

MINISTRY OF HEALTH OF UKRAINE

NATIONAL PIROGOV MEMORIAL MEDICAL  
UNIVERSITY, VINNYTSYA

Approved

Rector

National Pirogov Memorial Medical  
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*06* 2019

**REGULATIONS  
ON ACADEMIC MOBILITY  
of the educational process participants  
at Vinnytsya National Pirogov Memorial Medical University**

Considered and approved at the Academic  
Board meeting of National Pirogov Memorial  
Medical University, Vinnytsya  
Protocol # 11, dated 26.06.2019

Vinnytsya, 2019

REGULATIONS on academic mobility of educational process participants at Vinnytsya National Pirogov Memorial Medical University. - Vinnytsya: VNMU named after M.I. Pirogov, 2019. - 13 p.

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**REGULATIONS**  
**on the academic mobility of educational process participants**  
**VNMU n.a. M.I. Pirogov**

**1. GENERAL PROVISIONS**

1.1. Regulations "On the academic mobility of participants of educational process at Vinnytsya National Pirogov Memorial Medical University"(hereinafter - the Regulations) developed on the basis of the“ Regulations on the exercise of the right to academic mobility ”approved by the Resolution of the Cabinet of Ministers of Ukraine dated 12.08.2015 № 579 and regulates the activities of Vinnytsya National Pirogov Memorial Medical University (hereinafter - the University) on the organization of academic mobility of participants in educational process and establishes a single procedure for organizing academic mobility programs for participants in the educational process of higher education institutions of Ukraine in the country or abroad.

1.2. This Regulation is developed in accordance with:

- Law of Ukraine "On Higher Education" of 01.07.2014 № 1556-VII;
- Law of Ukraine "On Education" of 05.09.2017 № 2145-VIII;
- Law of Ukraine "On the legal status of foreigners and stateless persons" of 22.09.2011 № 3773-VI;
- Resolution of the Cabinet of Ministers of Ukraine of April 13, 2011 № 411 "Issues of education of students and postgraduate students, advance training courses of research and teaching staff in leading institutions of higher education and research institutions abroad";
- Resolution of the Cabinet of Ministers of Ukraine dated 29.04.2015 № 266 "On approval of the list of branches of knowledge and specialties in which the training of applicants for higher education is carried out";
- Resolution of the Cabinet of Ministers of Ukraine dated 21.08.2019 № 800 "Some issues of professional development of pedagogical and scientific-pedagogical workers";
- standards of higher education;
- other regulations in the field of higher education.

1.3. Academic mobility involves the participation of participants of the educational process in the educational process of higher education institution (in Ukraine or abroad), undergoing of practice, research with the possibility of re-enrollment in the prescribed manner of disciplines, practices studied, etc. in order to gain additional opportunities to deepen their knowledge, skills, accumulation of credits, gaining access to recognized educational and scientific centers.

1.4. Academic mobility of participants of the educational process is carried out on the basis of intergovernmental agreements on cooperation in education, conclusion of cooperation agreements between foreign higher education institution and the University, between two higher education institutions in Ukraine, between a group of higher education institutions of different countries according to approved contracts for higher education applicants training and programs of academic disciplines.

1.5. The University and the other higher education institutions that have concluded a cooperation agreement are hereinafter referred to as "partner institutions".

1.6. The organization of academic mobility of higher education students is based on key features and key documents of the European Credit Transfer System (ECTS).

#### **1.6.1. Key features of ECTS:**

ECTS is a system that focuses on the learner. ECTS helps educational institutions in designing and implementing programs to shift the focus from a teacher-centered approach to approaches that meet the needs and expectations of learners. Such training provides higher education applicants with a wider choice of content, method, tempo and place of study.

Learning outcomes describe what a higher education applicant should know, understand or be able to do after successful completion. In ECTS, the formulation of learning outcomes is the basis for consistent assessment of workloading and credit assignment.

Learning outcomes are linked to descriptors (descriptions of knowledge, skills and competences) of national and European qualifications framework levels. Qualifications framework - a holistic structured description of qualification levels, through which all qualifications can be expressed and correlated in an agreed manner. They create the basis for the development of educational and professional standards based on learning results (competencies) and promote the recognition of qualifications.

The study loading indicates the time required for higher education applicant to complete all types of educational activities (lectures, seminars, projects, practical classes, independent work, exams), which are necessary to achieve the expected learning outcomes.

#### **1.6.2. Key ECTS documents:**

The course catalog (Course Catalogue) includes information about the institution, information about the programs (general description and description of separate units of the course) and general information for higher education seeker.

**The application form of higher education seeker (Student Application form)** contains the necessary information about the higher education applicant invited by the host institution. If the educational institution, enrolling the higher education applicant needs additional information (for example, regarding accommodation, special requirements related to the state of health), it may request it.

**The learning agreement** contains a list of disciplines (course components) or modules or other educational components that the higher education applicant plans to receive in another educational institution, as well as the code number and number of ECTS credits for the disciplines (components).

The training agreement is concluded for the duration of the academic mobility and must be signed by the sending institution, the receiving institution and the higher education applicant. Persons signing the agreement on behalf of these two educational institutions must have formal authority to do so, which allows them to make commitments on behalf of the educational institution.

**Transcript of records** is a list of grades in academic disciplines, reflecting the success of higher education applicant in the list of disciplines he studied, received credits, local grades (according to national tradition or regulations of the institution) and ECTS grades.

The transcript of records provides the higher education applicant with accurate information about the study of academic disciplines (components of the course), the number of assigned ECTS credits and grades obtained in the educational institution where he/she has studied.

The study agreement, together with the academic transcript, is intended to guarantee the full recognition of the study program completed by the applicant in the host institution.

**Training agreement** should contain information about: the place of the practice, its duration, the tasks to be performed, the rights and responsibilities of the trainee, the expected learning outcomes and the assessment of the head of the practice.

The practice agreement must be signed by the three parties, the trainee, the sending institution and the employer (those providing the practice itself). Where the host institution is expected to participate, it must also sign an agreement.

The agreement should specify the number of ECTS credits that will be awarded once the expected results of the practice have been achieved.

## **2. GOALS AND TASKS OF THE ACADEMIC MOBILITY OF THE UNIVERSITY EDUCATIONAL PROCESS PARTICIPANTS**

### **2.1 The main goals of academic mobility are:**

- improving the quality of educational services provided by the University;
- increasing the efficiency of scientific research;
- increasing the competitiveness of University graduates in the Ukrainian and international educational and labor markets ;
- enrichment of individual experience of educational process participants on the other models of creation and knowledge spreading;

- attracting global intellectual potential to the University on the basis of bilateral agreements between partner higher education institutions;
- establishment of internal and external integration relations;
- harmonization of educational standards of partner higher education institutions.

**2.2. The main tasks of academic mobility of the educational process participants are:**

- raising the level of theoretical and practical training of the educational process participants, conducting research using modern equipment and technologies, mastering the latest research methods, gaining experience in research and implementation of its results;
- gaining professional experience during various types of practices;
- increasing the level of foreign language proficiency;
- deepening knowledge of national cultures of other countries;
- support of social, economic, cultural, political relations and relations with the other countries.

### **3. CLASSIFICATION OF ACADEMIC MOBILITY**

Academic mobility of educational process participants can be carried out on the basis of intergovernmental agreements on cooperation in education, programs and projects, cooperation agreements between higher education institutions of Ukraine or their main departments on the basis of agreed curricula, personal initiative of educational process participants and other mechanisms.

**3.1. Credit academic mobility** - study in a higher education partner- institution to obtain ECTS credits, which will be recognized in a higher education institution of Ukraine, where the applicant is constantly studying without awarding a degree of higher education partner- institution. The total duration of training does not increase.

**3.2. Degree academic mobility** - study in a higher education partner- institution, which involves obtaining a document of higher education (scientific degrees) according to the appropriate levels of the institution of higher education partner- institution.

**3.3. Internal academic mobility** - training, teaching, practice, advance-training courses, research, etc. of educational process participants of the University in higher education partners-institutions of Ukraine;

**3.4. International academic mobility** – training, teaching, practice, advance-training courses, research, etc. of educational process participants of the University in higher education partners-institutions outside Ukraine;

3.5. **Group academic mobility** - training, teaching, practice, advance-training courses, research by a group of educational process participants in higher education partners-institutions, organized by the University to implement educational, academic and research programs, etc .;

3.6. **Individual academic mobility** - training, teaching, practice, advance-training courses, research of educational process participants in individual manner in higher education partners-institutions, to implement educational, academic and research programs, etc .;

3.7. **Initiative academic mobility** - training, teaching, practice, advance-training courses, research of educational process participants on their own initiative, supported by the University administration to implement individual educational, academic and research programs, etc in the framework of domestic and foreign government programs and projects, etc.

3.8. The conditions of study and stay of the educational process participants on academic mobility and the other issues are determined by bilateral or multilateral agreements between higher education partner -institutions.

#### **4. ORGANIZATIONAL PROVISION OF ACADEMIC MOBILITY OF THE EDUCATIONAL PROCESS PARTICIPANTS**

4.1. Higher education applicants from the second year of master's degree qualification level program are allowed to participate in academic mobility programs.

4.2 The selection of the educational process participants to participate in academic mobility programs is carried out by the competition commission of the University, taking into account the rating of success, participation in research and knowledge of a foreign language. The competition commission is headed by the rector of the University or the vice-rector for scientific and pedagogical work. The composition of the competition commission is determined and approved by the Rector of the University, subject to mandatory participation in its work of students' government representatives.

4.3 Preparation and implementation of measures for the organization of academic mobility should be completed:

- before the summer vacations - if training is scheduled to begin in fall semester;
- before the beginning of winter vacations - if training is planned to begin in spring semester.

4.4 In the organization of academic mobility of the educational process participants of the University are directly involved: the University ECTS coordinators and the graduating department coordinators, international relations department, educational department and the deans of the faculties.

4.5. Competitive selection of the educational process participants is carried out in two stages:

- Stage 1 - selection of candidates is carried out within the faculty;
- Stage 2 - candidates are considered and approved at a meeting of the Academic Council of the University.

4.6. Higher education applicant can participate in exchange programs as a potential participant, if he studies for "good" and "excellent" and has a level of language competence not lower than B.

4.7. The stages, duration and content of training are determined by the curricula and schedules of the University educational process and the partner educational institution. Agreed curricula, schedules of the educational process and agreements on training are approved by the rector (vice-rector for scientific and pedagogical work) of the University and the head of the higher education partner-institution.

4.8. Training of the educational process participants in the partner-institution of higher education on the program of organized mobility is implemented by order of the rector (vice-rector for research and teaching).

4.9. The training of the educational process participants in the partner- institution of higher education under the individual mobility program is implemented in the form of a private trip and during academic leave without the provision of scholarships.

## **5. INFORMATION PROVISION OF ACADEMIC MOBILITY OF THE EDUCATIONAL PROCESS PARTICIPANTS**

5.1. Information support of external academic mobility is provided by the research department:

- informs faculties about the state of international cooperation;
- publishes relevant information on the University's website;
- submits information announcements by e-mail of a faculty;
- provides placement of information about foreign partners, programs of academic exchange of educational process participants, competitions which are declared by the Ministry of Education and Science of Ukraine.

5.2. Information support of internal academic mobility is provided by the educational department:

- informs the faculties about the current state of interaction with Ukrainian higher education institutions;
- publishes relevant information on the University's website;

5.3. Each faculty that participates in academic mobility programs submits to the University's website information about the possibility of the faculty to send higher education applicants to study at another higher education institution.



## **6. PROCEDURE FOR SELECTION OF HIGHER EDUCATION APPLICANTS OF THE UNIVERSITY TO STUDY OR PRACTICE IN PARTNER INSTITUTIONS**

6.1 Priority criteria for selection of academic mobility programs to participate in are the programs that meet the current and leading spheres of development of the University.

6.2 Higher education applicants who apply for training/practice in partner institutions must meet the following requirements:

- 1) have a high academic score (not less than 4.5);
- 2) have achievements in student research work;
- 3) the direction of training (specialty) of higher education applicant must correspond to the curriculum in the partner institution;
- 4) speak English or on the language of the country in which the training /practice is foreseen at a sufficient level.

6.3 The competition for the right to study on the academic mobility program is implemented through an open procedure, personal abilities of higher education applicant and his/her participation in the public life of the faculty. This takes into account the compliance of the curriculum and the program (agreement) on exchange of higher education applicants.

6.4 Selection of higher education applicants at the first stage is carried out by the department. Higher education applicants who received the right to participate in the second stage of the competition are represented by the dean of the faculty at a meeting of the Academic Council of the University.

6.5 If the higher education applicant participates in an international academic mobility program, the competitive selection is carried out by the organization that provides the higher education applicant' grant under the conditions and criteria specified in the constituent documents of the competition.

6.6. The basis for individual academic mobility is an official invitation from a foreign or Ukrainian higher education institution.

6.7. After receiving an official invitation, higher education applicants who plan an individual training must agree with the head of the graduating department the possibility of leaving and upon a positive decision should apply to the dean of the faculty with a request for academic leave. The application is accompanied by an invitation, as well as other documents confirming the expediency of the business trip.

6.7. The decision to implement an individual academic mobility program at the expense of the university is made by the rector.

6.8. After returning from a business trip (after training's completion), the educational process participant submits an application for return to the department.

6.9. The main tools on the basis of which the department recalculates the credits received by the participant of the educational process during the study in the partner institution are: Information package (course catalog);

The application form of higher education applicant; Training agreement; Academic transcript (extract of academic achievements); assessment scale in ECTS.

6.10. If the curriculum requires undergoing of practice at a partner institution, the training agreement must clearly specify the place of the practice, its duration, the work to be performed, the rights and responsibilities of higher education applicant and the expected learning outcomes. The agreement should specify the scale and evaluation criteria, the employer responsible for the practice and the role of the host institution.

6.11. At the meeting of the department a decision is made on recalculation of periods of study, recalculation of courses (academic disciplines), credits and the elimination of academic differences.

6.12. According to the higher education applicant's request and on the proposal of the dean of the faculty the order on return of the higher education applicant from business trip as the one ,who has started studies is issued.

6.13. If the higher education applicant does not return from a business trip that was related to the implementation of the educational task or did not submit a report on the learning outcomes, academic transcript (certificate), he is expelled from the University within two weeks as the one, who did not start training on time.

## 7. RECOGNITION AND RECALCULATION OF LEARNING RESULTS OF HIGHER EDUCATION APPLICANTS IN A PARTNER INSTITUTION

7.1. The period during which the applicant has completed a course of study at a partner institution, is equivalent to a similar period at the University, is recognized under condition of successful completion of the study course and submits a document indicating the results of his / her studies (transcript of records).

7.2. Recognition of learning results within the academic cooperation with partner higher education institutions is carried out using the European system of transfer and accumulation of ECTS credits or using the system of assessment of academic achievements of higher education institutions applicants adopted in the country of the partner higher education institution, if it is not foreseen the application of ECTS.

7.3. Academic disciplines and other types of educational activities are indicated in the individual curriculum of higher education applicant.

7.4. Re-calculation of studied disciplines is carried out on the basis of a document, provided by the applicant with a list and results of study of disciplines, the number of credits and information on the system of assessment of academic achievements of applicants, certified in the prescribed manner in the partner institution.

7.5. The academic difference between normative and elective disciplines according to the individual curriculum of higher education applicant is determined by the University, but should not exceed 10 disciplines.

7.6. The procedure for elimination of the academic gap is determined by higher education partners- institutions in accordance with the law.

7.7. The total study time in the partner institution under the relevant program should not be less than 60% of the study time of the normative part of the relevant program (academic semester, academic year).

7.8. The course (academic discipline) is recalculated if the amount of hours and content coincide with the academic discipline of the University by at least of 60%.

7.9. If the complexity of mastering the courses (academic discipline) in the partner institution is less than 60% than at the University, then additional certification of higher education applicants is carried out. The form of attestation and assessment is determined by the department, which provides reading of this course (academic discipline).

7.10. Courses (academic disciplines) that do not comply with the normative part of the educational - professional training program, according to which applicants study at the University are not re-calculated.

7.11. Re-calculated courses (academic disciplines) are entered in the study card and record book of the higher education applicant in the dean's office where he studies.

7.12. Courses (academic disciplines) studied in the partner educational institution are recalculated, if the elapsed time after their study does not exceed 5 years.

7.13. The university and the partner institution prepare information and exchange a list of assessments of courses (disciplines) of each higher education applicant who participates in the academic mobility program. Copies of these lists are attached to the personal file of higher education applicants.

7.14. Recalculation of credits is carried out on the basis of the decision of the department.

The basis for the decision are the following documents:

- academic certificate (transcript of records);
- the report of higher education applicant according to the established form.

7.15. If the number of credits of the discipline in the partner institution is less than in the University, and the learning outcomes are different, then the department carries out additional certification of higher education applicant and determines the form of certification and grading rules.

7.16. The department may decide to refuse to recalculate higher education applicant's results of training in a partner institution, justifying its decision and appoint re-certification.

7.17. If the higher education applicant does not fulfill the requirements of the study agreement during his stay in the partner institution, then after his return to the University he may be offered an individual schedule of liquidation of academic debt, which is approved in the prescribed manner or offered a repeat course at the University.

7.18. If the applicant does not return from the partner institution after training or practice or does not report on the results of training or practice, he is expelled from the University as the one, who has not performed the types of work, provided for in the curriculum.

## **8. RESPONSIBILITIES OF THE UNIVERSITY**

8.1 The University is obliged to:

- conclude an agreement on cooperation in implementation of the academic mobility program for higher education applicants between partner higher education institutions and agree on curricula;
- ensure free and equal access of higher education applicants to information on existing academic mobility programs and existing selection criteria;
- provide higher education applicants counseling services during the preparation of documents to participate in academic mobility programs;
- to control the availability of documents, confirming the legal status of foreign higher education applicants on the territory of the host country.

8.2. the partner- institution, accepting for training is obliged:

- enroll the higher education applicant, sent for study for a period specified in the contract in accordance with the laws of the host party;
- to create all the necessary conditions for the applicant to fulfill the individual curriculum;
- assist applicants for in solving visa, housing and household problems;
- to provide an opportunity for higher education applicants of a partner higher education institution to participate in scientific conferences, symposia, exhibitions, competitions, present their research papers for publications, use educational, scientific, cultural, sports facilities;
- to control the availability of documents confirming the legal status of foreign higher education applicants in the host country;
- after graduation to issue a document with a list and results of academic disciplines, the number of credits and information on the system of assessment of educational achievements of higher education applicants or a document on higher education with a supplement of the established specimen in the institution of higher education partner- institution.

8.3 The responsibilities of the University concerning higher education students participating in academic mobility programs should be stipulated in the relevant agreements between partner institutions regarding the academic mobility programs of the educational process participants.

## **9. RIGHTS AND OBLIGATIONS OF THE EDUCATIONAL PROCESS PARTICIPANTS, PARTICIPATING IN ACADEMIC MOBILITY PROGRAMS**

9.1 The educational process participants have the right to:

- to continue education or study of certain academic disciplines in related areas and specialties of training in partner institutions.

- safe and harmless learning conditions;
- use the educational, scientific, cultural, sports base of partner institutions;
- participate in scientific conferences, symposia, exhibitions, competitions, presentation of their scientific papers for publications;
- to receive a document on the appropriate educational - qualification level on the model established in the partner institution in accordance with the agreement between the partner institutions and the University on academic mobility programs.

9.2 The educational process participants are obliged to:

- timely provide the necessary documents for participation in the academic mobility program;
- arrive on time at the place of the academic mobility program;
- during the academic mobility program to comply with the legislation of the host country, internal regulations, the Charter and other legal documents of the partner institution;
- successfully pass the academic mobility program under the approved Agreement;
- after completing the academic mobility program in the partner institution to return to the University in time.

## **10. ACADEMIC MOBILITY FINANCING**

10.1. Financing of training in partner institutions can be carried out at the expenses of organizations, enterprises, institutions, etc. of all forms of ownership or funds of individuals.

10.2. The higher education applicant who studies at the University at the expense of the state budget and receives a scholarship, continues to receive it during the current semester of study at a partner institution. The scholarship for the next semester is awarded to him in accordance with the current legislation of Ukraine based on the results of the curriculum fulfilment in the partner institution in accordance with the agreement.

10.3. In order to receive a scholarship for the next semester, a higher education student, studying under the academic mobility program in a partner institution must submit to the faculty scholarship commission the transcript of records on the results of session, which is certified in the prescribed manner.

10.4. Other financial issues (tuition fees at the partner institution, accommodation, meals, etc.) are decided by the higher education student independently.

10.5. The University does not bear any other financial costs other than scholarship.