

Approved
by the Academic Council
of Petro Mohyla Black
Sea National University
Minutes No. 5
dated «30» 05 2024

Approved
Rector
of Petro Mohyla Black
Sea National University

Leonid KLYMENKO

«30» 05 2024



REGULATIONS
on the Procedure for Exercising the Right to
Academic Mobility by Participants in the Educational Process
of Petro Mohyla Black Sea National University

1. General Provisions

1.1. These Regulations on the Procedure for Exercising the Right to Academic Mobility of Applicants for Higher Education at Petro Mohyla Black Sea National University (hereinafter – the Regulations) have been developed in accordance with the Law of Ukraine “On Education”, the Law of Ukraine “On Higher Education” (as amended), the Law of Ukraine “On Ratification of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region”, the Law of Ukraine “On the Legal Status of Foreigners and Stateless Persons”, Resolution of the Cabinet of Ministers of Ukraine No. 579 of August 12, 2015 “On Approval of the Procedure for Exercising the Right to Academic Mobility” (as amended by Resolution of the Cabinet of Ministers of Ukraine No. 599 of May 13, 2022), Resolution of the Cabinet of Ministers of Ukraine No. 411 “On Approval of the Procedure for Training of

Students and Internships (Scientific Internships) of Postgraduate Students, Adjuncts and Doctoral Students, as well as Scientific and Scientific-Pedagogical Employees at Leading Higher Educational Institutions and Scientific Institutions Abroad” of April 13, 2011 (as amended, current version of April 18, 2017), Orders of the Ministry of Education and Science of Ukraine No. 1541 of November 1, 2013; “Certain Issues of Organization of Admission and Training (Internship) of Foreigners and Stateless Persons”, No. 1272 of December 11, 2015 “Procedure for Issuing Invitations to Foreigners and Stateless Persons for Study (Internship) in Ukraine and Their Registration”, No. 504 of May 5, 2015 “Procedure for Recognition of Higher Education Degrees Obtained at Foreign Higher Educational Institutions”, the Charter of the University (new edition, 2023), the Regulations on the Organization of the Educational Process at the University as well as other regulatory legal acts in the field of higher education and internal institutional regulations of the University.

1.2. These Regulations govern the procedure for exercising the right to academic mobility by applicants for higher education of the University at the levels of Bachelor, Master, Doctor of Philosophy, and Doctor of Science, and establish the general procedure for organizing various academic mobility programmes for applicants for higher education of the University within the territory of Ukraine and abroad.

1.3. Academic mobility requires participation of applicants for higher education in the educational process of a higher education institution (in Ukraine or abroad), completion of academic or industrial (practical) training, and conduct of scientific research, with the possibility of recognition (credit transfer), in accordance with the established procedure, of completed academic disciplines, internships, and other educational components.

1.4. The right to academic mobility of applicants for higher education of the University shall be exercised on the basis of international treaties on cooperation in the fields of education and science, international programmes and projects, agreements on cooperation between the University and foreign or domestic higher education institutions (hereinafter – Partner Higher Education Institutions), and may also be exercised by applicants for higher education on their own initiative, supported by the Administration of the University, on the basis of individual invitations and other mechanisms.

1.5. The forms of academic mobility shall include both offline (in person, on campus) and online (virtual, digital) participation in the following activities:

1) for participants in academic mobility who are pursuing higher education at the levels of Bachelor and Master:

- studies under educational programmes (educational-professional or educational-scientific) within the framework of credit-based or degree academic mobility;

- language internship (training) (improvement of the level of practical proficiency in a foreign language within a specific professional activity or field of knowledge);

- educational and scientific internship (training) (activities aimed at acquiring practical experience based on research and developing new professional competences in psychological and pedagogical, research, and organizational and managerial activities within a specific specialty or field of knowledge);

- scientific internship (training);

- practical training (internship) (acquisition of professional experience in the field of a future, current, or related specialty under the supervision of employees of a higher education institution (or scientific institution), with the aim of developing professional competences and skills in real, including industrial, conditions, enabling independent decision-making in practical activities, and mastering methods, forms of organization, and means of work within a specific professional activity or field of knowledge);

- other forms (including participation in seminars, conferences, presentations, and publications within a specific specialty or field of knowledge, etc.), which do not contradict the legislation and comply with the requirements established by paragraph 10 of Resolution of the Cabinet of Ministers of Ukraine No. 579 “On Approval of the Procedure for Exercising the Right to Academic Mobility”;

2) for participants in academic mobility who are pursuing the educational and scientific degree of Doctor of Philosophy, the scientific degree of Doctor of Science, or who are pedagogical, scientific-pedagogical, scientific, or other employees of a higher education institution:

- participation in credit-based academic mobility programmes for participants pursuing the educational and scientific degree of Doctor of Philosophy or Doctor of Science;
- participation in joint educational and/or scientific projects (activities carried out within a temporary project group established for a defined period for the purpose of achieving the objectives and implementing the tasks of a specific educational or scientific project funded by a grant awarded to partner institutions);
- teaching activities;
- internship (training);
- scientific research;
- scientific internship (training);
- language internship (training);
- advanced training (professional development);
- other forms (including participation in seminars, conferences, presentations, and publications within a specific specialty or field of knowledge, etc.), which do not contradict the legislation.

1.6. The conditions of study and stay of applicants for higher education – participants in academic mobility, as well as other related matters, shall be determined by bilateral or multilateral agreements concluded between the University and Partner Higher Education Institutions.

1.7. The objectives of academic mobility of applicants for higher education of the University shall include:

- integration of Ukraine into the European Higher Education Area and the European Research Area;
- exchange of best practices and experience in the fields of education and science;
- modernisation of the education system;
- digitalisation of education and management;

- improvement of the quality of education and the effectiveness of scientific research;
- enhancement of the competitiveness of the educational and scientific community of Ukraine;
- development of professional skills and personal qualities of participants in academic mobility;
- deepening cooperation with international partners in the fields of education and science;
- promotion of social, economic, and cultural relations and ties with other countries.

1.8. The main tasks of academic mobility of applicants for higher education of the University shall include:

- enhancing the level of theoretical and practical training and professional competence of participants in academic mobility;
- acquiring international experience in teaching, scientific, and scientific and technical activities, as well as access to European and global research infrastructure;
- implementation of joint scientific, scientific and technical, and/or educational projects;
- improving the level of proficiency in foreign languages;
- promotion of the Ukrainian language and culture, and deepening knowledge of the cultures of other countries.

2. Organisational Support for Academic Mobility of Applicants for Higher Education at Petro Mohyla Black Sea National University

2.1. The selection of applicants for higher education to participate in academic mobility programmes shall be carried out by the University Selection Committee, which shall take into account academic performance rating, participation in scientific and public activities, as well as proficiency in a foreign language. The Vice-Rector for Research shall act as the Chairperson of the Selection Committee. The composition of

the Selection Committee, which shall include representatives of the graduating (profile) department, academic and administrative coordinators, shall be formed by the International Relations Office and approved by the Rector.

2.2. Applicants for higher education of the 2nd-3rd year of study at the first (Bachelor's) level of higher education, applicants for higher education of the 1st year of study at the second (Master's) level of higher education (and, for the specialty "Medicine", students of the 2nd-5th years of study), Doctor of Philosophy (PhD) applicants throughout the entire period of their studies shall be eligible to participate in academic mobility programmes.

2.3. The list of required documents for participation in an academic mobility programme, as well as the procedure for their submission, shall be governed by agreements concluded between Petro Mohyla Black Sea National University and Partner Institutions.

2.4. An applicant for higher education shall be seconded for studies to a Partner Institution in accordance with an order of the University issued within the framework of the relevant agreement.

2.5. The stages, duration, and content of studies at the University and at the recognised Partner Institutions shall be determined by the curricula and schedules of the educational process in force at the University and the Partner Institutions. The agreed curricula and schedules shall be approved by the Rector of the University and the heads of the Partner Institutions.

2.6. When forming an individual study plan of an applicant for higher education, due account shall be taken of the actual completion by the applicant of individual study plans for the current and previous academic years.

2.7. In addition to the mandatory academic disciplines studied at the University or at a recognised Partner Institution, an applicant for higher education shall have the right to independently choose additional academic disciplines, provided that such right is stipulated by the relevant agreements between the University and Partner Institutions.

3. Recognition and Credit Transfer of Learning Outcomes of Applicants for Higher Education at Partner Higher Education Institutions

3.1. Petro Mohyla Black Sea National University shall recognise as equivalent and transfer (credit) the learning outcomes obtained by an applicant for higher education at a Partner Higher Education Institution.

3.2. Recognition of learning outcomes within the framework of academic cooperation with Partner Higher Education Institutions shall be carried out using the European Credit Transfer and Accumulation System (ECTS) or, where ECTS is not applied, using the system for assessing learning achievements of applicants for higher education adopted in the country of the Partner Higher Education Institution.

3.3. Academic disciplines and other types of educational activities shall be specified in the individual study plan of the applicant for higher education.

3.4. The procedure for credit transfer shall be determined by an agreement concluded prior to the commencement of studies abroad.

Credit transfer of completed academic disciplines shall be carried out on the basis of a document submitted by the applicant for higher education, containing the list and results of learning outcomes in academic disciplines, the number of credits, and information on the grading system, duly certified by the Partner Higher Education Institution in accordance with the established procedure.

In order to ensure transparency of grading differences within the European Higher Education Area (EHEA), grades obtained in different countries, subject areas, and higher education institutions shall be properly interpreted and accurately compared. Conversion of grades into the grading scale of the University shall be carried out based on the average grade obtained at the Partner Higher Education Institution by the Dean's Offices or Institutes in cooperation with the Academic Affairs Office and the International Relations Office.

3.5. An applicant for higher education may be granted credit for professionally oriented elective disciplines for which there are no direct equivalents in the curriculum of the relevant specialty at the University, provided that such disciplines correspond to the competences defined by the educational programme under which the applicant is studying. Such credit transfer shall be permitted if the study of professionally oriented elective disciplines in a specified volume is provided for by the relevant Educational and Professional Programme (EPP) or Educational and Scientific Programme (ESP) during

the semester (academic year) in which academic mobility is undertaken, or in subsequent semesters (academic years).

3.6. The procedure for the elimination of academic differences shall be determined by the University and the Partner Higher Education Institutions (HEIs) in accordance with the applicable legislation.

3.7. The academic difference in compulsory and elective academic disciplines under the Individual Study Plan of the Applicant for Higher Education shall be completed within one month after returning from studies under an academic mobility programme.

3.8. The attestation (assessment) of Applicants for Higher Education participating in academic mobility programmes shall be conducted in accordance with the established procedure. At the request of the Applicant for Higher Education, the results of academic achievements obtained during studies at a Partner HEI may be included in the Individual Study Plan. The results of attestation obtained at a Partner HEI shall be awarded according to the grading scale adopted by that Partner HEI and shall be converted into the grading scale adopted by the University.

3.9. In the event that an Applicant for Higher Education of the University intends to exercise the right to international academic mobility on their own initiative and outside the programmes implemented at the University and Partner HEIs, such Applicant shall submit full information regarding the content of the programme to the International Relations Office, the Graduating Department, and the Dean's Office or Directorate of the Institute. If the selected programme does not contradict the provisions of this Regulation, the Applicant for Higher Education shall be entitled to academic mobility. In such case, academic leave shall be granted to the Applicant upon their application.

3.10. An Applicant for Higher Education shall have the right to be sent on a business trip (secondment) for short-term traineeship (from 1 to 3 months) during the academic semester, provided that the missed academic material is completed upon return.

3.11. Information on the disciplines studied under academic mobility programmes shall be indicated in the Diploma Supplement to the higher education degree certificate.

4. Obligations of Partner Higher Education Institutions

4.1. The University shall:

- conclude an agreement between the University and the Partner HEI on cooperation regarding the implementation of academic mobility programmes for Applicants for Higher Education;
- ensure free and equal access of Applicants for Higher Education to information on available academic mobility programmes and the applicable selection criteria;
- provide Applicants for Higher Education with advisory support during the preparation and submission of documents required for participation in academic mobility programmes;
- monitor the availability of documents confirming the lawful stay of international students within the territory of the host country.

4.2. The Graduating Department shall:

- facilitate the participation of Applicants for Higher Education in academic mobility programmes within the relevant specialty;
- appoint a person responsible for coordinating the participation of Applicants for Higher Education from the Department in international academic mobility programmes;
- review the content of the academic mobility programme (information package, curriculum, academic calendar, and the correspondence of the academic workload in ECTS credits with the curricula and academic calendar of the University);
- approve, prior to the commencement of the academic mobility programme jointly with the Applicant for Higher Education participating in a credit academic mobility programme, the list of disciplines to be studied during participation in the international academic mobility programme, as well as the list of disciplines to be recognized (credited) at the University;
- agree, jointly with the Dean's Office of the Faculty or Directorate of the Institute, where necessary, on the rescheduling of compulsory disciplines and/or the

establishment of an individual plan for the completion of compulsory disciplines for participants in international academic mobility programmes;

- coordinate, where necessary, amendments to the Academic Mobility Agreement;
- determine the timeframes for completion of disciplines and for conducting final assessment for disciplines studied under an individual schedule;
- recognize credits and grades obtained during studies at a Partner HEI for disciplines provided for in the International Academic Mobility Agreement, taking into account the requirements of the Regulation “On the Organization of the Educational Process at Petro Mohyla Black Sea National University”.

4.3. The Dean’s Offices of Faculties and/or Directorates of Institutes shall:

- jointly with the Graduating Department, approve the rescheduling of the study periods for compulsory disciplines and/or the establishment of an individual plan for studying compulsory disciplines during participation in an international academic mobility programme;
- jointly with the Graduating Departments, consider issues related to the timeframes for studying disciplines and conducting final assessment for disciplines completed by the Applicant for Higher Education under an individual schedule;
- be responsible for entering all information regarding the recognition (transfer) of credits and grades obtained during studies at a Partner Higher Education Institution (HEI) into the academic record of the Applicant for Higher Education.

4.4. The Partner HEI (in Ukraine or abroad) shall:

- enroll the Applicant for Higher Education sent for studies for the period specified in the agreement, in accordance with the applicable legislation of the host country;
- create all necessary conditions for the Applicant for Higher Education to fulfill the Individual Study Plan;
- assist the Applicant for Higher Education in resolving visa, accommodation, and living matters;

- provide Applicants for Higher Education of the University with opportunities to participate in scientific conferences, symposia, exhibitions, and competitions, to present their research for publication, and to use educational, scientific, industrial, cultural, and sports facilities;
- monitor the availability of documents confirming the lawful stay of international students within the territory of the host country;
- upon completion of studies, issue to the Applicant for Higher Education a document containing the list and results of completed academic disciplines, the number of credits, and information on the grading system used for assessing academic achievements, or a higher education diploma with a supplement in the form established by the Partner HEI.

4.5 The obligations of the University and Partner HEIs (in Ukraine and at the international level) with respect to Applicants for Higher Education participating in academic mobility programmes shall be stipulated in the relevant agreements between the University and the Partner HEIs concerning academic mobility programmes for Applicants for Higher Education.

5. Rights and Obligations of Applicants for Higher Education of the University and Partner Higher Education Institutions Participating in Academic Mobility Programmes

- 5.1 Applicants for Higher Education shall have the right to:
- continue their studies or pursue individual academic disciplines in related fields and specialties at the University and Partner HEIs;
 - retention of the scholarship and the subsequent award thereof shall be decided by the Scholarship Committee upon the Applicant’s return to the University, provided that no academic indebtedness (academic arrears) exists;
 - safe and healthy study conditions that comply with the standards of the host country;
 - use of the educational, scientific, industrial, cultural, and sports facilities of the University or the host Partner HEI;

- participate in scientific conferences, symposia, exhibitions, and competitions, and to present their research for publication;
- obtain a document (of the relevant level of higher education) in the form established by the University or the Partner HEI, in accordance with the agreement between the Partner HEIs on academic mobility programmes.

5.2 Applicants for Higher Education shall be obliged to:

- submit all required documents for participation in the academic mobility programme within the established time limits;
- arrive at the place of study in a timely manner and commence studies in accordance with the academic schedule;
- comply with the legislation of the host country, the internal regulations, the Statute, and other regulatory legal acts of the University or the host higher education institution;
- successfully complete studies in accordance with the approved Individual Study Plan, fulfilling all academic requirements;
- upon completion of studies at the Partner HEI or the University, return in due time to the University that has sent the Applicant for studies and submit a report on the results of studies.

6. Reporting and Documentation Based on the Results of Studies and Academic Mobility Programmes

6.1 Upon return to the University, a participant in the educational process shall submit to the International Relations Office and the academic mobility coordinator of the respective structural academic unit a duly certified copy (by the Partner Institution) of a document containing the list and results of completed academic disciplines, completion of academic and industrial internships (practical training), the number of ECTS credits, and information on the grading system used to assess academic achievements (certificate, diploma, Transcript of Records), as well as the results of traineeship or conducted research activities.

6.2 The University shall, in accordance with the established procedure, decide on the resumption of studies or return to the place of employment of the participant in the educational process upon completion of the academic mobility programme.

6.3 If an Applicant for Higher Education of the University fails to complete the study programme while participating in academic mobility at a Partner Institution, upon return to the University such Applicant may be offered an individual schedule for the elimination of academic arrears or a repeated course of study. In such a case, the financing of studies shall be carried out at the expense of funds of individuals or legal entities.

6.4 Upon expiration of the term stipulated in the International Academic Mobility Agreement, or in the event of early termination of participation in the academic mobility programme, the Applicant for Higher Education shall return to the University and resume studies, which shall be formalized by the issuance of a relevant order.

6.5 An Applicant for Higher Education who fails to return within the specified period shall be expelled from the University.

7. Financial Conditions for Participation in Academic Mobility Programmes at Petro Mohyla Black Sea National University

7.1. A Student of the University who exercises the right to academic mobility and retains the status of a participant in the educational process in the full-time form of higher education funded by the state shall be entitled to an academic scholarship at the University, provided that such scholarship has been awarded.

7.2. Where a scholarship has been awarded, its payment at the University shall be carried out as follows:

- if the period of study at another higher education institution does not exceed one semester, the payment shall be made in the amount awarded to the scholarship holder of the University based on the results of the most recent semester assessment, in accordance with the Rules for Awarding and Payment of Scholarships at the University;

- if the period of study at another higher education institution exceeds one semester, the payment shall be made during the first semester of study at the other

higher education institution in the amount awarded to the scholarship holder of the University based on the results of the most recent semester assessment, in accordance with the Rules for Awarding and Payment of Scholarships at the University.

7.3. The issue of further awarding of the scholarship shall be decided by the Scholarship Committee upon the Student's return to the University under the following conditions:

- the recognition of results obtained during studies under an academic mobility programme at another higher education institution has not resulted in an extension of the duration of studies for the relevant educational degree and specialty beyond the standard period;
- in the event of academic arrears resulting from participation in the academic mobility programme, such arrears must be eliminated in accordance with the procedure established by legislation before the completion of the first semester assessment following the Student's return, in accordance with the curriculum for the relevant course and specialty at the University.