

**Ministry of Education and Science of Ukraine
National University “Yuri Kondratyuk Poltava Polytechnic”**

APPROVED:

Academic Council of
the University, June 23, 2021,
minutes of meeting No. 9

REGULATIONS

**on the procedure for exercising the right to academic mobility of
higher education applicants of
the National University “Yuri Kondratyuk
Poltava Polytechnic”**

CONFIRMED:

Order of the National University
“Yuri Kondratyuk Poltava Polytechnic”
No. 125, dated June 23, 2021

Poltava, 2021

1. General provisions

1.1. Regulations developed in accordance with the Law of Ukraine "On Higher Education" dated July 1, 2014 № 1556-VII, Regulations on the procedure for exercising the right to academic mobility, approved by the resolution of the Cabinet of Ministers of Ukraine dated August 12, 2015 № 579, Order of the Ministry of Education and Science of Ukraine dated October 16, 2009 № 943 "On the introduction of the European credit transfer system in higher educational institutions of Ukraine", ECTS User's Guide approved by the European Commission on February 9, 2009, other legal acts on higher education issues, as well as the Charter of the National University "Yuri Kondratyuk Poltava Polytechnic".

Regulations determine the activities of the National University "Yuri Kondratyuk Poltava Polytechnic" on the organization of academic mobility of higher education applicants and establishes the general procedure for organizing programs of academic mobility of higher education applicants in Ukraine and abroad.

1.2. Academic mobility involves the participation of higher education applicants in the educational process of higher education institutions (in Ukraine or abroad), training or internships, research with the possibility of re-enrollment in the prescribed manner of disciplines, training and internships.

1.3. Academic mobility of applicants for higher education is carried out on the basis of cooperation agreements between the National University "Yuri Kondratyuk Poltava Polytechnic" and a foreign higher education institution, a higher education institution of Ukraine or a group of higher education institutions of different countries according to agreed and approved individual curricula of higher education applicants and programs of disciplines, as well as intergovernmental agreements on cooperation in education.

The right of higher education applicants to academic mobility can also be realized on their own initiative, supported by the administration of the National University "Yuri Kondratyuk Poltava Polytechnic", based on individual invitations and other mechanisms.

Individual academic mobility of higher education applicants, which is implemented on their own initiative and without prior agreement with the administration of the National University "Yuri Kondratyuk Poltava Polytechnic", is possible only during the holidays.

1.4. According to the place of realization of the right to academic mobility, it is divided into:

- international academic mobility – learning, including training and internships, of the University students in higher education institutions abroad for a certain period;
- internal (domestic) academic mobility – learning, including training and internships, of the University students in other higher education institutions of Ukraine during a certain period.

1.5. The main types of academic mobility of higher education seekers are:

Credit mobility – learning based on bilateral or multilateral agreements between higher education institutions that have concluded an agreement with the National University "Yuri Kondratyuk Poltava Polytechnic" on cooperation (hereinafter – partner universities) as for academic mobility programs (without obtaining a second document on higher education);

Degree mobility – learning based on bilateral or multilateral agreements between partner universities on academic mobility programs (with the possibility of obtaining two documents of higher education).

1.6. The forms of academic mobility of higher education applicants studying for the degrees of Junior Bachelor, Bachelor, Master and Doctor of Philosophy at the National University “Yuri Kondratyuk Poltava Polytechnic”, are:

- learning in academic mobility programs;
- learning included;
- language training;
- scientific internship.

1.7. The forms of academic mobility for persons studying for the degree of Doctor of Sciences, scientific and pedagogical workers, researchers and other participants of the educational process at the National University “Yuri Kondratyuk Poltava Polytechnic”, are:

- participation in joint projects;
- teaching;
- scientific research;
- scientific internship;
- advanced training.

1.8. The conditions of studying and staying of higher education applicants-participants of academic mobility and other issues are determined by bilateral or multilateral agreements and programs of academic mobility between partner universities.

2. Goals and objectives of academic mobility of higher education applicants

2.1. The main goals of the academic mobility of the National University “Yuri Kondratyuk Poltava Polytechnic” students are:

- ensuring the European level of the educational process;
- harmonization of educational standards of partner universities;
- increasing the efficiency of scientific research;
- increasing the competitiveness of the National University “Yuri Kondratyuk Poltava Polytechnic” graduates in the Ukrainian and international markets of educational services and labor;
- enriching the individual experience of higher education applicants as for other models of knowledge creation and dissemination;
- attracting global intellectual potential to the domestic educational process on the basis of bilateral and multilateral agreements between higher education institutions-partners.

2.2. The main objectives of the academic mobility of the National University “Yuri Kondratyuk Poltava Polytechnic” are:

- raising the level of theoretical and practical training, conducting research using modern equipment and technologies, mastering the latest research methods, gaining experience in conducting research and implementing its results;

- gaining professional experience during training and internships;
- establishing internal and external integration relations;
- the possibility of simultaneous obtaining by the higher education applicant of two documents of higher education with the supplements of the standard established in the partner universities and information on the system of evaluation of academic achievements of the applicant in them;
- increasing the level of knowledge of foreign languages;
- strengthening the integration of education and science, development of further research, deepening knowledge of national cultures of other countries, as well as dissemination of knowledge about the language, culture, education and science of Ukraine;
- supporting social, economic, cultural, political relations and ties with other countries.

3. Organizational support of academic mobility

3.1. The general management of academic mobility is provided by the Vice-Rector for Scientific and International Work through the Department of International Cooperation, University institutes, deans' offices of the faculties and graduation departments.

3.2. Higher education applicants from the second year of studies of the bachelor's degree as well as undergraduates of the master's degree are eligible to participate in academic mobility programs.

The selection of higher education applicants to participate in academic mobility programs is carried out by the competition commission of the National University "Yuri Kondratyuk Poltava Polytechnic" taking into account the knowledge of a foreign language at a sufficient level, study success rating and participation in scientific research (or in another manner determined by cooperation agreements with partner universities).

3.3. Personal composition of the competition commission of the National University "Yuri Kondratyuk Poltava Polytechnic" is confirmed by the rector; the Vice-Rector for Scientific and International Work is appointed the chairperson of the competition commission.

3.4. In case an undergraduate of the National University "Yuri Kondratyuk Poltava Polytechnic" takes part in the international program of academic mobility, competitive selection is carried out by the organization that provides the applicant with a grant, on the terms and according to the criteria set out in the constituent documents of the competition.

3.5. The list of the documents required for participation in the program of academic mobility of higher education applicants of partner universities and the procedure for their submission is regulated by agreements between partner universities. Mandatory documents for participation in the program of academic mobility of higher education applicants of partner universities are an agreement on education or practical training (in Ukrainian and English) and an academic certificate (transcript of records) (Appendix 1. Higher Education Seeker Application Form; Appendix 2. Learning Agreement on Academic Mobility

Program; Appendix 3. Training Agreement on Academic Mobility Program; Appendix 4. Transcript of Records).

3.6. The stages, duration and content of the studies at partner universities are determined by the academic mobility program, agreed curricula and schedules approved by the partner universities. Agreed curricula and schedules of the educational process are approved by the heads of partner universities.

When forming the individual curriculum of the higher education applicant, the actual implementation by the higher education applicant of individual curricula of the current and previous academic years is taken into account.

3.7. Individual curriculum learning can be carried out using distance-learning technologies.

3.8. Higher education applicants of the National University “Yuri Kondratyuk Poltava Polytechnic”, for the period of study at another partner university in Ukraine or abroad, have, under the concluded agreement on academic mobility, the place of study and the scholarship retained, in accordance with the law, during tutorials, internship or research activities in another higher education institution-partner in Ukraine or abroad if the scholarship is not provided by academic mobility.

3.9. Persons who have concluded agreements on academic mobility are not expelled from the higher education institution for the period of exercising the right to academic mobility and are registered in the United State Electronic Database on Education Issues.

4. Recognition and recalculation of the learning outcomes of a higher education applicant at the partner university

4.1. National University “Yuri Kondratyuk Poltava Polytechnic” recognizes as equivalent and recalculates the results of a higher education applicant’s learning outcomes at a partner university.

4.2. Recognition of learning outcomes in the framework of academic cooperation with partner universities is carried out using the European Credit Transfer and Accumulation System (ECTS) or using the system of assessment of academic achievements of a higher education applicant, adopted in the partner university, if it does not provide ECTS.

Recognition of the results of academic mobility of higher education seekers under this procedure may not exceed 20% of the total study load for the Bachelor's degree and 35% for the Master's degree.

4.3. Recalculation of the disciplines studied is carried out on the basis of a document provided by the applicant with a list and results of the study of academic disciplines (transcript of records), number of credits and information on the system of assessment of academic achievements of a higher education seeker certified by the partner university.

4.4. The procedure for eliminating academic differences is determined by partner universities in accordance with the law.

4.5. The results of the final attestation of higher education students during their studies at the partner university are presented according to the scale adopted by the partner

university and transferred into the scale adopted by the National University “Yuri Kondratyuk Poltava Polytechnic”.

4.6. The final attestation of higher education students studying on the academic mobility program is carried out in the prescribed manner at the partner university and the National University “Yuri Kondratyuk Poltava Polytechnic”.

4.7. If an undergraduate of the National University “Yuri Kondratyuk Poltava Polytechnic” during his stay at the partner university on the basis of which the right to academic mobility is realized, did not complete the study program, then after returning to the National University “Yuri Kondratyuk Poltava Polytechnic”, an individual schedule for the elimination of academic debt or a repeat course of study at the expense of individuals or legal entities may be offered.

5. Responsibilities of partner universities

5.1. National University “Yuri Kondratyuk Poltava Polytechnic” is obliged to:

- conclude an agreement on cooperation in the implementation of the academic mobility program of higher education students between partner universities and agree on curricula;
- ensure free and equal access for higher education applicants to information on existing academic mobility programs and existing selection criteria.
- provide advisory services to applicants for higher education during the preparation of documents for participation in academic mobility programs;
- control the availability of documents confirming the legality of the stay of higher education applicants who are foreigners in the host country.

5.2. The host partner university is obliged to:

- enroll a higher education applicant, sent to study for a period specified in the contract, in accordance with the laws of the host party;
- create all the necessary conditions for the implementation of the individual curriculum by a higher education applicant;
- assist higher education applicants in solving visa, housing and household issues;
- provide an opportunity for undergraduates of the National University “Yuri Kondratyuk Poltava Polytechnic” to participate in scientific conferences, symposiums, exhibitions, competitions, present their research papers for publication, use educational, scientific, production, cultural, sports facilities;
- control the availability of documents confirming the legality of the stay of higher education applicants who are foreigners in the host country;
- after the completion of the program, issue a document with a list of disciplines and learning outcomes in them, the number of credits and information about the system of assessment of academic achievements of higher education applicants or a document of higher education with the supplement of the sample set at the partner university.

5.3. Responsibilities of partner universities as for higher education students of the National University “Yuri Kondratyuk Poltava Polytechnic” participating in

academic mobility programs shall be stipulated in the relevant agreements on academic mobility programs for higher education students between partner universities.

6. Rights and responsibilities of higher education applicants of partner universities participating in academic mobility programs

6.1. Higher education applicants are entitled to:

- continue education or study of certain academic disciplines in the related fields and specialties of training in partner universities.
- have safe and harmless learning conditions;
- use educational, scientific, production, cultural, sports facilities of the host higher education institution;
- participate in scientific conferences, symposiums, exhibitions, competitions, presentation of their research papers for publication;
- the possibility of obtaining a document of the relevant academic degree of the sample established in the partner university is provided in accordance with the agreement on academic mobility programs between the partner universities.

6.2. Higher education applicants are obliged to:

- timely provide the necessary documents for participation in the academic mobility program;
- arrive at the place of study in time;
- during the study to comply with the legislation of the host country, internal regulations, the Charter and other legal documents of the host higher education institution;
- successfully pass the training according to the approved individual curriculum;
- after completing the course of studies at the partner university to return in time to the National University “Yuri Kondratyuk Poltava Polytechnic”.

7. Financing of the academic mobility

7.1. Funding for international academic mobility can be provided:

- at the expense of the funds provided by the interstate agreements;
- at the expense of the targeted funding provided for in a contract, grant or any other agreement concluded by the National University “Yuri Kondratyuk Poltava Polytechnic” within the framework of cooperation programs in scientific and educational spheres;
- at the expense of the partner university;
- at the expense of the targeted charitable assistance;
- at the expense of the funds of organizations, enterprises, institutions, etc. of all forms of ownership or funds of individuals.

7.2. At the time of learning or internship at a partner institution, the scholarship holder retains the right to receive a scholarship.

7.3. Higher education applicant studying at the National University “Yuri Kondratyuk Poltava Polytechnic” at the expense of the state budget and receives a scholarship, continues to receive it during the current term of studies at a partner university. The scholarship for the next term is awarded to him in accordance with the current legislation of Ukraine based on the results of the curriculum at the partner university according to the agreement.

7.4. In order to receive a scholarship for the next term, a higher education applicant who is studying under the academic mobility program at a partner university must submit an academic certificate (transcript of records) on the session results certified in the prescribed manner at the partner university.

8. Reporting and registration of documents on the results of learning by the academic mobility program

8.1. After returning to the National University “Yuri Kondratyuk Poltava Polytechnic”, the higher education applicant provides a document with a list of disciplines and the results of studies in them, the number of credits and information about the system of assessment of academic achievements of undergraduates, certified in the prescribed manner at the partner university as well as the report on learning outcomes (Appendix 6. Report on learning outcomes).

8.2. The University in the prescribed manner decides to continue the learning for a higher education applicant.

Vice-Rector for Scientific
and International Work

Svitlana SIVITSKA

AGREED:

Vice-Rector for Scientific-Pedagogical and
Educational Work, associate professor

Bohdan KOROBKO

Head of the Department of Educational Process
Organization, Accreditation and Licensing

Oleh MAKSYMENKO

Head of the Legal Service of the Department of
Legal and Personnel Work

Oleksandr LUKIANENKO

Chairperson of the Council of Young Scientists
Iryna DENYSOVETS

Chairperson of the Trade Union Committee of
Undergraduate and Postgraduate Students

Oleksandr DROBOTIA

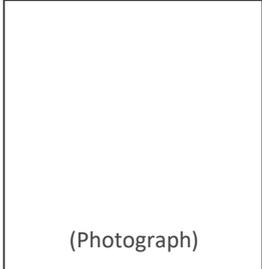
President of the Students' Parliament

Oleksandr LYTVYNENKO

Higher Education Seeker Application Form

ACADEMIC YEAR: 20.../20...

FIELD OF STUDY:.....



This application should be completed in **BLACK** and **BLOCK** letters in order
to be easily copied and/or teJefaxed.

<p>SENDING INSTITUTION: Name and full address: _____</p> <p>_____</p> <p>_____</p> <p>Departmental coordinator — name, telephone and fax numbers, e-mail :</p> <p>_____</p> <p>Institutional coordinator — name, telephone and fax numbers, e-mail :</p> <p>_____</p>
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Higher education seeker personal

**data (to be completed by the
student applying)**

Family name:

First name (s):

Date of birth:

Sex: ...M/F... Nationality:

Place of birth:.....

e-mail address:.....

Current address:

Permanent address (If different):

.....

Current address is valid until:

.....

Tel. no (incl. country coda nr.):

.....

Tel:

LIST OF INSTITUTIONS WHICH WILL RECEIVETHIS APPLICATION FORM (in order of preference):

Institution	Country	Period of study		Duration of stay (months)	No. of expected ECTS credits
		From	To		
2.					
3.					

Name of higher **education** seeker

Sending Institution : _____ **Country** : _____

Briefly state the reasons why you wish to study abroad:.....

LANGUAGE COMPETENCE

Note: A proof of knowledge of the receiving institution's language of instruction should be submI Ned

Mother tongue:Language of instruction at home institution (if different):				
Other languages	I have sufficient knowledge to follow lectures		I need some extra preparation	
	YES	NO	YES	NO

WOR'K EXPERIENCE RELATED TO CURRENT STUDY (if relevant)

Work experience / position	Firm /organization	Dates	Country

PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying:

Number of higher education study years prior to departure abroad:

Have you already been studying abroad t yes No

If Yes, when? at which institution ?

The attached Transcript of records Includes full details of previous and current higher education study.
 Details not known at the time of application will be provided at a later stage.

Higher education seeker Signature, Date:.....

RECEIVING INSTITUTION

We hereby acknowledge receipt of the application, the proposed learning agreement and the candidate's Transcript of records.

The above-mentioned higher education provisionally accepted at our Institution

seeker is

not accepted at our institution

Departmental coordinator's signature Institutional coordinator's signature

Date:

Date:

Appendix 2 to the Regulations
on the procedure for exercising the right to academic mobility of
higher education applicants of the National University
"Yuri Kondratyuk Poltava Polytechnic"

To Rector of the National University
"Yuri Kondratyuk Poltava Polytechnic"
Onyschenko V.O.

From higher education applicant, of groups _____
specialty _____
institute / faculty _____
full name _____
phone number _____

STATEMENT

Please guide me to in _____
_____ (indicate the full name of the host institution in Ukrainian and
English/original language and country of the institution)

for the period from _____ to _____ for the
(the factual term according to transport documents is specified)

purpose of _____
(indicate learning, training, internships etc.)

Funding for learning / training is provided by

_____ (indicate the source of funding).

(date)

(signature of the higher education applicant)

Vice-Rector for Scientific
and International Work

Svitlana SIVITSKA

**Learning Agreement
on Academic Mobility Program**

ACADEMIC YEAR: 20 / 20

STUDY PERIOD: from _____ to _____

FIELD OF STUDY: _____

Name of higher education seeker:	
Higher education seeker e-mail:	
Home institution, country:	National University "Yuri Kondratyuk Poltava Polytechnic" , Ukraine
Host institution, country:	

STUDY PROGRAM

Course unit code	Course unit title (as indicated in the course catalogue)	Semester	Number of ECTS credits
Total:			

Higher education seeker signature _____	Date _____
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SENDING INSTITUTION, COUNTRY:

National University "Yuri Kondratyuk Poltava Polytechnic", Ukraine

We confirm that the learning agreement is approved.

Faculty coordinator's signature: _____

Date _____

Stamp of institution

Local coordinator's signature _____

Date _____

HOST INSTITUTION, COUNTRY:

We confirm that the learning agreement is approved.

Faculty coordinator's signature: _____

Date _____

Stamp of institution

Local coordinator's signature _____

Date _____

Training Agreement on the Academic Mobility Program

DETAILS OF THE HIGHER EDUCATION SEEKER

Name of higher education seeker	
Subject area	
Degree	
Academic year	
Home institution country	National University "Yuri Kondratyuk Poltava Polytechnic", Ukraine

DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organization	
Planned dates of start and end of the placement period	from _____ to _____ month
Knowledge, skills and competence to be acquired	
Detailed programme of the training period	
Monitoring and evaluation plan	

OBLIGATIONS OF STUDENT'S PRACTICE QUALITY

This Quality Commitment replicates the principles of the European Quality Charter for Mobility.

The sending higher education institution undertakes to:

- define the learning outcomes of the placement in terms of knowledge, skills and competencies to be acquired;
- assist the higher education seeker in choosing the appropriate host organization, project duration and placement content to achieve these learning outcomes;
- select higher education seeker on the basis of clearly defined and transparent criteria and procedures and sign a placement contract with the selected students;
- prepare higher education seekers for practical, professional and cultural life in the host country, in particular through language training tailored to meet their occupational needs;
- provide logistical support to higher education seekers concerning travel arrangements, visas, accommodation, residence or work permits and social security cover and insurance;
- to give full recognition to the higher education seeker for successfully completed activities specified in the Training Agreement;
- assess personal and professional higher education seeker's achievements.

The sending institution and host organization jointly undertake to:

- negotiate and agree on a tailor-made Training Agreement for each student and adequate mentoring arrangements;
- monitor the process of the placement and take appropriate action if required.

The host organisation undertakes to:

- assign to higher education seekers tasks and responsibilities (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available;
- draw a contract or equivalent document for the placement in accordance with the requirements of the national legislation;
- appoint a mentor to advise higher education seekers, help them with their integration in the host environment and monitor their training progress;
- provide practical support if required, check appropriate insurance cover and facilitate

understanding of the culture of the host country
 understanding of the culture of the host country.

The student undertakes to:

- comply with all arrangements negotiated for his (her) placement and to do his (her) best to make the placement a success;
- abide by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality;
- communicate with the sending institution about any problem or changes regarding the placement;
- submit a report in the specified format and any required supporting documents at the end of the placement.

COMMITMENT OF THE THREE PARTIES

By signing this document the higher education seeker, Home and Host institutions, certifying that they conform Obligations of student's practice quality, set out in this document.

The higher education seeker (name of student)	
Student's signature	Date _____

Home institution, country:	National University "Yuri Kondratyuk Poltava Polytechnic", Ukraine
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We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme the institution will award ____ ECTS credits and will record the training period in the training period in the Diploma Supplement.

Institution coordinator's signature _____	Date _____
Stamp of institution	

The host organization, country	
---------------------------------------	--

We confirm that this proposed training programme is approved. On completion of the training programme the organization will issue a Certificate to the student.

Coordinator's signature	Date _____
Stamp of signature	

Appendix 5 to the Regulations
on the procedure for exercising the right to
academic mobility of higher education
applicants of the National University
"Yuri Kondratyuk Poltava Polytechnic"

**Transcript of Records according to the academic mobility
program**

ACADEMIC YEAR: 20 /20

FACULTY:

FIELD OF STUDY: _

HOME INSTITUTION, COUNTRY:	National University "Yuri Kondratyuk Poltava Polytechnic", Ukraine
Faculty:	
Local coordinator:	
Tel.	
Fax:	
E-mail	

NAME OF HIGHER EDUCATION SEEKER	
First Name	
Date and place of birth	
Sex:	M / F
Matriculation date:	
Matriculation number	
E-mail:	

HOST INSTITUTION, country:	
Faculty:	
Local coordinator:	
Tel.	
Fax:	
E-mail	

Course Unit Code	Title of the course unit	Duration of course unit	Grade ECTS	National Grade	ECTS credits
		Total:			

National University "Yuri Kondratyuk Poltava Polytechnic", Ukraine, one academic year – 60 credits, one semester – 30 credits

Grade ECTS	National Grade	Rating points scale	Grade ECTS	National Grade	Rating points scale
A	5,0 (excellent)	90 - 100	D	3,0	60 – 75
B	4 0 (well)	80 - 89	E	(satisfactorily)	50 - 59
c		75 - 79	FX	2	less than 50
				(unsatisfactorily)	Less than 30

Date _____

Signature of registrar/dean/administration officer _____

Stamp of institution

Report on learning outcomes (internship abroad)

1. Family name, first name, patronymic of the person sent to internship / study

2. Status of the person sent to internship / study

3. Destination (partner institution, city, country)

4. Term of study / internship (number of days and dates)

5. Purpose of the trip to the partner institution (training program / learning)

6. What is done and not done in accordance with the purpose of the trip

7. What results have been achieved during the learning or internship

8. Recommendations for improving the academic mobility program

The information provided in this report is reliable.

Director of the Institute /

Dean of the Faculty

date

signature

Higher education seeker

date

signature