

Перекладено з української мови.
Оригінал Положення про переведення,
відрахування та поновлення здобувачів
у Сумському державному університеті
розміщено за посиланням
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THE MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
Sumy State University

REGULATION
on Transfer, Expulsion and Reinstatement of Applicants in
Sumy State University

(Version 05)

1. General provisions

1.1 "Regulation on Transfer, Expulsion and Re-enrollment of Applicants in Sumy State University" (hereinafter - Regulation) regulates the issues of transfer, re-enrollment and expulsion of applicants of Sumy State University (hereinafter - SumDU) studying at all educational levels and applies to all structural units of SumDU (faculties, institutes, colleges, technical schools).

1.2 The Regulation does not regulate the issue of enrollment to continue training at a certain stage of degree training after receiving a diploma of an appropriate educational degree (Junior Specialist, Bachelor, Specialist, Master) regulated by the rules of admission to Sumy State University.

1.3 The Regulation applies in part not contrary to the provisions of the Laws of Ukraine "On Education", "On Higher Education", regulations of the MES of Ukraine and other authorized state bodies, other internal regulatory framework.

1.4 The Regulation is placed in the electronic Registry of the main current regulatory base of the quality management system of the university, which constitutes its official website.

2. Expulsion of applicants

2.1 Persons studying at Sumy State University can be expelled from the educational institution:

- at their own will;
- for failure to implement an individual curriculum;
- for violation of the terms of the agreement (contract);
- due to the transfer to another institution of higher education;

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– in other cases, provided by law.

2.2 When expelling students who study on a contract basis, the Department of Contracts of SumDU must inform the customer within a week after the publication of the order of expulsion.

2.3 Persons expelled from SumDU before completion of the educational and professional programs receive an academic transcript established by the Ministry of Education and Science of Ukraine and the original document on education, which was the basis for admission, as well as other documents (certificates, diplomas, etc.) that were submitted to the admissions committee at the request of the applicant (copies remain in their personal file).

2.4 When an applicant is expelled, his or her personal file shall include:

- a copy of the order of expulsion;
- a copy of the academic transcript signed by the management of SumDU and sealed with a stamp;
- student record book certified by the Dean of the Faculty (Director of the Institute, Head of the Department);
- student card;
- training card of the applicant with an indication of the applicant's fulfillment of the curriculum, stamped and signed by the Dean of the Faculty (Director of the Institute).

3. Transfer and re-enrollment of applicants

3.1 Persons enrolled in higher education institutions (hereinafter referred to as "HEI") may be transferred:

- from one HEI to another HEI
- from one specialty (educational program) to another;
- from one form of education to another, etc.

The transfer of applicants studying at the educational levels of "Specialist" and "Master" is not carried out.

3.2 Re-enrollment of applicants is carried out regardless of the duration of the break in training, the reasons for expulsion, seniority, and the form of education. Given the significant changes in the system of higher education, the list of specialties and programs in which training is carried out at the HEI, when restored in a certain specialty and course, is based on the applicant's ability to successfully complete the training curriculum for a certain educational level and specialty.

3.3 Transfer of applicants and resumption of training of persons expelled from the HEI may be conducted on a full-time form, as a rule, mainly during the vacations, by correspondence (distance) form - during the year, as a rule, before the start of the statutory session.

Exceptions may be externs and applicants studying on individual plans or study schedules.

3.4 Transfer and re-enrollment of applicants is carried out by the Rector (Director), from the decision of the Admissions Committee.

The transfer of applicants from one HEI to another is carried out with the consent of Rectors (Directors) of both HEIs.

3.5 Transfer from one HEI to another, from one area of study to another, from one form of education to another and re-enrollment in the list of applicants is carried out within the

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licensed scope for a certain specialty (educational program), taking into account the approved admission plan for training under the state order.

3.6 Transfer (renewal) of persons to places financed from the state budget is carried out exclusively on a competitive basis if there are such vacancies.

Information about the availability of state-funded vacancies is on the information boards of the dean's offices no later than one week after the end of the winter or summer examination session.

The transfer of applicants and reinstatement to the vacant places of state order is carried out on the basis of a personal application, which applicants submit to the corresponding Dean's Office within a month after the end of the winter or summer examination session.

For preliminary and comprehensive consideration of the issues of transfer of applicants and reinstatement of applicants to places of state order, a commission chaired by the Dean (Director) is created at the Faculty (Institute), which includes Deputy Deans (Director), representatives of trade union bodies and student government bodies, and other employees of the faculty (institute). Decisions of this faculty (institute) commission shall be drawn up in the appropriate minutes.

Decision-making on the transfer and re-enrollment of applicants for vacancies in the state order is possible only within the specialty for which applicants receive an educational degree "Bachelor". If applications for transfer and resumption of training were received from persons applying for vacant places of state order on educational level "Specialist" ("Master"), then transfer and resumption are possible only in the relevant specialty (professional direction) of the relevant level in which the applicant receives higher education.

Upon the presentation of the Dean of the relevant faculty (institute) decisions on the transfer and re-enrollment of applicants for vacant places of state order are taken by the Admissions Committee of Sumy State University on a competitive basis if the applicant has the following characteristics:

- 1) orphans and children left without parental care;
- 2) disabled people of groups I-II;
- 3) persons who originally enrolled in HEIs and studied at the expense of the state budget;
- 4) persons, who except in cases specified in subparagraphs (1) and (2) of this paragraph in accordance with the current legislation of Ukraine, have the right to enroll in higher educational institutions without competition;
- 5) persons with a higher average educational score based on the results of all examination sessions;
- 6) persons who have a higher average score of study at SumDU according to the results of all examination sessions.

The decision on transfer and re-enrollment of applicants for in-service training to vacant places of the state order for the persons specified in subparagraphs (5) and (6) of the above list can be made if they work for at least one year in the profile of the chosen specialty of the appropriate direction of training.

In individual cases (death of one of the parents, sharp deterioration of the financial situation of the family in which the applicant resides, confirmed by appropriate certificates, etc.), the University Admissions Committee on the presentation of the Faculty Commission

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may decide on priority admission of other categories of applicants to the vacant places of the state order.

Persons admitted to higher education institutions and trained at the expense of the state budget shall enjoy the priority right for transfer and re-enrollment to places of the state order.

In the absence of such vacant places and the availability of vacant places in licensed amount of training in the specialty, these persons by their consent may be enrolled in training with full payment of its cost at the expense of the local budget, line ministries, departments, enterprises, organizations, institutions and individuals.

3.7 Transfer and re-enrollment of applicants for the first year to the places of the state order are not carried out.

Re-enrollment of full-time applicants expelled from Sumy State University is carried out only in the course from which these applicants were expelled.

3.8 Persons, who study at a state higher education institution on a contractual basis with full payment of the cost at the expense of the local budget, line ministries, departments, enterprises, organizations, institutions and individuals may be transferred to other state higher education institutions on the same terms with the consent of the customers, funding the training.

3.9 Persons who study at an accredited non-governmental higher education institution may be transferred to SumDU on a contractual basis with full payment of tuition fees.

3.10 Persons who study (or have studied) at a non-accredited non-state educational institution, or in a specialty for which the institution of higher education does not have a state license, do not enjoy the right to transfer (or renew) to places of state order.

Transfer and re-enrollment may be carried out for vacant places on a contractual basis with full payment of tuition as a result of the interview to establish the level of the applicant's basic training.

3.11 Training at state order places with exceeding the total normative term of training a Specialist in this specialty because of academic disagreements arising during the transfer (or reinstatement) is carried out on conditions of full compensation of tuition for the period for which the normative term is exceeded.

3.12 If there are bilateral or tripartite agreements (contracts) for training, the transfer of applicants to another specialty (educational program) or form of education, or to another HEI is carried out subject to the introduction of appropriate changes to the contracts in compliance with the requirements of the current legislation.

3.13 Persons expelled from an institution of higher education may be re-enrolled in an associate degree program if the subjects studied at the HEI of the third and fourth accreditation levels correspond to those studied in the associate degree program for a particular specialty.

3.14 Due to the fact that the registration procedure of transfer (re-enrollment) associated with the implementation of an additional amount of organizational and technical measures (verification and coordination of curricula, the definition of academic disagreements, documentation, etc.), it is carried out as an additional paid service.

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3.15 The procedure for transferring applicants and the execution of personnel files

3.15.1 An applicant wishing to transfer to another educational institution submits an application for transfer to the name of the Rector of this HEI, having previously received written consent to this application from the Rector (Director) of the educational institution where he studies (the signature of the Rector or Director on the application is sealed).

3.15.2 When transferring to Sumy State University, the applicant's application is considered at the meeting of the Admissions Committee at the presentation of the Dean (Head of Department) of the respective faculty. The decision of the Admissions Committee is formalized. In case of a positive decision on the application and the possibility of eliminating academic disagreements, the implementation within five days of settlements on the financial terms of the contract (if necessary) and payment of expenses for the registration of the transfer procedure, the Rector of the University issues an order on the presentation of the Dean of Faculty (Director of the Institute), according to which the applicant is allowed to take classes. At the same time, a request is sent to the university where he previously studied to receive his personal file by mail. The Dean's Office of the faculty (institute) is responsible for organizing the applicant's transfer.

3.15.3 Upon receipt by Sumy State University of the application for transfer of the applicant to another HEI, the Rector on the presentation of the Dean of the Faculty (Director of the Institute) issues an order on his expulsion and instructs the Dean of the Faculty (Director of the Institute) to issue and personnel department within a week to send a personal file to the other HEI.

In this case, the following documents remain at Sumy State University:

- a request to send a personal file of the applicant;
- a copy of an academic transcript and training card of the applicant;
- academic record book;
- a list of forwarded documents.

3.15.4 The order of storage of these documents is the same as the personal files of applicants. When an applicant is transferred to Sumy State University, the Rector, after receiving the personal file of the applicant, issues an order about his/her enrollment and instructs the Dean of the Faculty (Director of the Institute) to execute the personal file of the applicant. In the training card of the applicant after the record about the expulsion from the previous place of education the following record is made: "Transferred to Sumy State University (order No. of the year). Below is the data on the elimination of academic failure, then - a semester of training and a list of academic disciplines with the scope of study and forms of reporting.

3.15.5 The elimination of the academic difference is carried out within the period specified by the Dean's Office, but no later than the end of the first semester after the transfer - for the full-time form of education and the first year - for correspondence courses.

Persons who have not eliminated the academic difference in due time shall be expelled from the University for failure to fulfill the individual curriculum.

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The elimination of the academic gap is carried out in accordance with Section 4 of this Regulation.

3.15.6 When transferring applicants within Sumy State University, the person wishing to transfer submits to the Rector an application for transfer, consent of the customer (see paragraphs 3.6 and 3.12 of this Regulation), if training is carried out on a contract basis, and consent of the Deans of Faculties or Directors of structural divisions of the University. The application of the applicant, as specified in paragraph 3.4 of this Regulation is considered at a meeting of the Admissions Committee. The decision of the Admissions Committee shall be documented in minutes. If a positive decision on the application and the possibility of eliminating academic disagreements, the implementation within five days of the calculations on the financial terms of the contract (if necessary) and payment of expenses for registration of the transfer procedure, the Rector of Sumy State University issues an order of transfer (on the presentation of the Dean or Director of the structural unit, where the applicant is transferred).

3.15.7 An applicant who has been transferred to SumDU from another educational institution is issued a record book with the subjects with the corresponding grades obtained in another HEI. Transfer of academic disciplines is carried out by the Dean of the Faculty (Director of the Institute) on the basis of an academic transcript, subject to compliance with program requirements (see Section 4 of this Regulation).

When transferring an applicant within SumDU, his or her record book is not reissued, and a record of the transfer is made on the page of the corresponding semester.

3.15.8 The personal file of an applicant transferred from another HEI shall include:

- applicant's application for transfer;
- extract from the minutes of the Admissions Committee;
- excerpts from the orders according to which the applicant is admitted to classes and enrolled at Sumy State University or transferred within Sumy State University;
- copy of the request to another HEI for the applicant's personal file;
- academic transcript;
- written consent of the customer, if the applicant studies on a contractual basis.

The personal file of an applicant transferred within Sumy State University shall include only documents under sub-items 1, 2, 3 and 6 of the above list.

3.16 The procedure for re-enrollment of applicants and registration of personal files

3.16.1 A person wishing to resume his/her studies at Sumy State University, submits to the Rector an application for the resumption, indicating the direction and specialty of training, academic transcript.

3.16.2 Application for reinstatement to study on the proposal of the Dean of the Faculty (Director of the Institute) is considered at a meeting of the Admissions Committee within a period not exceeding two weeks, and the applicant is informed of the conditions of admission or reason for refusal (lack of vacancies, large academic discrepancies in the curriculum, etc.). The decision of the admissions committee is drawn up in minutes.

3.16.3 Upon a positive decision on the application and subject to the possibility of liquidating the academic discrepancies, after making settlements within five days on the financial terms of the contract (if necessary) and payment of expenses for the transfer

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procedure, the Rector of Sumy State University on the presentation of the Dean of the Faculty (Director of the Institute) issues an order of admission to study.

3.16.4 The applicant, restored to study at Sumy State University, is issued a record book with the subjects with corresponding grades. In the record book, when recording each recertified subject, instead of recording the name of the teacher, the record "recertified" is made, the grade is indicated in accordance with the academic transcript, or the record "passed" if the subject was passed; the date of recertification and the signature of the person who made the record shall be affixed.

Each page of the transcript is signed and stamped by the Dean of the Faculty (Director of the Institute).

3.16.5 After the issuance of the order to resume the applicant's studies, the Dean's Office of the faculty (institute) prepares and delivers his/her new personal file to the Department for Human Resources and Staff Development (no request for a personal file to the institution of previous studies is sent), in which are enclosed

- an application for re-enrollment;
- an extract from the minutes of the meeting of the Admissions Committee;
- an extract from the order, according to which the applicant was reinstated to study;
- original document on the corresponding previous education or a certified photocopy thereof (a photocopy is certified according to the original by the university or in the established order) and a certificate of the university where the original is kept;
- an academic transcript;
- learning agreement, if the person is reinstated to study on a contractual basis with an indication of the terms of payment and a document on the implementation of full or partial payment of tuition;
- the applicant's training card.

4 The procedure for identifying and correcting academic discrepancies and re-enrollment of subjects

4.1 The Dean of the Faculty (Director of the Institute) is responsible for the re-enrollment of subjects and the establishment of academic discrepancies during the restoration and transfer of applicants.

4.2 If the names of the disciplines in the academic transcript and the Sumy State University curriculum diverge, the Dean of the Faculty (Director of the Institute) makes a decision based on consultation with the relevant departments. Re-enrollment of the discipline "Foreign Language" for higher education applicants who enter (resume) training on the basis of the Diploma of Junior Specialist (Junior Bachelor) is not made.

4.3 An academic discipline may be re-enrolled, provided that the content corresponds, if the total volume of the studied discipline differs by at least 20% from that provided by the educational program of the corresponding level or Sumy State University curriculum. In this case, the number of semesters of teaching, the structure of the discipline (the amount of classroom work, performance of individual tasks, coursework and projects) and the form of final control are not taken into account.

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4.4 The academic difference cannot be made up of disciplines that are not provided for by the requirements of the educational program, if their lack of study does not create an insurmountable obstacle to continuing education according to the curriculum of SumDU.

4.5 When the applicant is restored to study at the educational level "Specialist" or "Master", the absence of state certification at the educational qualification level "Bachelor" is not taken into account as an academic discrepancy, if the applicant has not previously studied under a degree program, and the academic discrepancy in professional disciplines is considered for the entire period of study, excluding the degree of training.

4.6 If the applicant at the preliminary stage of training has fully completed the theoretical training program at the educational level "Specialist" and was expelled due to failure or deficiency of the qualifying work (project), or unsatisfactory state examination, then his/her training is resumed to give him/her a second attempt at state certification on the existing regulatory requirements, despite the presence of academic disagreement on the theoretical training.

4.7 The applicant carries out the elimination of academic discrepancies (delivery of subjects) by independent study of the academic discipline and taking exams or credits on it according to the current working program of the discipline. Organization of independent work of the applicant and payment of the cost of training in the discipline are made on the basis of the current regulatory framework at SumDU.

4.8 The term of liquidation of the academic discrepancy at the transfer is established in accordance with paragraph 3.15.5 of this Regulation; at the resumption of training - determined by the Dean of the Faculty (Director of the Institute), based on the structural and logical sequence of the educational process.

4.9 Elimination of academic discrepancy, as well as the study of individual disciplines, without making a decision on the transfer (renewal of training) at Sumy State University can be allowed to any citizen of Ukraine as an additional paid service. In this case, the applicant's application for transfer (renewal of studies) at Sumy State University is considered after the elimination of academic discrepancy, or when considering the applicant's application, the date of transfer (renewal of studies) is set taking into account the term of elimination of academic discrepancy.

4.10 The University may recognize as equivalent and re-credit the learning outcomes of certain educational components (discipline, content module, etc.) on the terms of clause. 4.3. of this Regulation to persons who have successfully completed training in the programs of open online courses SumDU. The Director of the Institute (Dean of the Faculty, Head of the Center for the contingent of applicants assigned to the Center) carries out the enrollment of learning outcomes on the basis of a personal application of the applicant.

5 Requirements for academic transcripts and training cards for applicants who are transferred, renewed, or expelled from Sumy State University

Academic transcript:

5.1 An academic transcript is a rigorous document that confirms that an applicant, who has not completed a certain level of education, has attended HEI for a certain period of time.

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5.2 The academic transcript is prepared by the Dean's Office of the faculty or a structural subdivision of the university in the form prescribed by the MES of Ukraine and is issued to the applicant upon transfer to another university or upon expulsion.

5.3 An applicant who has studied at several institutions of higher education is issued one academic transcript, in which the grades received during his/her studies at these institutions of higher education are entered on the basis of previously issued academic transcripts. In this case, before the list of subjects, the name of the institution in which they were studied is indicated, and at the end an entry is made about the reason for the expulsion from this institution or the transfer to another institution.

5.4 The academic transcript does not include subjects, course projects (works), practices in which the applicant received unsatisfactory grades. Applicants who were expelled from the first year and did not pass examinations and tests shall be issued an academic transcript with a record that the applicant did not pass examinations and tests.

5.5 When recording the number of hours for an academic discipline, the total amount of discipline studied on the curriculum (the sum of classroom and independent work), which must meet the requirements of the educational program of a particular educational level shall be indicated.

If the academic transcript includes disciplines that are credited to the SSU, the scope of study of which is not indicated in the document on the basis of which the applicant was re-enrolled, then the academic transcript indicates the scope of the discipline in accordance with the SumDU curriculum.

5.6 Registration of academic transcripts is carried out in a special book, in which the following data are entered:

- serial registration number;
- surname, name, patronymic of the person who received the academic transcript;
- the basis for issuing an academic transcript.

Applicant's training card:

5.7 The applicant's training card is issued when a person is enrolled in SumDU by the Dean of the Faculty or other structural unit of the University and is a document of the applicant's personal file.

5.8 When transferring an applicant to SumDU or within SumDU to another specialty or form of study, the existing training card continues to be kept after the record of the transfer. At the same time, it is forbidden to cross out and change any preliminary entries in the training card. If necessary, the blanks of the new training card with new entries corresponding to the actual state of affairs can be attached to the previous training card. All sections of the previous training card, however, must be completed properly, and at the end of the card a reference to the existing continuation is made (see continuation A of the training card). Accordingly, on the new form, which is a continuation of the training card, in the upper right corner of the title page, the entry "Continuation A" should be made.

5.9 Entries in the training cards regarding the elimination of academic discrepancies, passing exams and tests in subjects, internships, defense of the diploma project, etc., which

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indicate the applicant's implementation of the curriculum, must be certified by the Dean (Director) or their Deputy each semester and sealed.

5.10 When the applicant is reinstated for training, the existing card is continued or, if necessary, a new one is drawn up, into which, in the section "Implementation of the Curriculum", firstly transferred subjects with volumes and grades (marks of credits), certified by the signature of the dean (director), are entered; then the subjects that make up the academic difference are indicated, after which a record is made about the study of the subjects of the corresponding semester of study.

6. FINAL PROVISIONS

6.1 The Regulation comes into force from the next day after its approval by the order of the Rector

6.2 Changes and additions to the Regulation can be made by order of the Rector, by order of the Rector by decision of the Academic Council or the relevant advisory body. In the same order, the Regulation is abolished.

6.3 University officials are responsible for updating the Regulation and monitoring the implementation of its requirements in accordance with their functional responsibilities.

6.4 Define as null and void: the "Regulations on Transfer, Expulsion and Re-enrollment of Students in Sumy State University" (version 01), approved by the Academic Council of Sumy State University (Minutes № 2 from 02.10.2003); the Addenda to the "Regulations on Transfer, Expulsion and Re-enrollment of Students in Sumy State University", approved by the Academic Council of Sumy State University (Minutes № 8 from 09.03.2006); the Amendments № 2 to the "Regulation on Transfer, Expulsion and Re-enrollment of Students in Sumy State University", approved by the Academic Council of Sumy State University (Minutes № 8 from 22.03.2012); Sumy State University Order № 0350-I from 25.04.2016 "About Amendments to the Regulation on Transfer, Expulsion and Re-enrollment of Students in Sumy State University"; and Sumy State University Order №0779-I from 28.10.2019 "On Amendments to the Regulations on Transfer, Expulsion and Re-enrollment of Students of Sumy State University".