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**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**Sumy State University**

**REGULATION**  
**on academic mobility of higher education learners**

Version 04

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Sumy 2021

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## 1. General provisions

- 1.1 The aims of the academic mobility of higher education learners are the following:
- to enhance generic and professional competences of the graduates of higher education institutions (hereinafter – HEIs);
  - to improve the foreign language proficiency of higher education learners;
  - to increase the competitiveness of graduates of Sumy State University (hereinafter – SumDU, university) at national and international education and labour markets;
  - to share the experience on the best educational technologies.
- 1.2 The “Regulation on academic mobility of higher education learners” (hereinafter – the Regulation) regulates the activities of SumDU on the implementation of academic mobility programmes of higher education learners, both abroad and at Ukrainian HEI. The Regulation regulates the recognition procedure of learning outcomes of SumDU participants of academic mobility programmes – bachelor, master and doctoral students.”
- 1.3 The Regulation also applies to the organization of study for foreign learners for higher education, coming to SumDU within the academic mobility programmes.
- 1.4 The Regulation is developed in accordance with the Law of Ukraine “On Higher Education”, the recommendations of the Ministry of Education and Science of Ukraine on implementation of ECTS and its key documents in higher education institutions, Regulation on Implementation of Academic Mobility Right, approved by the Resolution of the Cabinet of Ministers of Ukraine, Resolution of the Cabinet of Ministers of Ukraine on the “Issues of Education Scholarship Provision”, Procedure for Appointment and Payment of Education Scholarship, approved by the Resolution of the Cabinet of Ministers of Ukraine, Law of Ukraine “On the Legal Status of Foreign Nationals and Stateless Persons”, Procedure of Enrollment of Foreign Nationals and Stateless Persons for Studying (Traineeship), approved by the Order of the Ministry of Education of Science of Ukraine, Procedure of Issuing the Invitations for Studying (Traineeship) in Ukraine and their Registration to Foreign Nationals and Stateless Persons, approved by the Order of the Ministry of Education and Science of Ukraine, Order of the Ministry of Education and Science of Ukraine “On Approved Amendments to the Regulatory Statements of the Ministry of Education and Science of Ukraine”, and other regulatory documents on higher education. The Regulation complies with and does not contradict the existing legislation, national and inter-university regulations on management of quality of the activities, is a part of the last one, and is published in the e-Register on the university’s official website.

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## 2. Main terms, definitions and abbreviations

**Academic mobility** – an opportunity for the educational process participants to study, teach, undergo traineeship, or conduct research activities in another HEI, research institution in Ukraine, or abroad.

**Home HEI**– a higher education institution that is sending a higher education learner for studying or traineeships to be carried out at partner institution within the academic mobility programme.

**Internal academic mobility** – academic mobility, the right on which is implemented by the participants of the educational process of HEI at partner institutions in Ukraine, and the participants of the educational process of Ukrainian HEI (research institutions) at the university.

**Distance (virtual) academic mobility**– an opportunity for higher education learners to study in foreign HEI(s) (research institutions) or for the learners from the partner institution(s) to study at SumDU without physical mobility that meets the conditions of international credit mobility. The study is carried out, using the ICT, simultaneously at SumDU and at least one foreign HEI. Online learning, organized between the university and partner institution with the integration into a particular educational component of the curriculum of SumDU, as well as the measures for generic competences development are considered as the features of distance (virtual) academic mobility.

**Partner institution** – a higher education institution or research institution that hosts the SumDU participants of the educational process or sends its participants to SumDU to implement the academic mobility programme.

**Initiative mobility**– participation of higher education learners in the credit or degree mobility beyond the programmes, considered as the organized mobility. The individual independently chooses the HEI and initiates the mobility to this institution.

**Credit mobility** – study at higher education institution (research institution), different from the permanent place of study of the participant of the educational process to accumulate the ECTS credits and/or relevant competences, learning outcomes (without accumulation of ECTS credits) that will be recognized at home HEI (research institution) of national or foreign participant of the educational process. The total period of study for such participants of the credit mobility programmes remains unchanged.

**International academic mobility** – academic mobility that is implemented by the participants of the educational process at partner institutions outside of Ukraine, as well as by the foreign participants of the educational process at SumDU, that is considered as **incoming international academic mobility** and implemented by the participants of the educational process of the foreign partner institution.

**Organized mobility**– academic mobility programmes that are implemented within the cooperation agreements between SumDU and partner institutions.

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**Degree mobility**– learning mobility at HEI (research institution), different from the permanent place of study of the participant of the educational process to obtain higher education degree that is documented by the higher education document(s) or higher education degree of two or more higher education institutions (research institutions).

*Forms of academic mobility* for the participants of educational process, pursuing bachelor's, master's and doctoral degree:

- mobility for studying;
- language traineeship;
- research traineeship.

*Types of academic mobility according to the terms of implementation:*

- **short-term** – a mobility, a period of which is less than three months, implemented at partner institution within the particular educational components, according to the learning outcomes of which can be integrated into the educational programme of SumDU.
- **long-term**– a mobility, a period of which is not less than three months, is implemented according to the agreed study programmes (curricula), within the following mobility programmes:
  - *one-semester programme* – an exchange of the higher education learners with the partner institution for learning mobility for one semester;
  - *double-degree programme*– learning mobility, implemented by the higher education learners both at SumDU and partner institution, aimed at obtaining the higher education degree of both universities with mutual recognition of the learning outcomes, achieved during the academic mobility at SumDU and partner institution and credits transfer within the educational components, studied by the higher education learners;
  - *parallel study programme*– simultaneous studying of higher education learner in two specialties (educational programmes) at SumDU and partner institution with part-time (distance) of full-time mode of studies.

**ECTS information package** – standardized description of educational process organization that includes general information about it, information on study programmes (specialties, educational programmes) of the university and course catalogue (disciplines) within these programmes.

**Course catalogue** – detailed information on courses of educational programme that includes course code, title, number of credits, description of the content, etc.

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**Recognition of the learning outcomes of the participants of academic mobility programmes** – a procedure of recognition (validation) of knowledge, skills and other competences gained by the higher education learner at another higher education institution (research institution) during the academic mobility, as formal education.

**Learning outcomes**– statements of what the higher education learner has to know, is able to do on completion of the educational process within the educational programme or particular educational component. Learning outcomes are formed within the competences and are adjusted to the higher education standards.

**Tables for grades conversion** – the tables with the national or institutional grading scale at the university and partner institution that make possible to convert the grades, obtained by the higher education learner at the partner institution into the grades according to the grading scale used at the university.

**Transfer of credits** – a procedure of having recognized the volume of learning or learning outcomes gained by the higher education learner at another higher education institution (research institution) or credits, set within the other educational programmes or volumes and results of the non-formal and informal learning.

**Structural units of the university** that are in charge of the academic mobility:

- International Academic Cooperation Unit, International Affairs Department;
- Department of International Education;
- Institute of Advanced Educational and Research Levels;
- Academic and Methodical Department;
- Academic and Organizational Center.

### **3. Organization of academic mobility: general issues**

3.1 The right on academic mobility of the higher education learner can be implemented in frames of the international cooperation agreements in the field of education and science, international programmes and projects, partnership agreements between SumDU and Ukrainian higher education institutions (research institutions) or their main structural units, between SumDU and foreign educational institutions (research institutions) or their main structural units. It can be implemented by the higher education learners of SumDU on their initiative, supported by the administration of the university and based on the individual invitation.

3.2 Organization of the university activities in terms of international academic mobility is provided by the International Affairs Department, the functions of which include:

- conclusion of the cooperation agreements with the partner institutions;
- communication and support activities with the partner institutions or donor agencies, offering grants;

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- informing of the institutes (faculties), departments on relevant academic mobility programmes, first of all on scholarship and grant programmes;
- support with the documentation on studying (traineeships) within the academic mobility programmes;
- monitoring and control in compliance with the conditions of implementation of the academic mobility programme, etc.

3.3 Organization of the internal academic mobility is provided by the Dean's office of the corresponding institute (faculty) and includes the following:

- conclusion of the agreements with the partner institutions;
- communication and maintenance of the contact with the partner institutions;
- preparation of the documents on studying (traineeships) within the academic mobility programmes;
- monitoring and control in compliance with the conditions of implementation of the academic mobility programme, etc.

3.4 Direct work on implementation of the academic mobility programmes in the form of studying (traineeship) is provided by the institutes, faculties, where the higher education learner studies, when necessary, the other university structural units are involved. Institutes (faculties) provide free and equal access for higher education learners to the information on the available academic mobility programmes and selection criteria for studying (traineeship) at partner institution.

3.5 To manage the processes on implementation of academic mobility programmes, the programme coordinator on behalf of the university and institute (faculty) is appointed by the Rector's order.

3.5.1 Coordinator on behalf of the university, as a rule, can be a person, appointed from the structural unit of the university, who coordinates the international cooperation (for the university programmes), or who performs the duties of the Deputy Director/Dean of the institute/faculty for the related activities (for the programmes that are implemented on the institute's (faculty's)) level.

The main responsibilities of the programme coordinator on behalf of the university include overall coordination of the implementation of the academic mobility programme, counselling services provided to the programme participants on the package of documents necessary for the participation in the programme, cooperation with the partner institution on the issues, related to the implementation of academic mobility programme of the higher education learners.

3.5.2 As a rule, the programme coordinator on behalf of the institute (faculty) is a person from the teaching staff of the degree-awarding department, where the education learner who participates in the academic mobility programme, is enrolled. The main duties of the programme coordinator on behalf of the institute (faculty) include counselling

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services provided to the programme participants on choosing the disciplines, providing communication between higher education learners and the university (teaching staff, dean's office and other structural units) during their academic mobility at partner institution, control over the recognition of the learning outcomes, gained by the participants, and credit transfer, as well as making changes in the academic mobility programme (if necessary).

3.6 The academic mobility programme of higher education learners of SumDU is implemented based on the Agreement on studying (traineeship) within the academic mobility programme of higher education learner.

The Agreement on studying (traineeship) of higher education learner within the academic mobility programme is prepared in two original copies. The maintenance, recording, and storage of the first copy of the Agreement on studying (traineeship) of higher education learner within the academic mobility programme is the responsibility of the International Academic Cooperation Unit, International Affairs Department, in case of doctoral/postdoctoral students is the responsibility of the Institute of Advanced Educational and Research Levels. The second copy of the Agreement on studying (traineeship) within the academic mobility programme keeps the higher education learner.

The package of documents must include the mandatory documents that prove the participation of the higher education learners in the academic mobility programme and the main conditions for taking part in it (copies and certified translation of the invitation, agreement on studying, etc.) Some programmes of academic mobility (Erasmus+, etc.) may require additional documents, agreed by the partner institution. The templates of the documents of the partner institution may be additionally used. To document the incoming international academic mobility of the foreign learners of higher education, the corresponding documents from the normative documents of SumDU are used.

3.7 The participation in the academic mobility programme is approved by the rector's order on implementation of academic mobility programme. The draft of the order is proposed by the Director/Dean of the institute/faculty in case of student mobility, for doctorate/postdoctorate students – by the Director of Institute of Advanced Educational and Research Levels and approved by the chief accountant, Head of the International Academic Cooperation Unit, Head of International Affairs Department and Vice-Rector for scientific and pedagogic work. The draft of the order on the implementation of incoming international academic mobility programme is also approved by the Director of the Department of International Education.

3.8 The templates of the documents recommended by this Regulation may be modified, depending on the specific features of academic mobility programmes and the requirements of the partner institution.

3.9 The distance (virtual) mobility is implemented in compliance with the conditions stipulated in paragraphs 3 and 4 of this Regulation.



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#### **4. Organization of academic mobility of the higher education learners at SumDU, who participate in academic mobility programmes at partner institutions.**

4.1 The higher education learners who implement the right on academic mobility programme are not dismissed during the implementation of the right on the academic mobility programme and are registered in the Unified State Electronic Database on Education.

4.2 The participants of the educational process, who are the higher education learners within the internal academic mobility programme, temporarily participate in the educational process of Ukrainian partner institutions and have rights and obligations of the higher education learner of the partner institution.

4.3 For SumDU higher education learners, participating in the academic mobility programmes at partner institution, the Programme of academic mobility is the mandatory annex to the order, specified in paragraph 3.5, in case of academic mobility for studying. The programme of academic mobility is approved by the programme coordinator on behalf of the institute (faculty), Head of the degree-awarding department, Director/Dean of the institute (faculty), Head of the International Academic Cooperation Unit, and the Head of the Academic and Methodical Department not later than seven days before it starts and approved by the Vice-Rector for educational work. The programme of academic mobility is prepared in two copies. The first copy is kept in the International Academic Cooperation Unit of the International Affairs Department, the second one is presented to the higher education learner. The duplicate is sent to the dean's office of the institute (faculty)/Institute of Advanced Educational and Research Levels.

Similar requirements are set for the higher education learners from the foreign partner institutions participating in academic mobility programmes at SumDU. In this case, the programme of academic mobility is approved by the First Vice-Rector.

4.4 The participants of the educational process, pursuing the bachelor's, master's, and doctorate degrees, are allowed to participate in academic mobility programme at partner institution, based on a contest, academic performance ranking, participation in the scientific work, and level of foreign language proficiency. The final selection of the participants for international grant programmes of academic mobility is carried out by the donor agency, offering grants and/or receiving institution, on the terms and according to the criteria specified in the requirements of the contest.

4.5 Selection of the applicants from SumDU for participation in academic mobility programmes, implemented at the university's level within the international projects and agreements (Erasmus+, etc.) is carried out by the selection committee, consisting of the programme coordinator of SumDU, Deputy Directors/Deans of the institute (faculty) for related activity, representatives of the International Affairs Department and student self-government.

4.6 The selection procedure of the higher education learners of SumDU for learning mobility within the other academic mobility programmes at partner institution is carried out by the Director/Dean of the institute (faculty) or another official on her/his behalf, based on the offers of the respective departments. Where necessary, by order of the Director/Dean of the institute

(faculty) under her/his guidance, the selection committee is established that consists of the staff of the institute (faculty) and representatives of the student self-government. Prior to the selection, the higher education learners have to become familiar with the programme requirements and the information package (course catalogue) of the partner institution.

4.7 Stages, duration and content of the learning mobility (list of the disciplines, modules and other educational elements) at partner institution, set by the Agreement on studying (traineeship) of the higher education learner within the academic mobility programme, are set by the study programmes (curricula), approved by SumDU and partner institution. At the same time, the study of the higher education learners can be implemented as the following:

- part-time (distance) mode of study at SumDU and full-time study at partner institution;
- full-time study at SumDU and part-time study at partner institution;
- full (part) time study at SumDU and study (placement or traineeship) at partner institution;
- the first year of Master programme at SumDU, the second year – at partner institution (with the recognition of the first year of study of the higher education learner at SumDU by the partner institution) etc.

As a rule, the SumDU student arranges the individual curriculum schedule in accordance with the normative documents of SumDU<sup>1</sup>.

4.8 When the grading scale at home institution differs from the one at partner institution, the table for grades conversion is to be filled in. In order to ensure a fair and transparent assessment, the table for grades conversion has to be formed before the start of the academic mobility programme. In order to fill in the table for grades conversion, it is recommended to use the grade distribution table, set by the ECTS guidelines.

4.9 During the academic mobility programme of the higher education learner, the programme of the academic mobility can be changed on the academic mobility participant's initiative and/or on the programme coordinator, based on well-grounded reasons (changes in the semester curriculum of SumDU; changes in the educational components, learned in the partner institution; changes in the dates of the mobility programme, etc.).

Educational components, added or deleted to/from the programme of academic mobility are to be specified in the "Changes to the programme of academic mobility" and agreed with the programme coordinator on behalf of the institute (faculty), Head of the degree-awarding department, Director/Dean of the institute (faculty)/Director of the Institute of Advanced Educational and Research Levels, Head of the International Academic Cooperation Unit and Head of the Academic and Methodical Department and approved by the Vice-Rector for scientific and pedagogic work.

4.10 Monitoring of the Programme of academic mobility on the compliance with the learning outcomes, provided by the partner institution and requirements set by the curricula of SumDU, as well as on the validation and recognition of the learning outcomes of the higher education

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<sup>1</sup>Regulation on studying of the higher education learners with the individual curriculum schedule at SumDU

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learners is carried out by the degree-awarding department, International Affairs Department jointly with the Academic and Methodical Department (Academic and Organizational Center). Recognition of the learning outcomes of the academic mobility programme is the responsibility of the institute (faculty)/Institute of Advanced Educational and Research Levels. International Affairs Department jointly with the Academic and Organizational Center are responsible for the control on the recognition of learning outcomes, gained at partner institution.

## **5. Organization of academic mobility of the foreign learners for higher education at SumDU (incoming international academic mobility)<sup>2</sup>**

5.1 Foreign nationals who come to Ukraine to participate in the academic mobility programmes or obtain higher education within the educational programmes agreed between Ukrainian and foreign HEIs are enrolled, considering the respective contractual obligations of SumDU.

5.2 Foreign nationals who are granted the state scholarships within the international treaties, national programmes, or other international obligations of Ukraine are enrolled for studying within the established quotas for foreigners on the directions of the Ministry of Education and Science of Ukraine.

5.3 To be enrolled for studying within the academic mobility programmes (according to the Regulation on Implementation Procedure of Academic Mobility Right, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 579 as of August 12, 2015), the foreign learners for higher education can enter SumDU throughout the year.

5.4 Foreigners who enter SumDU for studying within the academic mobility programmes should prepare the following documents and submit them to the Department of International Education not later than the month before the programme starts:

- a) written request;
- b) consent to personal data collecting and processing;
- c) application form;
- d) original and copy of the document about the previous obtained educational level (educational-qualification level) on the basis of which the admission is held (if available);
- e) original and copy of the diploma supplement about the previous obtained educational level (educational-qualification level) on the basis of which the admission is held (if available);
- f) original and copy of the document with the information on the study programme of the previous educational degree (level) of higher education, obtained credits, duration of the study and academic performance (if this information is not specified in the diploma supplement) to be admitted for Master's degree programme or postgraduate education if the absence of this information makes it impossible to recognize the qualification by the document);
- g) copy of the document that proves the identity of the person;

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<sup>2</sup>Except the participants of the distance (virtual) mobility, organization of which is regulated separately

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- h) medical insurance, unless otherwise is specified by the international treaties of Ukraine;
- i) 4 photos, size 30 x 40 mm.

The documents mentioned in subparagraphs «d», «e», «f», «g», should have notarized translation into Ukrainian. The documents mentioned in subparagraphs «d», «e», «f» should be certified in the country of issue in the manner officially used in this country for certification and (if necessary) legalized at the relevant foreign institution of Ukraine unless otherwise is provided by the international treaties of Ukraine.

Additional documents may be required if this is set by the requirements of the international programmes and/or specified by the international treaties within which the academic mobility programme is implemented.

5.5 The foreigners who apply for study within the academic mobility programme and during the application process stay outside of Ukraine are allowed to submit the documents mentioned in paragraph 5.4 through the agencies or send the scanned copies via email with further submission of the original documents.

5.6 When the foreign partner HEI or foreign national (in case of individual request of foreign national on academic mobility programme) confirm the intention to participate in academic mobility programme at SumDU, the International Affairs Department jointly with the Department of International Education consider the possibility of implementation of the academic mobility programme and inform the corresponding institute (faculty) on the request on the participation in academic mobility programme. At the request of the corresponding institute (faculty), the Department of International Education prepares the letter for the MES of Ukraine with the request on invitation letter for foreign national for studying (traineeship) within the academic mobility programme at SumDU.

5.7 The foreigners who apply for studying at SumDU within the academic mobility programme, are enrolled at the university based on the order on enrollment. The draft of the order is proposed by the Director/Dean of the institute (faculty) and approved by the Chief Accountant, Director of the Department of International Education, Head of the International Academic Cooperation Unit, Head of the International Affairs Department and Vice-Rector.

5.8 For the foreign learners for higher education, the individual curriculum for higher education learner of the foreign HEI, who participates in the international academic mobility programme at SumDU, the annex to the order, mentioned in paragraph 3.5 is mandatory. The individual curriculum is approved by the foreign learner for higher education, Director/Dean of the institute (faculty), the Head of the Academic and Methodical Department, International Affairs Department and Vice-Rector for scientific and pedagogic work in the area of study activities. The individual curriculum is prepared in two original copies. The maintenance and recording of the first copy of the individual curriculum is a responsibility of the dean's office of the institute (faculty). The second copy of individual curriculum is owned by the higher education learner.

5.9 Foreign participants of academic mobility, who are engaged in the education and scientific activities at SumDU, have the same rights and obligations as the national higher education

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learners at SumDU regarding access to the material and technical and information resources of the university.

5.10 Based on the results of the fulfillment of the individual curriculum by the foreign learner within the academic mobility programme at SumDU, the dean's office of the institute (faculty)/ Institute of Advanced Educational and Research Levels prepares the transcript for the partner HEI in Ukrainian and/or English and presents it to the foreign learner for higher education.

## **6. Recognition of learning outcomes of the higher education learners at SumDU within the academic mobility programmes at partner institution**

6.1 Without additional assessment, SumDU recognizes the learning outcomes of the higher education learner and carries out the credits transfer gained in partner institution during the academic mobility programme within the educational components, specified in the Programme of academic mobility that is the annex to the Agreement on studying (traineeship) of higher education learner within the academic mobility programme, concluded between the programme participant and SumDU before the programme start.

6.2 The validation of learning outcomes and recognition of academic results (credits, grades, points) for the educational components gained by the higher education learner during the participation in academic mobility programme is carried out based on the transcript (or equivalent document with the information on the disciplines and results, credits and grades, as well as on the assessment system of the study achievements of the participants of educational process) presented by the higher education learner to the dean's office of the institute (faculty)/ Institute of Advanced Educational and Research Levels. It should be obtained and certified according to the established procedure of the partner institution and according to the Programme of academic mobility, approved according to the regular procedure at SumDU. As a rule, the transcript (or equivalent document) should be presented to the dean's office of the institute (faculty)/ Institute of Advanced Educational and Research Levels before the examination session and its copy – to the International Academic Cooperation Unit, International Affairs Department not later than seven days after arriving from studying (traineeship) within the academic mobility programme.

6.3 The recognition of learning outcomes is carried out using the ECTS or assessment system of learning outcomes of the higher education learners, used in the country of the partner institution, if the ECTS is not used.

6.4 If the higher education learner successfully completes the academic mobility programme (positive assessment for educational components), the Director/Dean of the institute (faculty)/ Institute of Advanced Educational and Research Levels decides to recognize the learning outcomes gained during the academic mobility programme. The learning outcomes are added to the individual curriculum of the higher education learner (academic record-book) and the study card of the higher education learner in accordance with the title of the educational component and number of ECTS credits at SumDU.

If necessary, by the order of the Director/Dean of the institute (faculty), the subject committee as a part of the group of specialty assurance may be created. In order to make the

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decision in addition to the transcript or equivalent document, the subject committee may require additional documents of the partner HEI (syllabuses of the corresponding disciplines, etc).

6.5 The forming of the Programme of academic mobility and recognition of the learning outcomes is based on the principles of student-centred learning and maximum assistance to the participants of the academic mobility programmes by teaching staff, Heads of the departments, Directors/Deans of the institute (faculties). Determination of the components of the curriculum of the higher education learner that will be recognized in case of successful completion of the academic mobility programme, is carried out taking into account the following:

6.5.1 The comparison of the scope and effectiveness of the academic mobility programme is carried out comparing the learning outcomes gained by the higher education learner at partner institution and learning outcomes planned within the corresponding educational component of SumDU curriculum.

6.5.2 The number of credits that the higher education learner must gain during the academic mobility programme is determined in proportion to the duration of study at partner institution based on the fact that the higher education learner should accumulate 60 ECTS credits for the educational components during the academic year of full-time study.

6.5.3 The compulsory disciplines set by the educational programme of the university can be replaced by the disciplines of the partner institution only if the learning outcomes within these disciplines correspond. The optional disciplines can be recognized without taking into account the specific features of the discipline.

6.5.4 The educational components with less or more ECTS credits at partner institution compared to SumDU may be recognized in home HEI if the learning outcomes provided by the educational component of the curriculum, are achieved.

6.5.5 Intergrated courses that combine several educational components of the curriculum at partner institution, may be identified as 2-3 separate educational components at SumDU and vice versa, 1 integrated course at SumDU may be transferred by the several educational components at partner institution (the final grade is determined as a proportion to the gained learning outcomes for each educational component of the curriculum).

6.5.6 In the case of academic mobility of the higher education learner within “one-semester mobility programme” when the learning outcomes obtained at partner institution correspond to the learning outcomes for the particular semester of the educational programme at the home institution, the comprehensive recognition of the educational components of the curriculum with the academic mobility programme components for the corresponding semester is performed.

6.6 In addition to the disciplines of the partner institution set by the Programme of academic mobility, the higher education learner has the right to independently choose the additional disciplines.

If, the higher education learner has successfully completed the disciplines at partner institution out of the Programme of academic mobility and they are indicated in the transcript or the equivalent document, issued by the partner institution based on the results of academic

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mobility programme, the corresponding learning outcomes may be included to the study card of the higher education learner and to the diploma supplement, exceeding the minimal number of the credits, set for this degree (based on the written request of the higher education learner to the Director/Dean of the institute (faculty)).

6.7 If the implemented academic mobility programme presupposed the study of the higher education learner with the individual curriculum, the components of the educational programme at SumDU, which are fully replaced with the educational components at partner institution under the Programme of academic mobility, are not included into the individual curriculum of the higher education learner.

6.8 If there is no academic difference with SumDU curriculum, the higher education learner is not required to fulfill the additional tasks or undergo the additional assessment procedure.

6.9 During the recognition of learning outcomes, the form of final semester control is not considered, and the positive assessment of the knowledge of academic mobility participant obtained at partner institution is remained. However, the higher education learner has the right to reject the recognition of the educational component if she/he is not satisfied with the grade, obtained at partner institution, and has the right to take the examination session at SumDU (or cover it as the academic difference). With this purpose, the higher education learner submits the corresponding written request to the Director/Dean of the institute (faculty)/ Institute of Advanced Educational and Research Levels before the examination session starts.

6.10 If the academic mobility programme presupposes the academic difference (or it arises during its implementation) with the curriculum of the educational programme at SumDU, the institute (faculty)/ Institute of Advanced Educational and Research Levels develops the schedule for its elimination by the higher education learner after her/his return to the university.

The procedure of covering the academic backlog (academic difference) is regulated by the Regulation on the organization of educational process at SumDU.

6.11 If the higher education learner failed to return to SumDU after studying within the academic mobility programme within the period, specified in the order, did not present the transcript with the learning outcomes to the dean's office or did not complete the study programme at partner institution, then after return to the home institution she/he will be offered the individual schedule for covering the academic difference over one month or retake the course at the expense of individual or legal entities.

## **7. Main responsibilities of SumDU as a receiving institution regarding the higher education learners who participate in academic mobility programmes**

Sumy State University:

- enrolls the higher education learner for study within academic mobility programme for the period determined by the corresponding Agreement in accordance with the current legislation of Ukraine;
- creates the appropriate conditions for completion of the study programme by the higher education learner;

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- assists the higher education learner with the visa, registration and common issues;
- provides the opportunity to the higher education learners from the partner institution to participate in the conferences, seminars, workshops, contests, to present scientific papers for publications, use the educational, scientific, industrial, cultural and sport facilities of SumDU;
- controls the availability of the documents that prove the legal stay of the foreign learner for higher education on the territory of Ukraine;
- after completion of the study provides the higher education learner with the transcript or the document on higher education with the supplement according to the established standard;
- performs the other responsibilities, agreed with the partner institution, and set by the legislation of Ukraine.

## **8. Main responsibilities of SumDU as a sending institution who sends the higher education learners to the partner institution for studying (traineeship) within the academic mobility programme**

Sumy State University:

- formalize the conditions for implementation of academic mobility programme with the partner institution, determines the financial and other components of the stay of higher education learner of SumDU during the mobility;
- in case of programme, implemented within the cooperation agreement with the partner institution or scholarship and grant programmes, provides the relevant counseling services to the higher education learners on the requirements of the academic mobility programme and stay at partner institution;
- concludes the agreements with the higher education learners, who participate in academic mobility programmes;
- appoints the coordinators of the academic mobility programmes on behalf of the university and institute/faculty;
- agrees the educational components of the study programme at partner institution for the further recognition of the learning outcomes at SumDU.

## **9. Main responsibilities of the higher education learners of SumDU, who participate in academic mobility programmes at partner institution**

The higher education learner is obliged:

- to present to the dean's office/Institute of Advanced Educational and Research Levels the documents, necessary for the participation in academic mobility programme in due time;
- to arrive to the place of study to the partner institution in time;
- during the studying to comply with the legislation of the host country, internal rules, statute and other regulatory documents of the partner institution;



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- to make efforts for successful completion of the studying (traineeship) within the approved academic mobility programme;
- after completion of the studying (traineeship) at partner institution to return to the home institution in time;
- timely present the transcript or other document that certify the completion of the academic mobility programme to the dean's office of the institute (faculty)/ Institute of Advanced Educational and Research Levels and to the International Academic Cooperation Unit, International Affairs Department.

## **10. Financial provision for the implementation of academic mobility**

10.1 The participation of the higher education learners in academic mobility programmes is implemented in accordance with the financial conditions of the programme or agreements between SumDU and the partner institutions that include the corresponding expenses (transportation, accommodation, tuition fees, etc.).

10.2 Funding of the academic mobility programme of the higher education learners of SumDU at partner institution can be performed at the expenses of:

- scholarships or grants from the national and international institutions and private foundations;
- funds of the host institution;
- own funds of the higher education learners;
- funds of the foundations, organizations, enterprises and institutions of all forms of ownership;
- special funds of the university (including funds from the sub-accounts of the structural units) for sending the groups of the students to the partner institution under the guidance of the university employee.

10.3 Financial conditions of studying at SumDU during the stay of the higher education learner in other higher educational institution are established individually for each higher education learner who studies on the expenses of individual and legal entities, taking into account the funding of her/his studies in the university and partner institution that is documented according to the standard procedure; at the same time the tuition fee at SumDU for the students cannot be less than the indicative cost under the established procedure.

10.4 The students who implement the right on the academic mobility and retain the status of the full-time higher education learner at the university, during their study within the academic mobility programme in the other higher education institution outside Ukraine receive the education scholarship awarded in accordance with the Procedure for Appointment and Payment of Education Scholarship (hereinafter – Procedure), in the case when according to the agreement on studying within the academic mobility programme, concluded between them and the university, the regular non-refundable fixed financial support during the entire period of studying within the academic mobility in the other educational institution is not provided or provided with the calculation into the national

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currency on the date of conclusion the agreement on the academic mobility and is less than the amount of the established education scholarship at home institution.

10.5 The payment of the education scholarship to the students who implemented the right on the academic mobility and remained the status of the full-time higher education learner of the university (state-funded basis) and didn't receive the regular non-refundable fixed financial support during the entire period of studying within the academic mobility programme in the other educational institution, is performed in accordance with the paragraph 10.4:

- when the period of studying in the other educational institution does not exceed one semester – in the amount assigned to the scholarship holder by the university based on the results of the last semester control;
- when the period of studying in the other educational institution exceeds one semester – during the first semester of studying in the other educational institution, in the amount assigned to the scholarship holder by the university based on the results of the last semester control.

10.6 The further scholarship appointment is determined by the scholarship committee after the student returns to the university under the following conditions:

- recognition of the results, gained during the study within the academic mobility programme in the other HEI did not increase the duration of study according to the corresponding educational degree and specialty (educational programme) compared to the regular;
- when the higher education learner has the academic backlog based on the learning outcomes within academic mobility programme. It must be eliminated in the manner set by the legislation after the individual returns, before the first-semester control ends in accordance with the curriculum for the corresponding course and specialty (educational programme) at the university.

10.7 In the case of distance (virtual) international academic mobility, if the student receives regular non-refundable fixed financial support, the scholarship payment at SumDU will be suspended for this period.

10.8 Foreign learners for higher education who implement the right on the academic mobility within the cooperation agreements between the national and foreign higher education institutions (research institutions), are enrolled at SumDU (incoming international academic mobility):

- according to the international treaties of Ukraine;
- with the funding from the international programmes and organizations;
- with the funding from the own funds of the university;
- at the expenses of the individual and legal entities;

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- on the terms of free education:
  - in case of mutual exchange of the higher education learners including joint educational programmes that lead to the joint or double document (documents) on higher education;
  - in case of international exchange of the higher education learners, when the number of the foreign learners for higher education does not exceed the number of the national higher education learners, who study in the foreign partner institution within the academic mobility programmes under the cooperation agreements between SumDU and partner HEI on international academic mobility.

10.9 The students of the third cycle degree (Doctor of Philosophy, PhD) who implement the right on the academic mobility programme and remain the status of the full-time higher education learner at the university and do not receive the regular non-refundable fixed financial support during the entire period of study within the academic mobility programme in the other educational institution, are not paid the scholarship during the entire period of study in the other educational institution according to the Procedure for Appointment and Payment of Education Scholarship, approved by the Resolution of the Cabinet of Ministers of Ukraine.

The issues of the scholarship payments are decided by the scholarship committee after the individual returns to the home educational institution based on the decision of the corresponding department of the HEI (structural unit of the research institution) on the results of the written report of the higher education learner/ learner for the scientific degree. For a positive decision on the scholarship payments by the scholarship committee there is a requirement that the recognition of the outcomes gained during the academic mobility programme in the other educational institution did not lead to the increase in the duration of study at the home educational institution, compared to the regular one. In the case of the decision of the scholarship committee regarding the third cycle student (Doctor of Philosophy, PhD), the scholarship that was not paid for the entire period of study within the academic mobility programme in the other educational institution on the territory of Ukraine or beyond, is paid in full.

10.10 The period of study (traineeship) of the higher education learner within the academic mobility programme in the partner institution should not exceed two years.

## **11. Final provisions**

11.1 This Regulation enters into force by the Rector's order based on the resolution of the academic council of the university.

11.2 Any amendments or addendum to the Regulation may be performed by the Rector's order or the Rector's order based on the resolution of the academic council of the university or corresponding advisory body. In the same order the Regulation is repealed.

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11.3 The version 03 of this Regulation, approved by the Rector's order №0521-I as of 10.07.2018 should be considered as invalid.

11.4 The update of the Regulation and control over the implementation of its requirements is the responsibility of the officials of the university in accordance with their functional duties.