

Ministry of Education and Science of Ukraine

State Institution
“SOUTH UKRAINIAN NATIONAL PEDAGOGICAL UNIVERSITY named
after K.D. USHYNSKY

Regulations
on the procedure for exercising the right to academic mobility of participants
in the educational process of the State Institution
"South Ukrainian National Pedagogical University
named after K.D. Ushynsky »

APPROVED
at a meeting of the Academic Council
of South Ukrainian National
Pedagogical University
named after K.D. Ushynsky
January, 28, 2016,
protocol №7

Odesa-2016

1. General provisions

1.1. These Regulation establish the procedure for organizing academic mobility programs for participants in the educational process of the State Institution "South Ukrainian National Pedagogical University named after K.D Ushynsky" (hereinafter - the University) in Ukraine or abroad and participants in the educational process of foreign universities (research institutions) (hereinafter - foreign participants in the educational process).

1.2. Native participants in the educational process and higher educational institutions (scientific institutions) and foreign participants in the educational process and educational institutions (scientific institutions) participating in academic mobility programs are participants in academic mobility.

1.3. The right to academic mobility can be realized on the basis of international agreements on cooperation in education and science, international programs and projects, agreements on cooperation between the university or its main structural units, between native and foreign higher education institutions (scientific institutions) and their main structural units (hereinafter - higher education institutions (scientific institutions) -partners), and can be implemented by a native participant in the educational process on its own initiative, supported by the administration of the university where he is constantly studying or working, based on individual invitations and other mechanisms.

II. Regulatory framework for the implementation of the right to academic mobility

2.1. Objectives, tasks and general rules for ensuring and exercising the right to academic mobility must comply with the basic principles of the Joint Declaration of European Ministers of Education "European Higher Education Area", made in Bologna on June 19, 1999 (Bologna Declaration), the Law of Ukraine Of Higher Education ", " Regulations of the Procedure for Exercising the Right to Academic Mobility ", approved by the Resolution of the Cabinet of Ministers of Ukraine of 12.08.2015 №579 and regulations of the Ministry of Education and Science of Ukraine, the Charter of the University.

III. Types and forms of academic mobility

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

internal academic mobility - academic mobility, the right to which is exercised by native participants in the educational process of the university in higher educational institutions (scientific institutions) -partners within Ukraine;

international academic mobility - academic mobility, the right to which is exercised by native participants in the educational process of the university in higher educational institutions (scientific institutions) -partners outside Ukraine, as well as foreign participants in the educational process at the university.

The main types of academic mobility are:

degree mobility - training in a higher educational institution, different from the permanent place of study of a participant in the educational process, in order to

obtain a degree of higher education, confirmed by a document (documents) on higher education or on obtaining a higher education degree from two or more higher education institutions;

credit mobility - training in a higher education institution other than permanent place of study of a participant in the educational process, in order to obtain credits of the European Credit Transfer and Accumulation System and / or relevant competencies, learning outcomes (without obtaining credits of the European Credit Transfer and Accumulation System) recognized in a higher educational institution of a permanent place of study of a native or foreign participant in the educational process. At the same time, the general training period for such participants in credit mobility programs remains unchanged.

3.2. Training of native and foreign participants in the educational process in the agreed between the university and higher education institutions (research institutions) -partner educational programs, including academic mobility programs, may provide graduates with a document of higher education higher education institution (scientific institution) -partner, as well as joint or double documents on higher education of higher educational institutions (scientific institutions) -partners.

3.3. Forms of academic mobility for participants in the educational process, obtaining bachelor's and master's degrees at the university are:

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

3.4. Forms of academic mobility for persons obtaining the degree of doctor of sciences, scientific and pedagogical, scientific and pedagogical workers and other participants in the educational process are:

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

IV. Organizational support for the realization of the right to academic mobility

4.1. Participants in the educational process who are applicants of higher education under internal mobility programs are enrolled in higher education institutions (research institutions) -partners in Ukraine as those who are temporarily admitted to the educational process and have the rights and responsibilities of higher education applicants.

4.2. By agreement between the participants of academic mobility:

the participants of the educational process are selected to participate in academic mobility programs taking into account the requirements of the "Regulations on academic mobility of students of the State Institution "South Ukrainian National Pedagogical University named after K.D. Ushynsky" and "Regulations on the selection of students and internships for graduate students, scientific and pedagogical employees of the South Ukrainian National Pedagogical University named after K.D. Ushynsky in leading higher educational institutions and

research institutions abroad";

the list of requirements and documents required to confirm participation in the academic mobility program, the procedure and deadline for their submission are regulated;

stages, financial conditions, types and forms of academic mobility, duration and content of training and internship at the university and partner universities are determined;

conditions for recognition of learning outcomes, internships or research and reporting of scientific and pedagogical, scientific and pedagogical workers are determined.

4.3. Applicants for higher education for the period of study in another higher education institution (scientific institution) -partner of the university on the territory of Ukraine or abroad are retained in accordance with the agreement on academic mobility place of study and scholarship payment in accordance with the law during training, internship or research in another higher educational institution (scientific institution) -partner on the territory of Ukraine or abroad, if the scholarship is not provided by the conditions of academic mobility.

Preservation of the scholarship for a student, graduate student, doctoral student who participates in the academic mobility program, is:

- if the participant of the educational process does not receive funding under the mobility program (all forms of academic mobility);
- if the participant in the educational process receives partial funding (for example, the cost of living is covered by the program (or dormitory is provided), and funds for daily expenses and meals are not provided by the program);
- if the participant of the educational process under the mobility program (credit mobility) cannot attend a sufficient number of courses to be re-enrolled at the university, and the student / graduate student / doctoral student will additionally perform an individual study program at the university (after mandatory approval of the study plan). foreign university with the relevant department / dean's office of the university).

4.4. Persons who have concluded agreements on study under the academic mobility program are not deducted from the higher education seekers of the university for the period of exercising the right to academic mobility and are registered in the Unified State Electronic Database on Education.

4.5. The applicant of higher education, in addition to studying in the higher educational institution-partner of obligatory educational disciplines, has the right to independently choose additional educational disciplines, in coordination with the dean's office of the university. If possible, curricula are agreed by the participants of the educational process with the dean's office before the implementation of the academic mobility program in order to determine the possibility or impossibility of implementing the curriculum at the university.

4.6. Foreign applicants for higher education, exercising the right to academic mobility under cooperation agreements between the university and foreign higher education institutions (research institutions) - partners, by order, at the request of the Department of International Relations, are enrolled in university:

at the expense of international programs and organizations;
at the expense of own receipts of high school;
at the expense of individuals or legal entities;

under conditions of free training in case of mutual exchange of higher education applicants, including joint educational programs, which provide for obtaining a joint or double document (documents) on higher education on the terms of free education in case of international exchange of higher education applicants, if the number of such foreign applicants higher education does not exceed the number of applicants for higher education of the university who study at a foreign higher education institution-partner within the framework of academic mobility programs in accordance with the concluded agreements on international academic mobility.

4.7. Scientific and pedagogical, scientific, pedagogical employees of higher educational institutions (scientific institutions) of all forms of ownership may exercise the right to academic mobility for professional activities in accordance with the concluded agreement on participation in the academic mobility program. At the same time, these employees retain their main place of work at the university for up to one year. Payment in accordance with the law at the main place of work is maintained for up to six months, if it is not provided by the academic mobility program.

4.8. Foreign scientific and pedagogical employees of higher educational institutions (scientific institutions) -partners, who are involved in the implementation of educational and scientific activities, during their stay at the university have all the rights and responsibilities of its employees.

The conditions of arrival of leading foreign scientists and educators at the invitation of native higher education institutions (scientific institutions) and their stay in Ukraine may be determined by additional agreements (contracts) concluded between the native higher education institution (scientific institution) and the invited person.

4.9. Recognition of learning outcomes is based on the European Credit Transfer and Accumulation System.

The comparison of the workload during higher education within the academic mobility program should be based on a comparison of the learning outcomes achieved by the higher education applicant in the partner higher education institution and the learning outcomes planned by the university educational program.

4.10. Concluding an agreement on participation in the academic mobility program.

Paragraphs 11, 14 and 15 of this provision provide for the conclusion of an agreement on participation in the academic mobility program. The existence of such an agreement is a tool to ensure the rights and responsibilities of participants in academic mobility, as well as to avoid contradictions after the completion of the person's academic mobility program and return to university.

Agreements are concluded between native participants in academic mobility (students, graduate students, doctoral students, scientific and pedagogical, pedagogical, research staff) and the university administration before the start of the implementation of academic mobility.

If a student (postgraduate, doctoral student, research and teaching / pedagogical worker) goes to study / internship at a foreign institution by individual invitation, the contract is concluded between the participant of the educational process (participant of academic mobility) and the university.

On the basis of the concluded agreement and submission of the dean (postgraduate, scientific and pedagogical, pedagogical workers), department of postgraduate and doctoral studies (postgraduate, doctoral students) the corresponding order is issued by the university.

V. Concluding agreements on participation in the academic mobility program

5.1. The content of the agreement between the native applicant for higher education and the university, as a rule, provides for the availability of information:

5.1.1. The agreement between the bachelor / master student and the university (Appendix 1) states:

- academic year of academic mobility implementation, period of academic mobility (semester, month), type / form of academic mobility;
- personal data of the participant of academic mobility (full name; level of higher education / educational level (bachelor / master) obtained); faculty, direction of training / specialty; year of study);
- information on the parties sending / receiving the participant of academic mobility (higher education institution / research institution);
- indicative information about the curriculum in a foreign university / research institution (code and name of courses in the university that accepts / sends the participant of academic mobility, the number of ECTS credits, semester);
- confirmation by the participant of academic mobility that he / she has carefully read the academic program of the foreign university before completing this part of the contract;
- information on the type of document that the academic mobility participant will receive after completing the academic mobility program (diploma, certificate, academic transcript, etc.);
- financial conditions for participation in the academic mobility program (full funding for participation in the academic mobility program if the student does not receive a scholarship at the university; partial funding for participation in the academic mobility program if the university keeps paying the scholarship to the academic mobility participant);
- signatures of the dean of the faculty, the head of the department of international relations, the vice-rector for international relations, the rector, as well as the signature of the participant of academic mobility;
- other information that the university / research institution deems necessary to add to the contract.

5.1.2. The agreement between the postgraduate / doctoral student and the university (Appendix 2) states:

- academic year of academic mobility implementation, period of academic mobility (semester, month), type / form of academic mobility;
- personal data of the participant of academic mobility (full name; educational-

scientific / scientific level (graduate / doctoral student) obtained; specialty; year of training)).

- information on the sending / receiving parts of the academic mobility participant;

- information about the research program in a foreign (or domestic in the case of internal mobility) university / research institution (topic and summary of the study; research leader in a domestic university / research institution, research leader in a foreign university / research institution; description of research activities during the academic program mobility);

- a document that participants in academic mobility will receive after completing the academic mobility program (diploma, certificate, etc.);

- financial conditions for participation in the academic mobility program (full funding for participation in the academic mobility program if the graduate student / doctoral student does not receive a scholarship at the university; partial funding for participation in the academic mobility program if the university keeps the scholarship payment to the academic mobility participant);

- signatures of the head of the program, head of the department, head of the department of postgraduate and doctoral studies, head of the department of international relations, vice-rector for international relations, vice-rector for research, rector, as well as the signature of the academic mobility participant;

- other information that the university / research institution deems necessary to add to the contract.

5.1.3. The agreement between the scientific, pedagogical and scientific-pedagogical employee and the university (Appendix 3) states:

- academic year of academic mobility implementation, period of academic mobility (semester, month), type / form of academic mobility;

- personal data of the participant of academic mobility (name; institute, faculty, department, chair, position; scientific degree / academic title);

- information on the parts sending / receiving the academic mobility participant);

- information on the program of academic mobility in a foreign (or domestic in the case of internal mobility) university / research institution (description of the activities of a scientific, pedagogical, scientific and pedagogical worker during the academic mobility program);

- a document that the participant of academic mobility will receive after completing the academic mobility program (diploma, certificate, etc.);

- financial conditions for participation in the academic mobility program (full funding for participation in the academic mobility program if the researcher, pedagogue, research and teaching staff does not receive a salary at the university; partial funding for participation in the academic mobility program if the university keeps the academic mobility participant up to six months);

- signatures of the head of the department, dean, head of the department of international relations, head of the department of postgraduate and doctoral studies, vice-rector for international relations, vice-rector for scientific work, rector, as well as the signature of the participant of academic mobility;

- other information that the university / research institution deems necessary to add to the contract.

5.2. Accounting for training contracts in USED0 (Unified State Electronic Database on Education).

In order to systematize data on the number of participants in academic mobility, including forms and types, as well as for proper administration, persons who have concluded agreements on academic mobility programs are registered by deans in the Unified State Electronic Database on Education.

Total number of ECTS credits:	Total number of ECTS credits:
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Student's signature on acquaintance with the academic program

Type of document on participation in the academic mobility program

.....
(diploma / certificate / academic notice, etc.)

Financial conditions for participation in the academic mobility program

.....
(full funding for participation in the academic mobility program, without retention of scholarship / partial funding for participation in the academic mobility program, with retention of scholarship)

EDUCATIONAL ESTABLISHMENT SENDING FOR EDUCATION We confirm the approval of the training agreement	
Signature of coordinators from the unit (faculty): Dean..... 	Signature of the coordinators of the educational establishment Head of International Relations Department Vice-Rector for International Relations Rector..... Date.....

EDUCATIONAL ESTABLISHMENT ADMITTING FOR TRAINING (fill in only if necessary) We confirm the approval of the training agreement:	
Signature of the coordinator of the unit (faculty)	

STUDENT SIGNATURE <div style="text-align: right;">(initials, surname)</div> Date
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Annex to the contract №__
 from " __ " _____ 201__

Surname, name of the student: Educational establishment that sends for study: Country:.....
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CHANGES TO THE INITIAL TRAINING AGREEMENT (to be filled in ONLY if necessary) *

Crossed out course units			Added course units		
Course code (if available)	Course name	ECTS credits	Course code (if available)	Course name	ECTS credits
Total number of ECTS credits:			Total number of ECTS credits:		

* if necessary, continue this list on a separate sheet

Student's signature Дата.....
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EDUCATIONAL ESTABLISHMENT SENDING FOR EDUCATION We confirm the adoption of the above changes to the originally adopted agreement of the training agreement.
Signature of coordinators from the unit (faculty): Dean.....

EDUCATIONAL ESTABLISHMENT ADMITTING FOR TRAINING (fill in only if necessary) We confirm the adoption of the above changes to the originally adopted training agreement
Signature of the coordinator of the unit (faculty)

Appendix 2
to the Regulations
on the procedure for exercising the right to academic mobility of participants in the
educational process of the State Institution:
"South Ukrainian National Pedagogical University
named after K.D. Ushynsky »
January, 28, 2016

CONTRACT № _____
ABOUT ACADEMIC MOBILITY TRAINING

SCHOOL YEAR: 20 / 20 STUDY PERIOD: from to SEMESTER:

TYPE OF ACADEMIC MOBILITY:
(degree / credit)

FORM OF ACADEMIC MOBILITY:
.....
(participation in joint projects / teaching / research / research internship / advanced training)

Student's full name: Student's e-mail address Higher education level / educational level obtained Faculty..... Specialty Year of study Educational institution that sends for study: Country:

Educational institution that accepts for study: Country:
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INFORMATION ABOUT THE RESEARCH PROGRAM ABROAD

Topic	
Summary of the study	
Head of research at the HEE, sending to study	
Head of research in a foreign HEE/ research institution, accepting for study	
Description of the research activities during the academic mobility program	

Type of document on participation in the academic mobility program

.....
(diploma / certificate / academic notice, etc.)

Financial conditions for participation in the academic mobility program

.....
(full funding for participation in the academic mobility program, without retention of scholarship / partial funding for participation in the academic mobility program, with retention of scholarship)

EDUCATIONAL ESTABLISHMENT SENDING FOR EDUCATION We confirm the approval of the training agreement	
Signature of coordinators from the unit (faculty): Dean..... 	Signature of the coordinators of the educational establishment Head of International Relations Department Vice-Rector for Scientific Work Vice-Rector for International Relations Rector..... Date.....

EDUCATIONAL ESTABLISHMENT ADMITTING FOR TRAINING (fill in only if necessary) We confirm the approval of the training agreement:	
Signature of the coordinator of the unit (faculty)

SIGNATURE OF THE ACADEMIC MOBILITY TRAINING PARTICIPANT	
Date	(initials, surname)

Appendix 3
to the Regulations
on the procedure for exercising the right to academic mobility of participants in the
educational process of the State Institution:
"South Ukrainian National Pedagogical University
named after K.D. Ushynsky »
January, 28, 2016

CONTRACT № _____
ABOUT ACADEMIC MOBILITY TRAINING

SCHOOL YEAR: 20 / 20 STUDY PERIOD: from to

SEMESTER:

TYPE OF ACADEMIC MOBILITY:
(degree / credit)

FORM OF ACADEMIC MOBILITY:

.....

.....

(participation in joint projects / teaching / research / research internship / advanced training)

Student's full name: Student's e-mail address Higher education level / educational level obtained Faculty Specialty Year of study Educational institution that sends for study: Country:
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Educational institution that accepts for study: Country:

INFORMATION ABOUT THE ACADEMIC MOBILITY PROGRAM ABROAD

Description of the participant's activity during the academic mobility program	
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Type of document on participation in the academic mobility program

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(diploma / certificate / academic notice, etc.)

Financial conditions for participation in the academic mobility program

.....

(full funding for participation in the academic mobility program, without retention of scholarship / partial funding for participation in the academic mobility program, with retention of scholarship)

EDUCATIONAL ESTABLISHMENT SENDING FOR EDUCATION	
We confirm the approval of the training agreement	
Signature of coordinators from the unit (faculty):	Signature of the coordinators of the educational establishment
Dean.....	Head of International Relations Department
.....
.....	Vice-Rector for Scientific Work
.....
.....	Vice-Rector for International Relations
.....
.....	Rector.....
.....
.....	Date.....
.....

EDUCATIONAL ESTABLISHMENT ADMITTING FOR TRAINING (fill in only if necessary) We confirm the approval of the training agreement:	
Signature of the coordinator of the unit (faculty)

SIGNATURE OF THE ACADEMIC MOBILITY TRAINING PARTICIPANT (initials, surname) Date
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