

APPROVED  
Scientific Council  
Petro Mohyla Black  
Sea National University

Protocol №3

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APPROVED

Rector  
Petro Mohyla Black  
Sea National University



L.P. Klymenko

## **PROVISIONS**

### **on recognition of foreign documents on education at Petro Mohyla Black Sea National University**

#### **1. TERMS**

1.1. Regulations on the recognition of foreign documents on education at Petro Mohyla Black Sea National University (hereinafter - the Regulations), determines the procedure for recognition in Petro Mohyla Black Sea National University (hereinafter - University) documents on education and / or periods of study obtained in foreign educational institutions in order to ensure the right of citizens who received education or completed a certain period of study in educational institutions of other countries to continue their studies and /or professional activities in accordance with the legislation of Ukraine.

1.2. The regulation is developed on the basis of the Law "On Higher Education"; Law of Ukraine "On Ratification of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region", which came into force on 24.12.1999, Resolution of the Cabinet of Ministers of Ukraine of 27.08.2010 № 796 "On approval of the list of paid services that can be provided and institutions of the education system belonging to the state and communal form of ownership", "Procedure for recognition of higher education degrees obtained in foreign higher education institutions", "Procedure for recognition in Ukraine of documents on secondary, secondary vocational, professional education issued by educational institutions of other states", approved by the order of the Ministry of Education and Science of Ukraine dated on 05.05.2015 №504.

1.3. In this Regulation, the terms are used in the following meanings:

- *academic rights* - the right of the owner of a foreign educational document to continue studies, which is provided to the owner of the educational document in the country of origin of the document;
- *an apostille* is a standardized certificate or stamp (called "Apostille") affixed to documents or issued as an appendix to documents. Documents certified in this way do not require any additional legalization, they must be recognized at any state level in the member states of the Hague Convention, which abolishes the requirements for legalization of foreign official documents;
- *educational document (educational document)* - a document that contains the data of the holder of the document on the degree of higher education, professional specialization or professional retraining of a graduate of an educational institution or certify the passage of the period of study (hereinafter - Document);

- *qualification* - the official result of assessment and confirmation, which is obtained when the educational institution has established that the person has achieved competencies (learning outcomes) in accordance with the standards of higher education, as evidenced by the relevant document on education (educational document);
- *university commission* - a commission that is officially entrusted with the implementation of the procedure for recognition of degrees of higher education obtained in educational institutions and scientific degrees of other states;
- *competent authority* - a body that is officially entrusted with the decision to recognize foreign qualifications;
- *educational institution* - an educational institution of another country, which awards degrees of higher education and issues documents on education and periods of study;
- *authentication* - the process by which the authenticity of documents is established in order to verify that they are valid (not forged, not altered);
- *period of study* - any part of the educational program in higher education, evaluated and documented, which, without constituting a full course of study in the program, is a significant achievement of knowledge or skills;
- *higher education program* - a course of study recognized by the competent authority belonging to the higher education system of another country, after which the student is awarded the appropriate degree of higher education (hereinafter - the Program);
- *recognition procedure* - formal confirmation of the quality of foreign educational qualifications for the purposes of access to education and / or professional activity;
- *professional rights* - the right of the owner of a foreign document on education (educational document) to carry out professional activities provided to the owner of the document in the country of origin of the document;
- *status of the educational institution* - the presence in the educational institution of the right to award qualifications accepted for academic or professional purposes in the country of origin of the Document.

1.4. This Regulation applies to documents containing information about the acquisition of a certain educational or educational-professional degree by the owner, professional specialization or professional retraining, as well as to documents certifying periods of study in educational institutions.

1.5. Documents on education that do not require a recognition procedure at the University:

- 1) documents on the education of citizens of the former USSR, issued before May 15, 1992 (on the basis of the Agreement on Cooperation in Education) (Tashkent, 1992);
- 2) documents issued to persons based on the results of studies before the beginning of the 1992/1993 academic year in educational institutions of the states of the former USSR.

1.6. At the University, the responsibility for organizing and conducting the recognition of foreign educational documents imposes on the Expert Commission for the Recognition of Educational Documents, established by order of the Rector to verify the authenticity of submitted educational documents and establish the equivalence of qualifications specified in the foreign education, requirements for the appropriate degree of higher education in Ukraine.

The competent body that decides on the recognition of foreign qualifications is the Academic Council of the University.

1.7. Services for the recognition of educational documents at the University are provided on a paid basis in the manner prescribed by law, in accordance with the approved budget for the current academic year.

1.8. The cost of services for the recognition of educational documents is approved annually by order of the rector and includes: costs associated with administrative services, and costs

associated with the procedure of eliminating academic differences, in case of inconsistency of educational programs.

1.8.1. Costs associated with administrative services include the cost of work for:

- verification of the authenticity of foreign educational documents submitted for recognition;
- verification of the official recognition of the educational institution that issued the educational document by the education system of the country to which it belongs;
- establishing the equivalence of qualifications specified in the foreign document on education, the requirements for educational or educational-qualification levels of the education system of Ukraine (carried out with the involvement of expert commissions in the relevant specialties
- conducting (if necessary) a comparative analysis of the content of the educational program for which a foreign document on education is issued, with the content of the educational program of the relevant or related specialty at the University;
- preparation of accompanying documents necessary for the procedure, etc.

1.8.2. The costs associated with the elimination of academic differences, in case of non-compliance of educational programs, include the cost of services for:

- providing advice in preparation for the elimination of academic differences;
- providing the necessary educational and methodological materials to prepare for the elimination of academic differences;
- organization and conduct (if necessary) of additional training in terms of preparation for the elimination of academic differences;
- organization and carrying out of control measures (testing) at liquidation of academic difference.

1.9. If necessary, during the procedure of recognition of Education Documents, additional services may be provided:

- assistance in gathering a required package of documents;
- organization of translation of documents;
- distance service assistance;
- reception outside working hours;
- carrying out the recognition procedure within the guaranteed time or urgently, etc.

1.10. Paid services in the recognition of educational documents are provided upon payment for the service in the manner prescribed by applicable law, carried out on the basis of a written application of a natural or legal person, drawn up in any form, or a contract for services to a natural or legal person.

1.11. Funds paid for the procedure of recognition of documents are not returned to the Customer in the case of:

- establishment of fact \* 'inaccuracy of the information specified in the documents on education submitted for the recognition procedure (without confirmation of the fact of training and issuance of the educational document);
- non-compliance with the conditions in paragraph 2 of this Regulation;
- if the result of the procedure of recognition of educational documents is a refusal of recognition (about which the applicant is sent a notice indicating the reasons for such a decision).

## **2. The procedure for submitting documents on education for recognition**

2.1. Recognition of the Document of Education is carried out on the application of a person (hereinafter - the Applicant) addressed to the Rector of the University, submitted with the documents for admission to study.

The applicant may be the owner of the Document or another person who represents his/her interests in the recognition procedure in the manner prescribed by law; for minors, the applicant may be their legal representatives.

2.2. The applicant attaches the following documents to the application:

1) application for the procedure of recognition of a foreign document on education for the purpose of further study or employment (Appendix 2);

2) certified in the manner prescribed by law copy and translation into Ukrainian of the Document (if necessary - presence of the original);

3) certified in the manner prescribed by law copy and translation into Ukrainian of the annex to the Document and / or other documents that contain information about the content of the curriculum (if necessary - presence of originals).

The documents referred to subparagraphs 1 and 2 of this paragraph must be certified in their country of origin in the manner officially applied in that country (for countries party to the Convention abolishing the legalization of foreign official documents (The Hague, 1961) - stamping "Apostille").

4) copies of documents on previous (secondary, vocational or higher) education in the presence of such education (if necessary);

5) copies of identity documents of the Applicant or the owner, if the owner is not the Applicant (if necessary - with translations into Ukrainian);

6) statement (consent) of the owner of the Document for the processing of his personal data in accordance with the requirements of the Law of Ukraine "On Personal Data Protection".

7) a copy of the receipt for payment of services for the recognition of foreign educational documents.

The applicant has the right to provide other documents confirming the education and / or qualifications of the owner, documents on admission to professional activities, practical experience (if necessary - with translations into Ukrainian).

2.3. The applicant may submit to the University the documents specified in subparagraphs 1-5 of this paragraph in electronic form in digital image format.

2.4. If necessary, the University has the right to check the conformity of digital images to the originals and / or copies with translations of the documents specified in subparagraphs 1-4 of this paragraph.

2.5. The applicant must apply for recognition to the University during the first month of study or employment of the holder of the Document.

2.6. The procedure of recognition of the Document begins in case the Customer fulfills the following conditions:

- submission of the full scope of the documents specified in paragraphs 2.1-2.2;
- verification by the International Department of the original documents during the personal reception;
- signing of the Agreement on the provision of services for the comparative analysis of educational programs (Appendix 1);
- confirmation of payment of the cost of the procedure of recognition as a copy of the receipt of payment for services.

### **3. Formation of a commission for the recognition of foreign educational documents**

3.1. To carry out the procedure of recognition of foreign documents on education by the order of the rector, a commission on recognition of foreign documents on education (hereinafter - the Commission) is created at the University.

3.2. Based on an application person or entity to conduct procedures for the recognition of documents or on the basis of the request of MES of Ukraine concerning the examination of foreign

education documents International Department of the University is preparing a draft order on establishment of the Commission, in outlining: the commission, its objectives and terms of work, as well as the involvement of relevant departments of the University (Educational and Methodological Department, Deans / Institutes, Department of International Relations, etc.) for the implementation of the procedure for recognition of the Document.

3.3. The commission consists of: the chairman of the commission, members of the commission and the secretary.

3.3.1. The commission for consideration of foreign documents on education is headed by the vice-rector for scientific work.

3.3.2. Leading scientific and pedagogical workers of profile departments of the University and leading specialists of the department of international relations are appointed members of the Commission.

3.3.4. The Chairman of the Commission during the procedure of recognition of the Document has the right to additionally involve various scientific and pedagogical workers and experts of various structural divisions of the University.

3.4. Consideration of documents by the Commission is carried out within a month. If the documents submitted by the Applicant are incomplete and / or incorrectly executed, the University may return the documents without consideration within 10 working days from the date of registration of the application, which is notified to the Applicant indicating the deficiencies to be eliminated.

3.5. Based on the results of the work, the Commission prepares the **Conclusion**, which is submitted for approval by the Academic Council of the University.

3.6. On the basis of the order on the establishment of the commission, agreements on expert evaluation of foreign documents on education are concluded and the **Conclusion** is prepared on the possibility of their recognition for the purpose of study or employment at the University.

Remuneration of the members of the Commission is made on the basis of separately concluded agreements. The cost of the procedure for recognition of foreign documents is approved annually by order on the basis of an estimate developed by the planning and economic department of the University.

#### **4. Organization of the procedure for recognition of the Document**

4.1. The procedure for recognition of the Document for the purpose of continuing education is carried out by the University before the beginning of the second semester of the first year of study of the owner of the Document.

4.2. At the first stage, the International Department carries out the procedure of recognition of the Document, which, except for the cases specified in paragraph 4.3 of this section, consists of:

- 1) verification of the authenticity of the Document and its appendix;
- 2) confirmed the status of the educational institution and / or Program, based on the results of which the Document was issued;
- 3) assessment of the qualification or period of study specified in the Document, and establishment of equivalence to the educational or educational-professional degree in Ukraine, academic and / or professional rights.

4.3. The procedure for recognizing Documents issued by educational institutions included in the Academic Ranking of World Universities (ARWU) or according to this ranking for teaching in certain disciplines (according to the year of completion / award of the degree) consists of:

- 1) verification of the authenticity of the Document and its appendix;
- 2) assessment of qualification according to the Document and establishment of equivalence.

4.4. The International Department may verify the authenticity of the Document in one of the following ways:

1) checking the presence of the stamp "Apostille", if in the country of origin of the Document it confirms the authenticity of the document, and checking the details of the apostille in the relevant register, if any;

2) checking the register of educational documents, if such a register is established by the country of origin of the Document or the educational institution that issued it;

3) sending a request for additional information on the authenticity of the issuance of the submitted documents to the relevant official bodies and / or educational institutions of other states.

If in the country of origin of the Document the standard of registration of documents on education is officially approved, the International Department carries out the analysis on conformity to such standard of the submitted Document.

4.5. Verification of the status of the educational institution and / or Program, based on the results of which the Document is issued, is carried out to confirm the official recognition (accreditation, etc.) of the educational institution and / or Program in the education system of the state where this institution operates.

If the Document (or its appendix) is issued by a branch of an educational institution, the official recognition of this branch in the education system of the state in whose territory the educational activity of this branch is conducted must be confirmed, if it is determined by the legislation of this state.

The status of the educational institution and / or the Program is checked by the International Department in one of the following ways:

1) verification in national official sources: registers of accreditation bodies / education quality assurance, ministries of education, associations of accreditation agencies / education quality assurance, official national publications on the education system;

2) verification in international official sources (websites of recognized international organizations, websites of networks of diploma evaluators);

3) sending a request to the relevant authorized bodies and / or educational institutions of other states regarding the status of the educational institution and the Program.

4.6. After the procedure of confirming the authenticity of the Document and verifying the status of the educational institution, the International Department prepares an opinion and submits it to the Commission.

4.7. Based on the conclusion of the International Department, materials confirming the status of the educational institution and the authenticity of the Education Document of the Commission, carry out the following:

1) assessment of the "qualification or period of study specified in the Document, and the establishment of equivalence to the educational or professional degree in Ukraine, academic and / or professional rights;

2) assessment of qualification according to the Document and establishment of equivalence.

4.8. Assessment of qualifications and establishment of equivalence is carried out by the Commission for recognition as one of the proposed methods:

1) for Documents issued by educational institutions included in the Academic Ranking of World Universities (ARWU), as well as for documents issued in countries that are members of the Organization for Economic Cooperation and Development (OECD), and other countries that approved national qualifications frameworks - by comparing international and national qualifications frameworks;

2) for Documents issued in countries with which Ukraine has concluded international agreements governing the recognition and equivalence of educational documents - on the basis of the provisions of the relevant international agreement;

3) for Documents issued in other countries, if the international agreement between Ukraine and the country of origin of the Document does not determine the equivalence of educational,

educational and professional degrees awarded in the member countries, establishing the equivalence of qualifications specified in the Document, the relevant educational or educational degree higher education in Ukraine is carried out by comparative analysis of the content of the curriculum (plan) for which such a document was issued, with the content of the curriculum (plan) of the relevant or related field (specialty) in Ukraine (hereinafter - Comparative analysis);

4) if the content of the curriculum for which the Document was issued is similar to the curriculum of documents of another owner, for which the Commission has decided to recognize, establish the appropriate educational or educational-professional degree of higher education that can be recognized, is based on a comparative analysis of similar curriculum, the qualification for which was previously recognized.

4.9. If the Document submitted for recognition is subject to an international agreement, the assessment of qualification and establishment of equivalence includes verification of compliance of the provided educational document with the requirements specified in the relevant international agreement.

The existence of an international agreement between Ukraine and the state, the educational institution to which the Document is issued, does not eliminate the need to obtain an official decision of the National Pedagogical Dragomanov University on the recognition of the Document.

4.10. Comparative analysis is carried out by the Commission for the recognition of the relevant educational or educational-professional degree in accredited educational programs in higher education in the relevant or related specialty or the national information center of academic mobility.

Comparative analysis takes into account:

1) the degree assigned by the Document and its place in the national education system on the date of issuance of the Document;

2) the content and scope of the educational program (expected learning outcomes program, amount of credits or academic hours according to professionally necessary disciplines or other criteria);

3) the quality of the Program or educational institution that provided the qualification;

4) the profile of the Program or educational institution that provided the qualification;

5) academic and / or professional rights granted by the Document.

4.11. The Commission determines the amount of differences in academic (educational) programs in Ukraine and in the country of origin of the Document, which is allowed for:

1) decision-making on recognition of the Document;

2) decision-making on recognition after elimination of differences by the owner of the Document;

3) establishment of significant differences in content and (or) volume in the curriculum, which makes it impossible to make a decision on recognition.

4.12. If the comparative analysis identifies differences in the educational programs of the University and the country of origin of the Document in content and scope, without which the recognition of the owner's qualifications is impossible, he may be offered additional training and / or competence testing at the University.

The organization of additional education is entrusted to the relevant dean's office / institute and the Educational and Methodical Department of the University.

4.13. Additional training (study of necessary disciplines, internships, defense of term papers, dissertations or projects), passing tests, interviews to determine the level of certain competencies, training in preparatory courses to eliminate academic differences in educational programs to recognize the Document is conducted individually and determined by a separate agreement.

4.14. The data obtained during the authentication of documents, confirmation of the status of the educational institution and / or educational program, assessment of qualifications and equivalence, are the basis for a decision made by the University Commission in the form of a conclusion on the results of recognition of educational documents. institutions of other states (hereinafter - the Conclusion).

4.15. If necessary, the Commission may contact the National Academic Mobility Information Center for recommendations on the recognition procedure, namely:

- providing explanations, consultations and recommendations on the recognition of Documents;
- conducting verification of the authenticity of the Documents;
- confirmation of the status of the educational institution and (or) the Program;
- establishing the equivalence of qualifications assigned in accordance with the Documents;
- determining the equivalence of academic and / or professional rights.

The recommendations of the National Information Center for Academic Mobility are formalized by the relevant conclusion.

## **5. Decision-making on recognition of the Document on education**

5.1. Higher education degrees awarded by educational institutions are recognized by the University if there is no significant difference between the foreign qualification requested by the Applicant and the corresponding qualification in Ukraine, except as provided in paragraph 5.2 of this section.

The Academic Council of the University on the basis of the Conclusion of the Commission for Recognition makes one of the following decisions, which is executed in the prescribed manner:

- on recognition of the Document on the basis of which the Certificate is issued to the Applicant;
- on refusal to recognize the submitted Document, about which the Applicant is sent a notice indicating the reasons for such a decision.

5.2. The decision to refuse recognize the submitted Document is made if:

- 1) documents issued by educational institutions that are not officially recognized in the education system of the state in which they operate;
- 2) documents issued by branches of educational institutions, if such branches are not officially recognized in the education system of the state in whose territory they conduct educational activities of this branch, if provided by the legislation of a foreign country;
- 3) the documents do not contain information on the holder of a higher education degree, professional specialization or professional retraining, as well as on the periods of study for which he is granted academic and / or professional rights (continuing education and / or employment in the specialty);
- 4) documents illegally issued by an educational institution of another state;
- 5) the documents are not authentic;
- 6) documents issued based on learning outcomes for a period of less than one academic year of study;
- 7) documents issued based on learning outcomes, during which the total number of study credits is less than 30 credits of the European Credit Transfer and Accumulation System (ECTS) (or their equivalent number of academic hours);
- 8) documents do not meet the officially approved standard of registration of documents on education, if such a standard is adopted in the state in which the educational institution operates;
- 9) documents issued as a result of training under the Program, which cannot be correlated with any degree of higher education, professional specialization, direction of training (specialty, qualification) of the education system of Ukraine;
- 10) documents are not recognized in the state to which the educational institution belongs;



11) the documents do not contain complete information on the content of the curriculum, which makes it impossible to establish the equivalence of the degree of higher education, professional specialization or professional retraining assigned to these documents in the education system of Ukraine;

12) it is established that the document on education was obtained on the basis of a non-authentic document on previous education;

13) it is established that the document on education was obtained on the basis of the document on previous education, which did not grant its owner the relevant academic rights (unless otherwise provided by the legislation of the country of origin of the document on education).

5.3. The certificate is drawn up by the University in printed form in Ukrainian and, if necessary, in another language.

5.4. The certificate is valid together with the original Document and is valid indefinitely.

5.5. The University has the right to review the results of the recognition procedure in case of enrollment of the Document received by the Ministry of Education and Science of Ukraine (hereinafter - MES), but only in the direction of more favorable results for the owner. In this case, the University Commission conducts its own analysis, taking into account the decision of the Ministry of Education and Science and the University to a particular Program and the skills of the owner of the Document and makes a decision on recognition.

## **6. Recognition of the qualifications of refugees and persons equated to them**

6.1. Refugees and persons in need of additional or temporary protection are entitled to recognition of the University's qualifications without the full package of documents specified in paragraph 2.2 of section II of this Regulation.

6.2. The basis for initiating the recognition procedure without a complete package of documents is a refugee certificate, a certificate of a person in need of additional protection, a certificate of a person who has been granted temporary protection.

6.3. For the recognition procedure, refugees and persons in need of additional or temporary protection shall provide their educational documents, including those which are not specified in paragraph 2.2. Section II of this Regulation, such as: copies of documents on education or periods of study, student card, academic transcript, record book, course description, documents on non-formal and informal education or other documents that may confirm the fact of training and / or qualification; as well as available documents on work experience, such as: a certificate of work experience, employment contract, employment record book, certificates of employment or other documents that may indicate the relevant qualifications.

6.4. In case of insufficient information, the procedure of recognition of foreign educational documents of refugees and persons in need of additional or temporary protection may include specially organized exams, testing, interviews by the Educational and Methodical Center of the University.

## **7. Accounting for Certificates and formation of personal cases of recognition**

7.1. Certificates issued by the University are registered in the electronic journal of recognition educational documents of the Ministry of Education and Science (hereinafter - electronic accounting).

7.2. Electronic training and other actions related to the design and registration of documents are provided by the Training and Methodological Center.

7.3. To register the Certificate of the University fills in the draft Certificate in electronic form and provides electronic copies with personal data of the applicant for recognition of the educational document.

7.4. The following documents are taken into consideration when forming a personal profile:

- 1) Application;
- 2) Copy of the certificate (if issued);
- 3) Copy of the Commission's Conclusion;
- 4) Document;
- 5) Appendix to the Document and / or other document, which contains information about the content and duration of the curriculum, as well as academic performance in academic disciplines;
- 6) Photo 3x4;
- 7) Other documents, if it was caused by the conditions of recognition.

The documents specified in sub-paragraphs 4, 5 of this paragraph shall be submitted together with duly certified translations, except for documents in English and Russian.

7.5. After entering the necessary information in the electronic register, the registration number of the Certificate and the electronic version of the Certificate are automatically generated, which is issued by the applicant in printed form. The original Certificate is provided to the Applicant just after signing in the certificate issuance journal.

7.6. The responsible structural subdivision of the Ministry of Education and Science with the involvement of the National Information Center for Academic Mobility monitors the correctness of registration in electronic accounting and has the right to verify the information submitted by the competent authority - the higher education institution. If during the verification of data applied into electronic registration during the registration of the Certificate by the competent authority, if it is necessary to make inquiries to foreign educational institutions, public authorities and / or the network of national information centers on academic mobility and ENIC-NARIC recognition, they are sent requests.

7.7. The National Information Center for Academic Mobility provides the MES once a quarter with information on the compliance of decisions made by the competent authorities with international and national regulations, as well as cases of incomplete and / or incorrect information in violation of paragraph 3 of this section to electronic accounting.

7.8. The responsible structural subdivision of the Ministry of Education and Science ensures that information on the Documents recognized by the competent authorities is entered into the Unified State Electronic Database on Education.

## **8. Review and appeal of the results of recognition of Documents**

8.1. If the Applicant disagrees with the results of the recognition procedure, the Applicant within three months from the date of registration of the notice of refusal to recognize a foreign educational document or from the date of registration of the Certificate in electronic accounting may apply to the University with a reasoned application and review additional documents. obtained qualification. In this case, the University reviews all additional documents submitted by the Applicant and conducts their research, as a result of which the previous decision on recognition or refusal of recognition may be reconsidered.

If the Applicant is dissatisfied with the result of the review of the case at the University, he may apply to the Ministry of Education and Science for a review of the case. The application shall be accompanied by the documents specified in paragraph 2 of section II of this Regulation. Based on the results of consideration of the submitted documents, the MES issues a decision on recognition, on the basis of which the Applicant is issued a Certificate or a decision to refuse recognition of a foreign educational document, and the Applicant is notified.

8.2. Decisions of the University can be appealed in court.

8.3. In case of establishing the fact of inaccuracy of the information specified in the Documents submitted for the recognition procedure, the decision to recognize the Document is impossible and information about the non-authentic document, the person indicated in it as the owner and / or the Applicant is transferred to law enforcement agencies of Ukraine.

8.4. The term for providing the Applicant with the Certificate of Recognition of the Document may not exceed 45 calendar days from the date of receipt of all documents, the Conclusion of the University Commission and the information necessary for the recognition procedure.

8.5. Information on the recognition procedure is posted on the University website.

8.6. The University provides information on the procedure of recognition, consideration documents and results of the recognition procedure for the Applicant.