

APPROVED BY

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**PROVISIONS AND PROCEDURE FOR EXERCISING
THE RIGHT TO ACADEMIC MOBILITY OF
NATIONAL TRANSPORT UNIVERSITY STUDENTS**

Provisions and procedure for exercising the right to academic mobility of National Transport University students approved by the Academic Council of National Transport University on the 28th of September, 2017, Protocol № 8

GENERAL PROVISIONS

1. The Provisions on academic mobility of National Transport University students (hereinafter - the University) have been developed in accordance with the Law of Ukraine "On Higher Education", Provisions and procedure for exercising the right to academic mobility approved by the Decree of the Cabinet of Ministers of Ukraine of August 12, 2015, No. 579, other regulatory documents for higher education as well as the University Statute.

2. The Provisions regulate the activities of the University on academic mobility of students envisaging their training, including language training, educational and industrial training, scientific research in higher education institutions of Ukraine and abroad.

3. The Provisions use the basic concepts in the following meanings:

Academic recognition is an official acknowledgement between institutions of academic degrees / education qualifications, study periods, their positioning in the education system of the receiving party for the purpose of student's admission to further studies.

Mobility is a key principle for creating the European areas of higher education and research with a variety of opportunities for students, teachers, researchers and executives to move in these areas for the purpose of academic and cultural mutual enrichment promoting the integrity of these European areas. The main instruments of the Bologna process - the European Credit Transfer and Accumulation System, the Qualifications Framework of the European Higher Education Area, the Diploma Supplement, as well as the European and national systems of quality assurance in higher education - play an important role in ensuring mobility.

4. The right to academic mobility may be exercised on the basis of international agreements on cooperation in the field of education and science, international programmes and projects, agreements on cooperation between the University or its main subdivisions and national / foreign higher education institutions (scientific institutions) and their main subdivisions (hereinafter – HEI partners / research institution partners). The right to academic mobility may also be exercised by the Participant on his own initiative supported by the University administration where he constantly studies or works on the basis of individual invitations and other mechanisms.

5. Academic mobility of the University students is aimed at improving the quality of higher education, the efficiency of scientific research and harmonization of

higher education standards, ensuring the competitiveness of the University graduates on educational service and labour markets in Ukraine and abroad. Academic mobility is intended for attracting foreign intellectual potential to work at the University, gaining students' experience in implementing other models of knowledge creation and dissemination and deepening the integration processes of education and research.

6. Academic mobility of the University students is based on the agreement on cooperation between the University and a of Ukraine or a foreign HEI, a group of HEI's from different countries (hereinafter – HEI partners), as well as intergovernmental agreements on cooperation in the field of education.

7. Academic mobility of the University students implies their study, language training, educational and industrial training, research in HEI partners of Ukraine (internal academic mobility) and foreign HEI partners (external academic mobility) during the defined period according to individual syllabuses and educational programmes agreed upon and approved by the Coordination Center for International Projects.

8. Organizational support of academic mobility programmes at the University - procedural assistance with application documents, transfer of learning outcomes, monitoring programme completion, etc. - is provided by the Coordination Center for International Projects.

The powers and competencies of the Coordination Center for International Projects include:

- the dissemination of information on foreign HEI partners, the University student mobility opportunities, competitions, international programmes, etc.;
- the development and coordination of syllabuses and educational programmes within student mobility programmes with HEI partners (internal and external mobility, various international programmes);
- the coordination of candidate selection wishing to participate in academic mobility programme;
- providing the necessary documentation, consulting and checking the relevant documents within the mobility programmes;
- creating the necessary advising and tutoring system that will help students and teaching staff realize their mobility needs, in particular, supporting and counseling the students who come to study at the University;
- monitoring and checking the results of Ukrainian students' studies within the mobility programmes (together with the relevant faculties of the University);
- developing web pages that demonstrate the processes and students' learning outcomes within academic mobility.

9. According to the place where the right to academic mobility is exercised, it is divided into:

- internal academic mobility , the right to which is exercised by the University participants in HEI partners / research institution partners within Ukraine;
- external academic mobility, the right to which is exercised by the University participants in HEI partners / research institution partners outside Ukraine and by foreign participants at the University.

The main types of academic mobility are:

- degree mobility means studying of the Participant at a higher education institution other than their regular place of study for the purpose of obtaining a higher education degree, evidenced by a document (documents) on higher education or a higher education degree from two or more higher education institutions simultaneously;

- credit mobility means studying of the Participant at a higher education institution other than their regular place of study in order to obtain credits from the European Credit Transfer and Accumulation System and / or relevant competencies, learning outcomes (without obtaining credits from the European Credit Transfer and Accumulation System) that will be recognized by the University. According to the programmes of credit mobility the period of study shall not exceed one academic year for the entire Participant's period of training at the University. At the same time, the total period of study for such Participants within the programmes of credit mobility shall remain unchanged.

10. Training of Ukrainian and foreign Participants in accordance with educational programmes coordinated by the University and partners, including academic mobility programmes, may include the University document on higher education and Partner Higher Education Certificate, as well as joint or dual documents on higher education of the University and partners.

11. Academic mobility programmes of the University students include:

- short-term studying at a HEI partner in Ukraine and abroad (no more than one semester during the academic year and without obtaining a second document on higher education) aiming at studying specific academic disciplines, educational and industrial training, improving the foreign language proficiency and carrying out scientific research;

- studying at a HEI partner in Ukraine and abroad according to the agreed syllabus (during the academic year and without obtaining a second document on higher education) on the basis of bilateral (multilateral) agreements on academic mobility;

- studying at the University, in accordance with the syllabus agreed upon by a foreign HEI, including short-term studying at a partner institution, in order to obtain, on the basis of state certification, a document on higher education of the University and a foreign HEI partner;

- joint training of students, joint management of the preparation and defense of qualifying papers, joint research work on the basis of bilateral agreements.

12. The study period and residency of students participating in academic mobility programme and other issues shall be determined by bilateral or multilateral agreements between the University and the HEI partners.

PROVISION OF STUDENTS' ACADEMIC MOBILITY

13. The selection of students for participation in the academic mobility programmes for the University students is carried out by the Competition Commission of the University, which includes the Vice-Rector, Deans of Faculties, Heads of Administering Departments, representatives of student self-government bodies, and other staff members of the University.

The members of the Commission are approved by the order of the Rector. The Vice-Rector for Academic Work is appointed as Commission Chairman, the Dean of the Faculty– as Deputy Chairman.

14. If the University student takes part in the international academic mobility programme, the competitive selection is carried out by the organization that gives a grant to the student according to the terms and criteria specified in the constituent documents of the competition.

15. If the agreement is implemented only between the one-profile department of the University and the subdivision of the partner institution, the competitive selection of students is carried out at the corresponding department and approved by the Competition Commission of the University.

16. The selection of Participants within academic mobility of the University for participation in academic mobility programmes is carried out on a competitive basis in compliance with the following criteria, but not limited to them: the rating of their learning outcomes (absence of academic deficiencies during the last academic year, average score of their learning outcomes - not lower than 80, that is confirmed by the Dean of the corresponding faculty / center in the reference letter written by a head of an administering department), participation in scientific work (availability of scientific publications (abstracts for conferences, scientific articles, and so on), prize winning places in educational and scientific competitions, Olympiads (diplomas for winners of I-III prizes), letters of recommendation, a motivation letter and a foreign language proficiency level certificate (not lower than B2). The departments (centers) of the University have the right to add some additional criteria for the selection of Participants within the academic mobility programmes.

17. Full-time graduate students as well as full-time undergraduate students who have successfully completed the 2nd year of study are admitted to participate in the academic mobility programmes of the University.

18. The candidate who wins the competition within the academic mobility programme of the University shall provide the following list of necessary documents to the Coordination Center of International Projects:

- an application letter addressed to the Rector and authorized by a head of an administering department and dean of faculty / director of center;
- a copy of the invitation letter and its translation, authorized by dean of faculty / head of center;
- Agreement on Academic Mobility between the University and the Participant (Study Contract or Agreement on Practical Training / Internship for students);
- Learning Agreement on the Academic Mobility Programme between the University, the Participant and HEI partner / research institution partner (for students, postgraduate students) (issued if necessary);
- a schedule for replacing training sessions (for teaching staff members if necessary);
- an individual syllabus of academic mobility (for students), signed by the Participant, head of department and approved by dean of faculty / director of center or their deputies (issued if necessary).

18.1 The documents referred to in paragraph 18 shall be submitted to the Coordination Center of International Projects no later than seven calendar days before the start of the academic mobility programme.

19. The place of study and scholarship shall be retained for students stipulated in accordance with the legislation during the period of study or internship in another HEI / research institution by the agreement on academic mobility during their study period at another HEI/ research institution partner in Ukraine or abroad, if the scholarship is not provided by the conditions of academic mobility.

19.1. Financial conditions and terms of participation in the academic mobility programme:

- a research and teaching staff member of the University shall not receive business trip subsistence allowance if he/she has full financing of participation in the academic mobility programme:

- the salary of a research and teaching staff member of the University shall be retained in accordance with the legislation at the main place of employment for a period up to six months if it is not provided for by the academic mobility programme:

- full-time students who exercised their right to academic mobility while studying free of charge at the University and did not receive regular, irretrievable fixed financial support in cash throughout the academic mobility programme at another education institution shall get a scholarship at the University :

- if their period of study at another education institution is not more than one semester (the scholarship is assigned at the University on the basis of the last semester learning outcomes);

- if the period of study at another education institution is more than one semester, during the first semester of study at another education institution in the amount assigned to the scholarship holder at the University according to the last semester learning outcomes. The issue of the further assignment of the scholarship shall be considered by the Scholarship Committee after student's return to the University according to the following conditions:

- if recognition of the learning outcomes obtained during the study according to the academic mobility programme at another HEI did not lead to an increase in the period of training of a person with the appropriate educational degree (educational qualification level) and specialty (area of training) in comparison with the normative one;

- in case of academic deficiency during the study according to the academic mobility programme the student must clear it in accordance with the procedure established by law until the end of the first semester after the student's return according to the syllabus of the relevant course and specialty (area of training) at the University (by the main place of study).

19.2. If on the last date of the first semester control after the student's return to the University the student does not have academic deficiency according to the syllabus of the relevant course and specialty (area of training), the issue of the scholarship shall be considered by the Scholarship Committee in accordance with the Rules for the assignment of academic scholarships of the University on general grounds.

19.3 If the student's period of study in another HEI was more than one semester and the student cleared academic deficiency, and in case of a positive decision of the Scholarship Committee, the student shall be paid a full scholarship which has not been paid for the whole period of study within the academic mobility programme at the other HEI on the territory of Ukraine or abroad.

19.4 Postgraduate students and doctoral students who exercise the right to academic mobility while keeping the status of a full-time student of the University (with off-job training) and do not receive regular, irretrievable fixed financial support in cash throughout the whole academic period of mobility in another HEI, shall not receive a scholarship for the period of study at the other HEI.

19.5 The issue of scholarship is considered by the Scholarship Committee after the return of the student to the University on the basis of the decision of the corresponding department of the University on the results of the student's written report. A compulsory requirement for taking a positive decision on scholarship payment by Scholarship Committee is that the recognition of the learning outcomes obtained within the academic mobility programme at another HEI did not lead to an increase in the period of training of the postgraduate or doctoral student at the

University in comparison with the normative one. If Scholarship Committee makes the decision, the scholarship, which has not been paid for the whole period of study within the academic mobility programme in the other HEI on the territory of Ukraine or abroad, shall be paid to the postgraduate student and doctoral student in full.

20. People who have concluded agreements on study or internship within the academic mobility programme shall not be expelled from the list of students for the period of academic mobility programme and are accounted for in the Unified State Electronic Educational Base.

21. A student, in addition to studying compulsory academic disciplines at a HEI partner has the right to choose independently additional academic disciplines in agreement with a HEI that has sent him to study.

22. Foreign participants who are exercising the right to academic mobility within the agreements of cooperation between the University and foreign HEI partners / research institution partners may be enrolled for study at the University:

- at the expense of funds of international programmes and organizations;
- at the expense of the University own revenues;
- at the expense of individuals or legal entities;
- free of charge within mutual exchange of students, including joint educational programmes, which provide for the receiving of a joint or dual document (documents) on higher education free of charge within international exchange of students, if the number of such foreign students do not exceed the number of domestic students who study in a foreign HEI partner within academic mobility programmes according to agreements on international academic mobility.

23. List of necessary documents for foreign participants in academic mobility:

- an application letter to the Rector from the faculty / center , authorized by head of department, dean of faculty / director of center;
- a copy of an invitation letter;
- Agreement on Academic Mobility between the University and the Participant.

RECOGNITION OF THE UNIVERSITY STUDENTS LEARNING OUTCOMES BY THE HIGHER EDUCATION INSTITUTION PARTNER

24. Recognition of learning outcomes under academic interaction with HEI partner is carried out in compliance with European Credit Transfer System and by means of ECTS credits accumulation or using the system for student progress evaluation that is adopted in the country where the HEI partner is located , if ECTS system is not applied.

25. If a University student studies at a HEI partner in order to get higher education documents in accordance with the state certification of both the University

and the foreign HEI partner, the clearance of academic deficiency can be accomplished according to the current regulations of both parties.

26. End-of study results at the HEI partner are represented by the scale adopted at the HEI partner and they are transferred into the scale adopted at the University.

27. Recognition of learning outcomes as well as results of educational and practical training, research work completed by the student at a HEI partner is given in accordance with the established University procedure on the basis of the student's document which is authorized by the HEI partner. The document consists of the transcript, the results of educational and practical training, with the number of credits and information about the assessment system.

28. State certification of the University students studying upon the approved academic mobility programme is accomplished by the procedures established at the University and a HEI partner.

HIGHER EDUCATION INSTITUTION PARTNER'S RESPONSIBILITIES

29. The University is obliged to:

- conclude a partnership agreement regarding the student's mobility programme between the University and a HEI partner and coordinate the study programmes;

- ensure free and equal access of the students to the information about available academic mobility programmes and the criteria for academic admission to a HEI partner.

- consult students on preparing documents to take part in academic mobility programme;

- create necessary conditions for HEI partner students to fulfill their individual syllabuses;

- contribute to solving visa, accommodation and household issues of HEI partner students;

- provide an opportunity to HEI partner students to take part in scientific conferences, symposia, exhibitions, contests as well as to present their research works for publication and to use educational, scientific, production, cultural and sporting bases;

- control the availability of the documents which confirm the legality of the HEI partner students residence on the territory of Ukraine.

30. The HEI partner is obliged to:

- admit the student sent by the University to study for the period mentioned in the agreement in compliance with the host country's laws;

- create necessary conditions for the University students to fulfill their individual syllabuses;

- contribute to solving visa, accommodation and household issues of the University students;

- give the possibility to University students to take part in scientific conferences, symposia, exhibitions, contests as well as to represent their research works for publications and to use educational, scientific, production, cultural and sporting bases;

- control the availability of the documents which confirm the legality of the University students residence on the territory of the host country.

31. The HEI partner (according to the agreement between the University and the HEI partner) are obliged to give a graduate student the transcript of learning outcomes, educational and practical training, scientific research and projects completed by a University student with the number of credits and information about the assessment system, as well as to recognize or transfer learning outcomes in accordance with the University and the HEI partner assessment system or give a higher education document with the Supplement of the HEI partner standard form.

32. The HEI partner's obligations regarding the students who take part in the academic mobility programmes are specified in the agreements between the HEI partners concerning the student academic mobility programmes.

RIGHTS AND RESPONSIBILITIES OF THE HEI PARTNER STUDENTS WHO TAKE PART IN ACADEMIC MOBILITY PROGRAMMES

33. The students have the right to:

- continue their education or study particular academic disciplines, do practical and on-the-job trainings based on the specialties, carry out research works at the HEI partner, have safe educational environment;

- use educational, scientific, production and sporting bases of the host HEI partner;

- take part in conferences, symposia, exhibitions, contests and present their scientific works for publication;

- have their learning outcomes and results of their educational and practical training and researches credited in the established order at the HEI partner;

- get a document of the learning achievements or relevant qualification level in accordance with the HEI partner standard if the student programme provides for it.

34. The students are obliged to:

- give all the necessary documents on time in order to take part in academic mobility programme;

- arrive at the place of study no later than the indicated date;

- obey the host country's laws during their studies and follow the internal rules, statute and other legal documents of the HEI partner;

- study successfully in accordance with the authorized individual syllabuses ;
- return to the University on time from the HEI partner after finishing their study.

PROCEDURE FOR REPORTING LEARNING OUTCOMES AND EXECUTION OF DOCUMENTS

35. On returning to the University, a student who has studied at a HEI partner shall provide a document authorized in the established order by the HEI partner containing his/her transcript, results of educational and industrial training and research work, number of credits and information on the assessment system.. A student who did an internship at a foreign HEI partner presents a written report on the results of the internship to the administering department.

36. In accordance with the established procedure, the University shall make a decision about the renewal of studies by the student who had an academic leave in order to participate in the academic mobility programme.

37. If a student did not complete his syllabus at a HEI partner, then after his/her return to the University he/she may be offered an individual schedule to clear academic deficiency or to repeat a course of study. In this case the University shall make a decision about the source of financing student's tuition

ORGANIZATIONAL PROVISION OF ACADEMIC MOBILITY FOR DOCTORAL STUDENTS; RESEARCH, TEACHING AND ADMINISTRATIVE STAFF

38. The University staff can exercise the right to academic mobility for implementing their professional activity in accordance with the agreement on participation in academic mobility programme with the approval of head of department and dean of faculty/director of center. At the same time for the indicated staff members the main place of employment at the University is retained up to one year.

39. The Competition Commission of the University carries out selection of the University staff in order for them to participate in academic mobility programmes. Members of the Competition Commission are approved by the order of Rector.

40. A candidate who has won the competition for an academic mobility programme shall submit a set of documents required by a HEI partner to the Coordination Center of International Projects no later than seven calendar days before the beginning of the academic mobility programme.

41. In some cases , namely in case of impossibility to carry out teaching process by a teaching staff member because of the desire to participate in the academic mobility programme, his/her academic workload during the indicated period can be fulfilled on the terms of hourly payment by other teaching staff

members of relevant subject area , which is approved by the teaching staff member who participates in the academic mobility programme, head of department and dean of faculty / director of the center , without getting his/her salary paid .

42. On returning to the University, teaching staff members must prepare a written report on the results of their internship and make an oral report to the Academic Council of the faculty.

43. Foreign staff members of HEIs / research institutions involved in teaching and research activities, while staying at the University, have all the rights and duties of employees (financial terms of professional activities of foreign participants at the University are specified additionally in the relevant agreements, contracts, etc.).

44. Terms and conditions of the arrival of leading foreign scientists and educators at the invitation of the University and their stay in Ukraine can be determined by additional agreements concluded between the University and the invited person.