of ECTS credits. Recognition of the results of educational academic mobility at the University is carried out by the Commission for the Recognition of Formal, Non-Formal and Informal Education.

The content of the educational components and the amount of study load completed by the participant of academic mobility at the partner institution are confirmed by an academic certificate or other similar document issued by such institution in accordance with the partnership agreement.

Comparison of the content of educational components and the volume of the educational workload completed in accordance with the academic mobility agreement is carried out by comparing the learning outcomes achieved at the partner institution and the learning outcomes planned by the educational (educational and professional) program of the Ukrainian partner institution of the permanent place of study.

At the same time, the Ukrainian partner institution of the permanent place of study determines the number of ECTS credits for which the Ukrainian participant has been certified at the partner institution and which will be credited as learning outcomes planned by the educational (educational and professional) program at the permanent place of study. These ECTS credits are subsequently used to establish the fact that the Ukrainian participant has fulfilled the qualification requirements for obtaining a certain educational (educational and scientific/educational and creative, scientific) degree. If necessary, the learning outcomes (scores, grades) issued by the partner institution are transferred to the assessment system of the Ukrainian partner institution of the permanent place of study. The determined educational components are recognized by the Ukrainian partner institution of the permanent place of study in full, and the Ukrainian participant in respect of whom such a decision has been made must not perform any other additional educational workload for these educational components.

In the event that a Ukrainian participant fails to fulfill the conditions specified in the academic mobility agreement during his stay at the partner institution in terms of mastering the content of educational components and fulfilling the volume of the academic load, such a participant, upon returning to the educational institution (scientific institution) of his permanent place of study, shall, in accordance with the established procedure, liquidate the academic debt before the end of the first semester control after his return or undergo re-training in the relevant content of educational components and the volume of the academic load at the expense of individuals (legal entities).

4.2. Upon returning to the University of the permanent place of study, the education seeker submits an academic certificate to the dean's office of the relevant faculty. The dean of the faculty convenes a meeting of the "Commission for the Recognition of Formal, Non-Formal and Informal Education" (or another commission with such powers), where the results of studies under academic mobility are considered and a decision is made on the recognition or refusal to recognize the results of studies obtained at the partner University.

4.3. The learning outcomes recognized by the commission are entered into the relevant educational and registration documents of the faculty of the University of the permanent place of study.

V List of documents for registration of participation in the academic mobility program.

5.1. List of documents that must be prepared to organize an academic mobility program:

- application from the student (research and teaching staff) addressed to the rector of the Participant's permanent place of study (work) with a visa from the dean of the relevant faculty;
- a cooperation agreement between the University of the permanent place of study (work) and the Partner University;

- partnership agreement between the University of the permanent place of study (work) and the Partner University;
- an academic mobility agreement between the University of the permanent place of study (work) and the Participant;
- an agreement on studying at a partner university for academic mobility between the Participant and the partner university;
- individual curriculum (academic mobility program) (for students), signed by the Participant and the dean of the relevant faculty of the University of the permanent place of study;
- written consent to the processing of personal data;
- order of the University - place of permanent study on referral to a partner University for academic mobility studies;
- order on the creation of a selection committee at the partner university for the academic mobility program;
- decision on admission to classes under academic mobility of education seekers of the University of the permanent place of study. (After receiving from the University of the permanent place of study an order to send education seekers for academic mobility, the said decision is made by the selection committee for the academic mobility program of the partner University). For this, the committee uses the criteria specified in the partnership agreement.
- an order for admission of students to study on academic mobility (such an order is prepared by the relevant dean's office of the partner university based on the decision of the commission).
- academic certificate of academic mobility study results (such a certificate is prepared by the relevant dean's office of the partner university after the end of the academic mobility study period and issued to the student);
- a report from the participant of academic mobility on the results of its completion.

VI. Final provisions

- 6.1. These Regulations shall enter into force from the moment of their enactment by order of the University.
- 6.2. The Regulation is posted on the official website of the University in the "Main Documents" section.
- 6.3 In the event of amendments or additions to national regulatory documents regulating the processes defined in these Regulations, the necessary changes shall be made at a meeting of the Academic Council of the University and shall be put into effect by order of the University.