

TERNOPIL NATIONAL ECONOMIC UNIVERSITY

APPROVED

TNEU RECTOR
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«__»_____2019

PROVISIONS

**ON THE PROCEDURE FOR IMPLEMENTATION THE RIGHT TO
ACADEMIC MOBILITY**

Considered and approved
by
Academic Board of Ternopil National Economic University
(minutes of September 25, 2018)

PROVISIONS

on the procedure for implementation the right to academic mobility

I.GENERAL PROVISIONS

1. The noted Provisions establish the procedure for exercising the right to academic mobility for the participants of the educational process on the territory of Ukraine or abroad and participants of the educational process of the foreign higher education institutions (scientific institutions) (hereinafter - foreign participants of the educational process) on the territory of Ukraine.
2. These Provisions are developed under the Law of Ukraine "On Higher Education", the Resolution of the Cabinet of Ministers of Ukraine № 579 "Regulations on the Implementation of the Right to Academic Mobility" of August 12, 2015. The goals, objectives and general rules for implementing the right to academic mobility must be in line with the main principles of the Joint Declaration of the Ministers of Education of Europe "European Space in Higher Education" (Bologna Declaration, Bologna, June 19, 1999).
3. Participants of the academic mobility are Ukrainian participants of the educational process of higher education institutions (scientific institutions), applicants for the acquisition of the higher education degree of Doctor of Philosophy, Doctor of Sciences, scientific and pedagogical workers, other TNEU employees, likewise the foreign participants of the educational process of foreign educational institutions (scientific institutions), implementing the right to academic mobility.
4. The right to academic mobility can be realized on the basis of the international agreements on cooperation in the field of education and science, international programs and projects, agreements between Ukrainian higher education institutions (scientific institutions) or their main structural divisions, between Ukrainian and foreign educational institutions (scientific institutions) or their main structural subdivisions (hereinafter - institutions of higher education (scientific institutions) - partners), and may also be implemented by a Ukrainian participant of the educational process of higher education institution (scientific institution) on his own initiative, supported by the administration of the Ukrainian institution of higher education (scientific institution), in which he constantly acquires education or works on the basis of the personal invitations.

II. TYPES AND FORMS OF ACADEMIC MOBILITY

2.1. At the place of implementation, academic mobility is divided into:

- internal academic mobility - academic mobility, the right to which is exercised by the Ukrainian and foreign participants of the educational process of higher education institutions (scientific institutions) in the partner institutions of higher education (scientific institutions) and TNEU within Ukraine under the certain period;

- external (international) academic mobility - academic mobility, the right to which is exercised by the participants of the TNEU educational process in the partner institutions outside Ukraine and participants of the educational process of foreign higher education institutions (scientific institutions) at TNEU during a certain period.

2.2. The main types of academic mobility are:

- graduate mobility - studying at an institution of higher education (a scientific institution) different to a permanent place of residence / education of a participant of educational process with a view to obtaining a higher education degree, as evidenced by a document (documents) of higher education or a higher education degree from two or more institutions of higher education (scientific institutions) (within the framework of the joint or adjusted programs or contracts or on their own initiative);

- credit mobility - studying at a higher education institution (scientific institution) different to a permanent place of study of a Ukrainian or foreign educational participant in order to obtain credits from the European Credit Transfer and Accumulation System (ECTS) and / or relevant competencies, learning outcomes (without obtaining ECTS credits) that will be recognized at a higher education institution (scientific institution) of a permanent place of study of a Ukrainian or foreign participant of the educational process. At that, the total period of study for the participants of the program of credit mobility in the institution of higher education (scientific institution), which provides the mobility program, remains unchanged.

2.3. Forms of academic mobility for the participants of the educational process, obtaining the educational degrees for Junior Bachelor, Bachelor, Master and Doctor of Philosophy are:

- training in academic mobility programs;
- language internship;
- scientific internship;
- practical training;
- Summer and other schools.

2.4. Forms of academic mobility for persons obtaining a scientific degree of Doctor of Sciences, scientific, scientific-pedagogical, pedagogical and other employees of higher education institutions (scientific institutions) are:

- participation in the joint projects;
- teaching;
- scientific internship;
- scientific research;

- advanced training.

III. TASKS AND OBJECTIVES OF ACADEMIC MOBILITY OF STUDENTS OF HIGHER EDUCATIONAL INSTITUTIONS IN UKRAINE

3.1. The main objectives of academic mobility at TNEU are:

- improving the quality of higher education;
- increasing the efficiency of scientific research;
- increasing the competitiveness of graduates of higher educational institutions at the Ukrainian and international markets of educational services and labor;
- enriching the individual experience of participants in the academic mobility programs with respect to other models of creation and dissemination of knowledge;
- advanced training of scientific and pedagogical workers and other participants of the educational process;
- bringing the world's intellectual potential to the domestic educational process on the basis of bilateral and multilateral agreements between the partner institutions;
- establishment of internal and external integration relationships;
- harmonization of the educational standards of higher education partner institutions.

3.2. The main tasks of academic mobility at TNEU are:

- increasing the level of the theoretical and practical training of students, research with the use of modern equipment and technologies, mastering the latest research methods, gaining experience in conducting research and implementation of its results;
- gaining professional experience during the training and production practices;
- the possibility for students to receive simultaneously two diplomas on higher education with annexes under the samples set in the higher educational partner institutions and information about the system of evaluation of their student achievements;
- increasing of the foreign language skills;
- strengthening the integration of education and science, the development of further research, the deepening of knowledge of national cultures of other countries, as well as the spread of knowledge about the language, culture, education and science of Ukraine;
- support of the social, economic, cultural, political relations and ties with other countries.

IV. ORGANIZATIONAL PROVISION FOR IMPLEMENTATION OF THE RIGHT FOR ACADEMIC MOBILITY

4.1. Graduates of higher education within the framework of the internal academic mobility programs are temporarily admitted to the educational process at a higher education institution (scientific institution) - partner and have the rights and responsibilities of higher education graduates of the Ukrainian institution of higher education (scientific institution) for the period of exercising the right to academic mobility.

4.2. The institution of higher education (scientific institution), which provides the participation in the academic mobility:

- carries out the selection of participants of the educational process at the higher education institution (scientific institution) for participation in the academic mobility programs;

- regulates the list of requirements and documents necessary for confirmation of participation in the program of academic mobility, procedure and the term for their submission;

- determines the stages, financial conditions, types, forms, duration and content of academic mobility in the institutions of higher education (scientific institutions) - partners;

- determines the conditions for recognizing the results of training and other forms of academic mobility, reporting of applicants for higher education, scientific, scientific and pedagogical, pedagogical workers and other employees of institutions of higher education (scientific institutions);

- concludes contracts with participants of the academic mobility.

4.3. TNEU applicants for higher education who exercise the right to academic mobility for the period of mobility in a partner institution on the territory of Ukraine or abroad, in accordance with the legislation and under the signed agreement on academic mobility, are not expelled from the personnel of the applicants for higher education for the period of realization of the right to academic mobility and are accounted in the Unified State Electronic Education Base.

4.4. An applicant for higher education, except studying at an partner institution of higher education (scientific institution) of compulsory academic disciplines, specified by the contract, has the right to independently choose the additional academic disciplines in agreement with the institution of higher education (scientific institution), which directed him to study.

4.5. Recognition of the results of studying of the applicants for higher education and re-crediting of the corresponding credits is based on the European Credit Transfer and Accumulation System. Comparison of the content and volume of academic load during the higher education within the framework of academic mobility program should be based on a comparison of the results of study achieved by a higher education student at a higher education partner institution (scientific institution) and the results of training planned by the educational program of higher education institution (scientific institution) in which the applicant is studying on a permanent basis.

4.6. After the mastering / completing a number of educational components provided by the Learning Agreement and confirmed by the academic certificate (or other document) provided by the institution of higher education (scientific institution), the host institution, the institution of higher education (scientific institution), which has sent, must fully recognize the agreed number of credits of the European Credit Transfer and Accumulation System (ECTS), re-count them into the curriculum of a higher education applicant and use them to fulfill the qualification requirements.

4.7. The procedure for the recognition of other learning experience, including the retraining of educational components for the provision of the possibility of accumulation and transfer of credits (ECTS) within the various forms of academic mobility (including for foreign applicants of higher education), is determined by institutions of higher education (scientific institutions) before the beginning of the academic mobility programs realization.

4.8. If a student of higher education during his stay in a higher education partner institution (scientific institution) did not complete a program of study, then upon returning to a higher education institution (scientific institution) in which he studies on a permanent basis, he may be offered an individual schedule for the liquidation of an academic debt within 1 month or re-course of study at the expense of physical or legal entities (under the signed agreement on academic mobility).

4.9. Foreign scientific, scientific and pedagogical staff, pedagogical staff of institutions of higher education (scientific institutions) involved in conducting of the educational and scientific activities, while staying at TNEU, has all the rights and obligations of its employees.

4.10. Scientific-pedagogical and other employees of TNEU can realize the right to academic mobility for conducting the professional activities in accordance with the concluded agreement on participation in the program of the academic mobility. At the same time for the indicated employees the primary place of employment is held for up to one year.

4.11. In case if the participants of the academic mobility programs implement them on their own initiative and beyond the competence of the TNEU academic mobility agreements, participants should apply the International Relations Office.

V. FINANCIAL PROVISIONS FOR IMPLEMENTATION OF THE RIGHT TO ACADEMIC MOBILITY

5.1. The place of study and scholarship payment are maintained for the applicants for higher education within the period of realization of the right to academic mobility in another partner institution of higher education (scientific institution) on the territory of Ukraine or abroad, in accordance with the agreement on academic mobility in the event that a regular irrevocable fixed financial support in the form of money for the entire period of study under the program of academic mobility in another higher educational institution (scientific institution) is not provided or is provided in the amount and that in terms of the national currency on the date of the conclusion of the agreement on academic mobility is less than the size of the scholarship assigned to a person in accordance with the Resolution of the Cabinet of Ministers of Ukraine № 882 dated July 12, 2008 "Issues of scholarship" and the Resolution of the Cabinet of Ministers of Ukraine №1050 dated December 28, 2016 "On some issues of scholarship support".

5.2. Higher education applicants, who, during the previous academic semester, realized the right to academic mobility on the basis of the agreement on academic mobility and returned to the institution of higher education (scientific institution) of a permanent place of study after approval of the ranking of achievements in accordance with the Resolution of the Cabinet of Ministers of Ukraine № 882 dated July 12, 2008 "Issues of scholarship support" and the Resolution of the Cabinet of Ministers

of Ukraine № 1050 dated December 28, 2016" On Certain Issues of Scholarship Support "and did not complete the semester control in the period defined by the initial plan, have the right for the appointment of scholarships after the elimination of the academic debt. The decision of the head of the institution of higher education for such persons establishes a term for liquidation of the academic debts for a term not more than 1 month from the date of return from academic mobility, after which the issue of the appointment of academic scholarship to such persons is decided on the general grounds in accordance with the Resolution of the Cabinet of Ministers of Ukraine № 882 dated July 12, 2008. "Issues of scholarship support" and Resolution of the Cabinet of Ministers of Ukraine № 1050 dated December 28, 2016 "On Certain Issues of Scholarship Aid". In the case when an academic scholarship is granted to the students, its payment is carried out from the beginning of the next month after returning from the academic mobility.

5.3. In the case when the period of training of a participant in an educational process in another institution (scientific institution) exceeds one semester and such person liquidates the academic debt, then, in the case of a positive decision of the scholarship committee, a scholarship that has not been paid for the entire period of its training for the program of academic mobility in another educational institution (scientific institution) in the territory of Ukraine or abroad, is fully paid.

5.4. Scientific, scientific and pedagogical, pedagogical and other employees of higher education institutions (scientific institutions) of all ownership forms can exercise the right to academic mobility in accordance with the concluded agreement on academic mobility. Throughout, scientific, scientific and pedagogical workers retain their main employment in the Ukrainian higher education institution (scientific institution) for up to two years, while pedagogical and other workers - up to one year. In accordance with the law, pay at the main place of employment is maintained for a term up to six months, if it is not provided for by the programme of academic mobility.

5.5. The term of study and scientific training of applicants for higher education cannot exceed two years.

5.6. Organization of the academic mobility of the educational process participants of TNEU is conducted by:

- Office for International Relations;
- Department for International Students;
- Dean's Offices, Departments and Heads of Faculty Programmes;
- Office for Education and Methodology;
- Financial and Accounting Department;
- Legal Department.

VI. PROCEDURE FOR PARTICIPANT SELECTION AND IMPLEMENTATION OF ACADEMIC MOBILITY PROGRAMMES

6.1. To participate in the programs of academic mobility, students must be successfully enrolled in studies for a Bachelor degree (from the second year of study) or a Master's degree at the time of academic mobility programmes' implementation.

6.2. Selection (competition) of students for participation in programmes of academic mobility is carried out by a specially created Selection Committee, taking into account:

- student's academic achievements;
- foreign language skills (in the case of international mobility);
- previous experience of studying in a foreign language (in the case of international mobility);
- motivation to participate in academic mobility;
- activism at the University and beyond;
- general cultural awareness of the student;
- student's understanding of the TNEU mission and compliance with the values of TNEU.

6.3. The composition of the Selection Committee is defined and approved in accordance with the Order No. ____ from _____.

6.4. The list of documents required for participation in academic mobility programmes and the procedure for their submission are regulated by agreements between partner institutions and internal TNEU regulations.

6.5. Stages and criteria of student selection for participation in academic mobility programmes are determined by the Selection Committee annually, including the procedures for selecting application forms and supporting documents, conducting evaluations of foreign language skills (in the case of international mobility), and interviewing.

6.6. The results of the competitive selection are announced publicly and posted on the official TNEU website.

6.7. The results of the Selection Committee's selection of TNEU students for participation in the academic mobility programmes are subject to approval by the institution partner, unless otherwise provided for by the terms of the agreement on academic mobility.

6.8. Duration and content of training in partner higher education institutions are determined by the conditions of the concluded agreements on academic mobility, in accordance with the curricula and schedules approved by the partner institutions.

6.9. For the duration of ongoing degree mobility programme in a partner institution, students may, on their application, be granted academic leave or individual plan of study, approved by the head of the educational program and approved by the dean's office of the relevant faculty.

6.10. For the duration of ongoing credit mobility programme in a partner institution, students continue to study at the main place of enrolment. Students must confirm the

list of study disciplines that will be studied and results of which will be transferred under the conditions specified by this provision with the curriculum supervisors and get it approved by the relevant Dean's Office prior to commencing training at the partner institution.

6.11. Students are given an individual plan of study based on their application, set by the curriculum supervisor and approved by the Dean's Office of the relevant faculty.

6.12. The list of educational disciplines and changes to it are noted in a trilateral Learning Agreement between the student, the host institution and the sending institution. The format of the learning agreement is determined by the relevant academic mobility programmes.

6.13. The procedure of applicant selection of doctoral students (doctor of philosophy and doctor of sciences), scientific-pedagogical, scientific, pedagogical and other workers and implementation of academic mobility programmes:

- If necessary, and in cases where the procedure is not regulated by the agreements on academic mobility, selection is carried out jointly by the departments and Dean's Offices of the relevant faculties in cooperation with the Office for Education and Methodology, and the Office for International Relations;

- Selection for participation in academic mobility programmes is carried out taking into account: scientific and educational priorities and interests of departments, educational programmes; foreign language skills; motivation and proposed plan for participation in academic mobility programmes.

6.14. Final approval of candidates for participation in academic mobility is carried out by the partner institution (host) on the terms and criteria specified by the academic mobility programmes. The results of the selection are announced publicly.

6.15. The list of documents required for participation in academic mobility programmes and the procedure for their submission are regulated by agreements between partner institutions and the internal TNEU regulations.

6.16. For the participation in academic mobility programmes in partner institutions, TNEU employees, academic mobility participants, must familiarize themselves with the relevant conditions and provide properly concluded documents to the Office for International Relations prior to the start of the programme.

VII. RECOGNITION AND TRANSFER OF RESULTS OF TRAINING AT PARTNER INSTITUTIONS

7.1. The university recognizes as equivalent and transfers the results of the student's training at the partner higher education institution.

7.2. Recognition of learning outcomes within the framework of academic cooperation with partner higher education institutions is carried out using the European ECTS transfer and accumulation system or using the system of assessment of student achievements used in a higher education institution's country if it does not provide for the use of ECTS.

7.3. Transfer of the studied academic disciplines is carried out on the basis of the document submitted by the student with the list of disciplines and the results of study, the number of credits and information on the system of educational achievements evaluation of students, certified in the established order in a partner higher educational institution.

7.4. Academic difference between normative and selective educational disciplines according to the individual curriculum of a student is determined by the higher educational institution, but it should not exceed 10 educational disciplines.

7.5. The procedure for the elimination of academic differences is determined by higher educational institutions in accordance with the law.

7.7. The results of the Final Examination of students during the period of study at a partner institution are presented on a scale adopted by the partner institution and transferred on a scale adopted at the higher education institution of Ukraine.

7.8. The State Examination of students studying under the programme of academic mobility is carried out in accordance with the established procedure.

VIII. RESPONSIBILITIES OF HIGHER EDUCATION INSTITUTIONS

8.1. The sending higher education institution is obliged to:

- conclude a cooperation agreement on the implementation of the student academic mobility programme between partner higher education institutions and to agree on curricula;
- provide free and equal access to information on available academic mobility programmes and existing selection criteria for all students;
- provide students with advisory services while completing documents for participation in academic mobility programmes;
- verify the existence of documents confirming the legality of the stay of foreign students within the territory of the host country.

8.2. The host higher education institution is obliged to:

- enrol a student, who is sent to study for the term specified by the agreement in accordance with the norms of the legislation of the host party;
- create all the necessary conditions for the student to complete an individual curriculum;
- assist students in solving visa, housing and domestic problems;
- provide the opportunity for students of the partner higher educational institution to participate in scientific conferences, symposiums, exhibitions, competitions, to present their scientific works for publication, to use educational, scientific, industrial, cultural, sports facilities;

- verify the existence of documents confirming the legality of the stay of foreign students within the territory of the host country;
- upon completion of the training, give the student a document with the list of disciplines and the results of study, the number of credits and information on the system of educational achievements evaluation of students or a higher education document with a supplement in the format certified at the partner higher education institution.

8.3. Responsibilities of partner higher education institutions in relation to students participating in academic mobility programmes should be stipulated in relevant agreements between higher education institutions on student mobility programmes between higher education partner institutions.

IX. RIGHTS AND RESPONSIBILITIES OF STUDENTS OF PARTNER HIGHER EDUCATION INSTITUTIONS PARTICIPATING IN ACADEMIC MOBILITY PROGRAMMES

9.1. Students have the right to:

- continue education or study separate educational disciplines in related training areas and specialties in partner higher education institutions;
- safe and non-hazardous learning environment;
- use educational, scientific, industrial, cultural, and sports facilities of the host higher education institution;
- participate in scientific conferences, symposiums, exhibitions, contests; present their scientific works for publication;
- obtain a document on the relevant educational qualification level, as established in the partner higher education institution and in accordance with the agreement between higher education institutions on academic mobility programmes.

9.2. Students are obliged to:

- provide the documents necessary for participation in the academic mobility programme in a timely manner;
- arrive at the place of study in time;
- while studying, comply with the legislation of the host country, the rules of the internal regulations, the Charter and other normative and legal documents of the host higher education institution;
- successfully complete the approved individual curriculum of training;
- upon completion of studies at the partner higher education institution, to return to the sending higher education institution in a timely manner.

X. REPORTING AND PAPERWORK ON THE RESULTS OF THE ACADEMIC MOBILITY PROGRAMME

10.1. Upon returning to the University, academic mobility participants must submit a report on the implementation of the mobility programme to the relevant departments /

Dean Office's, Office for International Relations, Office for Education and Methodology within 10 calendar days of the programme's completion.

10.2. The format of the report and the list of reporting documentation is determined by the terms of the academic mobility programme. Typical reporting documents may include:

- academic certificate for students, certified according to the established procedure in the partner institution with the list of disciplines and the results of study, the number of ECTS credits and marks received, as well as information on the evaluation system;
- letter of invitation for participation in the academic mobility programme or certificate of admission to the academic mobility programme with information about the location, duration and contents of the program, etc.;
- a standardized report of academic mobility programmes (e.g. ERASMUS+ report).
- other documents containing information on the details of implementation of the academic mobility programme by participants.

10.3. Reports by scientific, pedagogical, scientific and pedagogical, and other employees of TNEU on participation in academic mobility programmes are an integral part of the process for recognition of their results and the inclusion of this information in the departmental plans / reports / personal files of the University staff.

XI. FINAL PROVISIONS

Regulation on Exercising the Right to Academic Mobility at the Ternopil National Economic University comes into force from the moment of its approval by the Academic Council of the University and the enforcement by the Rector of the University's order.

Changes and amendments to this Regulation are made by the decision of the Academic Council of the University.