

PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT
"KYIV MEDICAL UNIVERSITY"



REGULATION
on the Commission of the Kyiv Medical University
for the Recognition of Foreign Educational Documents

Kyiv-2018

I. General regulation

1. This Regulation determines the procedure for the creation, organizational and procedural principles of the activities of the commission of a higher educational institution for the recognition of foreign educational documents (hereinafter referred to as the Commission), the tasks and responsibilities of its members.

2. The Commission is responsible for conducting, at t Kyiv Medical University and all its separate structural divisions (hereinafter referred to as the University), the procedure for recognizing educational documents (educational documents) issued by educational institutions of other countries (hereinafter referred to as Documents) containing information about the acquisition by their owner of a certain educational, educational and professional level or degree of higher education, professional specialization, qualification or professional retraining, as well as documents indicating periods of study in higher educational institutions of other countries.

3. The recognition procedure is carried out by the Commission in order to enroll the holder of the Document in the study in which the recognition procedure is carried out. The University's decision on recognition confirms the right of the holder of the Document to continue studying at the University, for which a certificate of recognition of a foreign educational document (hereinafter referred to as the Certificate) is issued.

The Commission is guided in its activities by the Convention on the Recognition of Qualifications in Higher Education in the European Region (Lisbon, April 11, 1997), the Constitution of Ukraine, the Law of Ukraine "On Education" dated May 23, 1991 N 1060-XII, the Law of Ukraine "On Higher Education" dated July 1, 2014 N 1556-VII, the Procedure for Recognition in Ukraine of Documents on Secondary, Secondary Vocational, and Professional Education Issued by Educational Institutions of Other States and the Procedure for Recognition of Higher Education Degrees Obtained in Foreign Higher Educational Institutions (Order of the Ministry of Education and Science of Ukraine dated May 5, 2015 N 504, registered with the Ministry of Justice of Ukraine on May 27, 2015), hereinafter referred to as the Recognition Procedures, the

Procedure for Organizing Recruitment for Training (Internship) of Foreigners and Stateless Persons (Order of the Ministry of Education and Science of Ukraine N 1541 dated November 1, 2015) and also uses the following documents and sources: apostille register , register of documents on education, standard for the execution of documents on secondary and higher education of foreign countries, register of accreditation/quality assurance bodies of education, ministries of education, associations of accreditation/quality assurance agencies of education, official national publications on the education system; websites of recognized international organizations, websites of networks of diploma evaluators; national qualifications frameworks, register of countries with which Ukraine has concluded agreements regulating the issues of recognition and equivalence of documents on education, academic ranking of universities of the world - Academic Ranking of World Universities (ARWU), a list of countries that are members of the Organization for Economic Co-operation and Development (OECD).

II. Composition and structure of the Commission

1. The composition of the Commission is formed taking into account the main tasks and functions of the Commission and is approved by order of the Rector of the University. Changes to the composition of the Commission are made upon the proposal of the Chairman of the Commission.

2. The commission consists of the chairman - director of the educational and methodological center, the deputy chairman - dean of the international faculty, the executive secretary - deputy dean of the international faculty and its members (if necessary).

3. The list of employees who may be involved in the work to ensure the activities of the Commission is approved by order of the rector of the University from among the scientific and pedagogical (pedagogical) employees and educational and auxiliary (administrative) staff of the University and others.

III. Main tasks and responsibilities of the Commission

1. Providing information to Document owners, other persons representing their interests in matters of the recognition procedure (hereinafter referred to as Applicants), who have applied for the purpose of enrolling the Document owner for studies, about the necessity, procedure for conducting, consideration of documents and results of the recognition procedure at the University.

2. Organization of receiving applications and Documents from Applicants for the recognition procedure, the list of which is determined by the Recognition Procedures, for the purpose of enrolling the owner of the Documents for study at the University.

3. Checking the submitted Documents for compliance with the list of documents required for the recognition procedure and for correctness of their registration.

4. Carrying out the procedure for recognizing Documents in accordance with the Recognition Procedures and current legislation:

4.1. verification of the authenticity of the Document and its Annex;

4.2. confirmation of the status of the educational institution that issued the Document and/or the educational program (in higher education);

4.3. assessment of the qualification or period of study specified in the Document and establishment of equivalence to the educational and educational-professional degree in Ukraine, academic rights.

If necessary, the Commission may contact the National Information Center for Academic Mobility (hereinafter referred to as NICAM Ukraine) to provide recommendations on the procedure for recognition or provision of a certificate under paragraphs 4.1. – 4.3., namely:

- providing explanations, consultations and recommendations on the recognition of Documents;

- verification of the authenticity of Documents;

- confirmation of the status of an educational institution and (or) educational program (in higher education);

establishing the equivalence of qualifications awarded in accordance with the Documents;

determining the equivalence of academic and/or professional rights.

Ukraine's recommendations under paragraphs 4.1. – 4.3. are formalized in a corresponding conclusion.

5. Preparation of the Commission's conclusion on the results of the Document recognition procedure.

6. Adoption of a final decision based on the conclusion of the Commission or NICAM Ukraine on the results of the procedure for recognizing educational documents on secondary, complete general education, and higher education degrees, which is drawn up in accordance with the procedure established by law.

7. Drawing up a decision in accordance with the procedure established by law:

8. Entering the necessary information into the electronic journal of recognition of foreign educational documents in Ukraine

8.1. on the recognition of the Document, on the basis of which the Applicant is issued a Certificate, which is printed on the official letterhead of the University, signed by the Rector of the University and approved by the seal of the University;

8.2. about the refusal to recognize the submitted Document, about which the Applicant is sent a corresponding notification indicating the reasons for making such a decision.

9. Review of cases, in case of disagreement of the Applicant with the results of the recognition procedure.

IV. Organization of the Commission's work

1. Chairman of the Commission:

- organizes its work and is responsible for the performance of the tasks and functions assigned to the Commission;

- presides over its meetings, determines the range of issues to be considered, and the functional responsibilities of each member of the Commission;

- appoints responsible members of the Commission for considering submitted cases for conducting the recognition procedure, determines the need to involve NICAM Ukraine and experts in conducting a comparative analysis of the Document;

- checks the submitted Documents for compliance with the list of documents required for the recognition procedure and for correctness of their registration;

- ensures the maintenance of the Commission's document flow and archives;

- prepares the meetings of the Commission and the materials to be considered, namely:

- verification of the authenticity of the Document and its Annex;

- confirmation of the status of the educational institution and/or educational program (in higher education);

- conducting an assessment of the qualification or period of study specified in the Document and establishing equivalence to the educational degree in Ukraine, academic rights;

- preparation of conclusions based on the results of the recognition procedure;

- review of cases in case of disagreement of the Applicant with the results of the recognition procedure.

- informs the structural divisions of the University and individuals of the Commission's decisions;

- ensures the provision of information about the recognition procedure, consideration of documents and the results of the recognition procedure to the Applicant;

- ensures the posting of information about the recognition procedure on the university website (in the case of organizing work on the recognition of higher education degrees within the University);

2. In the absence of the Chairman of the Commission, his duties shall be performed by the Deputy Chairman of the Commission.

3. Secretary of the Commission:

- accepts applications for the recognition procedure and applications for consent to the verification and processing of personal data from Applicants;

- enters the necessary information into the electronic journal of recognition of foreign educational documents in Ukraine;

- performs other tasks within his/her competence, upon the instructions of the Chairman of the Commission.

4. Members of the Commission.

After accepting the Documents, the Chairman of the Commission shall determine from among the members of the Commission those responsible for conducting the procedure for recognizing the submitted Documents in accordance with the Recognition Procedures, these Regulations, In order procedures for recognizing educational documents obtained in foreign educational institutions and current legislation.

The composition of the Commission members responsible for conducting the procedure for recognizing the submitted Documents is approved by the Chairman of the Commission.

5. Creation of Expert Groups.

If it is necessary to conduct a comparative analysis of the content of the curriculum (plan) according to which the Document was issued, with the content of the curriculum (plan) of the corresponding or related direction (specialty) in Ukraine, the Chairman of the Commission makes a decision to involve expert groups to conduct a comparative analysis of the Document, hereinafter referred to as the Expert Groups.

The number of members of the Expert Group must be at least 3 (three) persons who carry out scientific and pedagogical (pedagogical) activities and/or are responsible

for the implementation of educational and scientific programs (plans) in relevant or related areas (specialties) with a degree not lower than PhD .

The composition of the Expert Group is approved by order of the Rector of the University.

The expert group determines the academic difference in curricula in Ukraine and in the country of origin of the Document, acceptable for:

- 1) making a decision on recognition;
- 2) making a decision on recognition after the elimination of the academic difference by the owner of the Document;
- 3) establishing significant differences in content and (or) scope in curricula, which makes it impossible to make a decision on recognition.

The result of the comparative analysis of the content of educational programs (plans) regarding the recognition of foreign educational documents is formalized in the form of a corresponding expert opinion signed by the members of the Expert Group and submitted for consideration by the Commission.

6. Decision making.

The data obtained during the verification of authenticity, confirmation of the status of an educational institution and/or educational program (in higher education), qualification assessment and establishment of equivalence is formalized in a conclusion on the results of the Document recognition procedure (hereinafter referred to as the Conclusion).

The conclusion is certified by the signatures of the Head of the Commission and members of the Commission, printed on the official letterhead of the University and approved by the Rector of the University and the seal of the University.

The conclusion of the Commission or ENIC Ukraine on the results of the procedure for recognizing educational documents for secondary and secondary vocational education is the basis for making a final decision, which is drawn up in accordance with the procedure established by law.

The Commission shall issue one of the following decisions in accordance with the procedure established by law:

- on the recognition of the Document on the basis of which the Certificate is issued to the Applicant;

- about the refusal to recognize the submitted Document, about which the Applicant is sent a corresponding notification indicating the reasons for making such a decision.

The approximate deadline for transferring the Certificate to the student's personal file is the first four months from the date of enrollment or renewal of the student's studies.

The Commission ensures the registration of the Certificate in the electronic journal of recognition of foreign educational documents in Ukraine in accordance with the Procedures for recognition, these Regulations and Procedure for the recognition of educational documents obtained in foreign educational institutions.

Information about the recognition procedure is posted by the Commission on the University website.

7. View results.

In case of disagreement of the Applicant with the results of the recognition procedure, the Applicant may, within three months from the date of registration of the notification of refusal to recognize a foreign educational document or from the date of registration of the Certificate in the electronic records, apply to the Commission with a motivated application for review of the case and may provide additional documents regarding the completed Program and the obtained qualification. In such a case, the Commission shall review all additional documents provided by the Applicant and conduct their study, as a result of which the previous decision on recognition or refusal to recognize may be reviewed.

8. Inaccurate information.

In the event that the information specified in the Documents submitted for the recognition procedure is found to be unreliable, a decision on the recognition of the Document will be made impossible.

V. Recognition obtained in foreign higher education institutions education documents about scientific degrees

1. Hereby section are determined legal and organizational foundations recognition in Kyiv medical university documents about scientific degrees (qualifications documents), which issued citizens Ukraine and foreigners by certification bodies other states.
2. Content this section applies to:
 - Doctor of Science and Doctor of Philosophy diplomas, which are documents of the state (established) standard and issued authorized certification bodies other states;
 - award documents scientific degrees that are equivalent to such documents as issued in Ukraine, namely:
 - Doctor of Science, Candidate of Science, who respond Doctor of Philosophy qualifications;
 - habilitated doctor, which corresponds Doctor of Science qualification.
3. Do not need recognition documents that issued certification bodies of the USSR and Russia Federations by defense results dissertations by September 1, 1992. At the same time citizens Ukraine, who are owners of such documents , have the right to state guarantees established legislation of Ukraine for scientific employees .
4. not subject to recognition:
 - scientific diplomas degrees that are not state (established) documents ;

- Doctor of Science degree without recognition of Doctor of Philosophy degree or equivalent to it , issued to a citizen Ukraine certification bodies another states ;
- documents that attest qualification that does not correspond to the level qualification of Doctor of Science (Doctor of Philosophy), for which the person claims ;
- documents that issued based on results illegally conducted protection dissertations foreign higher education institution education ;
- documents that are not authentic;
- documents that cannot be correlated with a third party educational and scientific or scientific levels higher education in accordance with the law Ukraine. In this case materials are returning to the applicant without consideration .

5. Recognition procedure in Ukraine obtained in foreign higher education institutions education scientific degrees are conducted by the following entities :

- By the Commission ;
- Ministry Education and Science of Ukraine . Kyiv medical the university is conducting a recognition procedure obtained in foreign higher education institutions education scientific degrees in accordance with the Procedure recognition of the Higher Educational Institution " Kyiv medical university documents about education obtained in foreign countries educational institutions to foreigners , including those who have permanent residence permit residence in Ukraine , refugee status , stateless persons who apply for continuation training and/ or for the position of a researcher or scientific and pedagogical employee Kyiv medical university ; In case availability of the scientist Certificates of recognition of a scientific document degree issued by the Ministry of Education and Science of Ukraine The University does not conduct a recognition procedure . Documents regarding recognition , must be legalized in the established by law of procedure, if no other provisions international agreements and conventions .

6. In case of installation on any stage passage documents (certification case) of the fact of submission unreliable information specified in the documents submitted for recognition on obtaining higher education in foreign institutions education scientific degrees (except spelling and technical errors), University accepts decision to refuse recognition obtained in a foreign higher educational institution scientific degree , and information about the inauthentic document, the person indicated in it as the owner , is transferred to law enforcement organs Ukraine .