

**Ministry of education and science of Ukraine
Lviv Polytechnic National University**

**Rector
of Lviv Polytechnic National University
(signature) Yu.Ya.Bobalo
Order № 27-1-10 of 23/01/2019
Lviv Polytechnic National University**

**Standard of educational activities quality assurance
and the quality of higher education
Regulations on Academic Mobility of Students, Postgraduate Students, PhD
Students, Research-pedagogical and Research Staff in Lviv Polytechnic
National University
(HES LP 02.03)**

**Approved by
Scientific Council of
Lviv Polytechnic National University
Order # 50 of 20/12/2018**

1. General provisions

1.1. Regulations on Academic Mobility of Students, Postgraduates, Doctoral Students, Research and Teaching Staff (hereinafter - the Regulations) regulate the organization of academic mobility of students, graduate students, doctoral students, research and teaching staff at Lviv Polytechnic National University (hereinafter - the University) .

The regulations are designed in accordance with:

- The Law of Ukraine "On Higher Education";
- "Regulations on the procedure for exercising the right to academic mobility", approved by the resolution of the Cabinet of Ministers of Ukraine of 12.08.2015, № 579;
- Resolutions of the Cabinet of Ministers of Ukraine on scholarships for students;
- the principles of the Joint Declaration of the Ministers of Education of Europe "European Higher Education Area", approved in Bologna on 19 June 1999 (Bologna Declaration);
- other legal documents on higher education, as well as the Statute of the University.

1.2. Academic mobility is the participation of students, graduate students, doctoral students, scientific and pedagogical staff and other employees of the University (hereinafter - participants in the educational process) in educational, scientific, pedagogical or scientific activities of Ukrainian or foreign higher education institutions, research institutions, enterprises, organizations, etc. (hereinafter - partner organizations) for a certain period, usually up to one academic year, as well as the involvement of Ukrainian and foreign participants in the educational process at the University.

1.3. Academic mobility of participants in the educational process is one of the University priorities aimed at fostering the University integration into Ukrainian and international educational and scientific space, improvement of education quality and research efficiency, as well as ensuring University competitiveness in the market of educational services.

1.4. Academic mobility is realized according to:

- international government agreements on cooperation in education and science;
- agreements between the University and a foreign partner organizations or their structural subdivisions;
- agreements between the University and Ukrainian partner organizations or their structural subdivisions;
- international grants, projects and programs;
- invitations received from foreign partner organizations;
- the initiative of the participant of educational process based on individual invitations which is supported by the management of the University,.

1.5. According to the location where the right to academic mobility is realized it is divided into:

- internal - academic mobility, the right to which is exercised by the University staff and students in organizations within Ukraine, as well as the educational process participants from Ukrainian higher education institutions (HEI) and research institutions at the University;
- international - academic mobility, the right to which is realized by the University staff and students in organizations outside Ukraine, as well as educational process

participants from foreign HEI (scientific institutions) at the University.

1.6. There are the following types of academic mobility:

- mobility for a degree – the training of students and postgraduate students in HEI (scientific institutions), other than their permanent place of study with the aim of obtaining a certain degree of higher education in two or more higher education institutions (scientific institutions) under joint educational programs or agreements about joint / double diplomas confirmed by a document (documents) on higher education;

- credit mobility – the training of students and postgraduate students in HEI (scientific institution) other than their permanent place of study with the aim of obtaining ECTS credits or relevant competencies / learning outcomes (excluding ECTS credits) that are recognized in HEI (scientific institution) of their permanent place of study. The general period of study for participants in credit mobility programs at the University remains unchanged.

1.7. Forms of academic mobility for educational process participants who obtain the degrees of junior bachelor, bachelor, master and Doctor of Philosophy in partner organizations are:

- training;
- language internship;
- educational or scientific internship;
- practice;
- summer and other schools.

1.8. Forms of academic mobility for persons obtaining the degree of Doctor of Science, research, research-pedagogical, pedagogical and other employees in partner organizations are:

- participation in joint projects;
- teaching;
- scientific research;
- educational or scientific internship;
- certification training.

1.9. Specific forms and types of academic mobility are defined and regulated by the University's agreements with Ukrainian or foreign partner organizations, as well as by the cooperation agreements and Annexes to them. Academic mobility programs must correspond to the specialties studied by the participants of the University's academic mobility or the fields of their research and academic activity.

1.10. The general management of academic mobility is carried out:

- at the University - by Vice-Rector for Education and International Relations;
- at educational and research institutes (hereinafter - ERI) and structural units – the directors, their deputies and the heads of departments;
- at the departments – the heads of departments and the persons responsible for the development of international relations.

1.11. The general coordination of international academic mobility at the University, in particular information support and maintenance, consulting and management of academic mobility is provided by the Center for International Education and the Department for Foreign Students.

1.12. Information support of academic mobility involves informing about:

- annual EU-funded mobility programs (including Erasmus +) and other projects, grants and programs for training and internships in Ukrainian or foreign partner

organizations;

- joint international agreements, programs and projects of the University with foreign partner organizations, as well as agreements, programs and projects of the University with Ukrainian partner organizations;

- scholarship programs and grants to support domestic and international academic mobility in which the University participates or plans to participate;

- international and Ukrainian educational conferences, seminars and schools.

1.13. Information support of academic mobility includes:

- advising on paperwork, filling out templates and assisting in opening visas;

- placement of the current programs calls of academic mobility on the portal of opportunities of the University;

- posting on the website of the University the information about the applications of students, graduate students, as well as research, research-pedagogical, pedagogical staff and other employees of the University to participation in academic mobility projects and the information about the successful applicants;

- sending electronic messages to persons responsible for international activities at the Research Institute;

- informing the educational process participants about the requirements and documents to be submitted for participation in the academic mobility programs, procedures and deadlines for their submission;

- coordination of types, forms, stages, financial conditions, duration and content of academic mobility with partner organizations;

- concluding agreements with participants of academic mobility;

- making the drafts of University orders on the implementation of the right to academic mobility.

2. Organizational support of academic mobility of educational process participants at the university

2.1. Educational process participants who are the applicants for higher education within the internal mobility programs are enrolled to the educational institutions (research institutions) - partners in Ukraine as persons who are temporarily admitted to the educational process and have the rights and responsibilities of the students of Ukrainian higher education institutions (research institutions) for the period of the right to academic mobility realization.

2.2. Educational process participants who exercise their right to international academic mobility in a foreign partner organization observe the organizational rules of study in accordance with the laws of the host country.

2.3. Applicants for higher education who exercise their right to academic mobility are not excluded from the University for the period of realization of the right to academic mobility and are registered in the Unified State Electronic Database on Education.

2.4. Academic mobility of students, graduate students of the University is realized without increasing the standard terms of study in the specialty during the academic or calendar year or during the vacations or academic leave.

2.5. An individual study schedule is designed for a student or graduate student of the University for the period of study under degree or credit academic mobility programs. In the case of participation in other forms of academic mobility, the approval of an

individual schedule is necessary only in cases where the term of mobility covers the period of semester control at the University.

2.6. A prerequisite for degree and credit mobility is its program, agreed with the head of the SMC / guarantor of the educational program (or supervisor of the graduate student) indicating the disciplines (or list of research tasks) that the academic mobility participant will study (or perform) in the partner organization .

2.7. Rules for selection of participants of academic mobility programs:

- selection of applicants for participation in academic mobility programs is carried out according to the procedure of competition directed by the Institute authorities together with the heads of the departments according to the following criteria:

- academic records or professional activity;
- knowledge of a foreign language according to the requirements of the partner organization;
- motivation;
- scientific (creative) achievements, public activities, etc.;
- additional requirements provided by specific programs, contracts, projects or conditions established by the partner organization.

participants of the educational process of the University, who independently received a personal invitation from the partner organization have the right to participate in this academic mobility without competition;

- first-year students of the educational and qualification level "bachelor" can not participate in any form of academic mobility.

2.8. At the request of the student or postgraduate student selected to participate in academic mobility, the Educational research Institution (or the Department of Doctoral and Postgraduate Studies) prepares an academic certificate with information about the completed academic hours, a list of academic disciplines and other components of the curriculum, the number of credits and the record of study results on a 100-point scale including the table of correlated disciplines.

2.9. An applicant for higher education who exercises his / her right to academic mobility is obliged to:

- determine the list of academic disciplines that he/she wants to study in the Ukrainian or foreign HEI (scientific institution). The recommended number of credits that a higher education applicant must receive while participating in an academic mobility program is determined by the length of his / her stay in the HEI (research institution) and the semester amount of ECTS credits (30 credits);

- enter into an agreement with the University on training in the academic mobility program. In the case of participation in other forms of academic mobility, the conclusion of an agreement is not required;

fully prepare and no later than one week before the implementation of the academic mobility program to submit to the Center for International Education a package of documents required for issuing the Order of the University to exercise the right to academic mobility;

- to inform the person responsible for international cooperation at the department, if during the study in HEI (scientific institution) there emerges an unforeseen situation that threatens or prevents the implementation of the study plan approved by the contract;

upon the completion of academic mobility program to obtain an academic certificate from the host HEI (scientific institution) which contains the results of training and is the

basis for academic recognition of these results at the University;

- within 10 days after returning to the University to submit to the Center for International Education a report on a business trip or stay abroad, and to the Dean's office of ERI (the postgraduate students - to the Department of Doctoral and Postgraduate Study) – the academic transcript and other documents confirming the completion of the academic mobility program.

2.10. Applicants for higher education - participants in academic mobility have the right to:

- change the individual curriculum (in agreement with the head of the HEI / guarantor of the educational program or research supervisor for graduate students) by replacing selective disciplines studied at the University with disciplines to be studied in HEI (research institution);

independently select and study in HEI (research institution) additional disciplines and other components of the curriculum, which were not provided by the contract;

- for enrollment of academic disciplines and other components of the curriculum, which were studied in a foreign HEI (research institution), including more than the standard number of credits of the curriculum and their inclusion in the diploma supplement.

2.11. Recognition of high education student's learning outcomes is performed in accordance with the Procedure for re-enrollment (enrollment) of academic disciplines.

2.12. In case of non-fulfillment of the academic mobility program, the commission for recognition of learning outcomes is guided by the Regulations on the organization and conduct of current and semester control of student learning outcomes and the Procedure for re-enrollment / enrollment of academic disciplines.

2.13. The procedure for organizing the academic mobility of educational process participants at the University within the framework of international agreements of Ukraine is determined by the regulations of the Ministry of Education and Science of Ukraine.

2.14. Detailed procedure for organizing academic mobility of students, graduate students, doctoral students, researchers, research and pedagogical, pedagogical and other staff, as well as samples of applications, requirements and agreements are posted on the website of the Center for International Education.

3. Organizing the academic mobility of foreign citizens

3.1. The organization of academic mobility of foreign citizens – the applicants of higher education is carried out in accordance with the requirements of regulations governing the study and stay of foreign citizens in Ukraine, namely:

- Law of Ukraine "On the legal status of foreigners and stateless persons";

- the procedure for organizing the recruitment and training (internship) of foreigners and stateless persons, approved by the Order of the Ministry of Education and Science of Ukraine №1541 of 01.11.2013;

- the procedure for issuing invitations to foreigners and stateless persons to study (internship) in Ukraine and their registration, approved by the Order of the Ministry of Education and Science of Ukraine № 1541 of 01.11.2013.

- Order of the Ministry of Education and Science of Ukraine № 1167 of 11.08.2017 "On approval of amendments to certain regulations of the Ministry of Education and Science of Ukraine".

3.2. Foreign participants in academic mobility who are involved in educational and

scientific activities have the same rights and responsibilities on equal terms with the participants in the educational process of the University regarding the use of material, technical and information resources.

3.3. Foreign participants exercising the right to academic mobility within the framework of cooperation agreements between the University and foreign partner organizations may be enrolled in studies at the University:

- in accordance with the international agreements of Ukraine;
- at the expense of international programs and organizations;
- at the expense of the University;
- at the expense of individuals or legal entities;

- tuition free in case of mutual equivalent international exchange of higher education applicants, including agreements on joint educational programs and / or joint (double) diplomas, in accordance with the agreements on international academic mobility concluded between the University and partner organizations.

3.4. Center for International Education of the University:

- informs foreign students and persons obtaining the degree of Doctor of Philosophy or Doctor of Science (hereinafter - foreign citizens) about the opportunities and conditions for the implementation of academic mobility at the University;

- accepts applications from foreign partner organizations and individual applications of foreign citizens to participate in academic mobility programs;

- informs research institutes and departments about the received applications for participation in academic mobility programs.

3.5. In case of confirmation by a foreign partner organization or a foreign citizen of the intention to participate in the University's academic mobility program on the proposed terms, the Center for International Education prepares a letter of consent and other documents necessary to invite a foreign citizen to the University.

3.6. The program of academic mobility of a foreign citizen is approved by the head of the HEI / guarantor of the educational program together with the person responsible for the development of international relations of the department, and is submitted to the Center for International Education of the University.

3.7. The basis for enrollment of a foreign citizen for the academic mobility program in the University is an agreement between the University and its partner organization, or a foreign citizen and the University (in case of personal application of a foreign citizen to implement the academic mobility program).

3.8. The consultant of a foreign citizen who arrived to the University under the academic mobility program is a staff member responsible for the development of international relations of the department.

3.9. The director of the relevant ERI prepares applications for enrollment of a foreign citizen in the academic mobility program on the basis of which the Center for International Education prepares a University draft order.

3.10. Based on the results of the foreign citizen's implementation of the academic mobility program at the University, the Center for International Education prepares a document (certificate, transcript of records) for the partner organization, confirming the implementation of the program in accordance with the agreement.

4. Financial support of academic mobility

4.1. The employee of the University retains the main place of work for the period of his academic mobility.

4.2. Employees who exercise the right to academic mobility, according to the Order of the University, retain remuneration at the main place of work for the period up to six months, if remuneration is not provided for in the academic mobility program.

4.3. Applicants for higher education who received a scholarship at the University retain it for the period of academic mobility, if:

- the applicant for higher education does not receive any funding under the mobility program;

- the applicant for higher education receives partial funding (for accommodation, travel, etc.), but does not receive a scholarship;

- the applicant for higher education has other legal grounds for maintaining the scholarship which are regulated by laws and government regulations of Ukraine.

4.4. Applicants for higher education who exercised the right to academic mobility under the academic mobility agreement, returned to the University in time, but failed to pass the semester examinations within the period specified in the individual study plan, are entitled to scholarships in case of the absence of academic arrears, according to the Regulations on scholarships. If an academic scholarship is awarded to individuals, it will be paid starting the month following their return to the University.

4.5. The academic workload of the research-pedagogical or pedagogical employee of the University, who exercises the right to academic mobility, is shared among other teachers of the department by the order of the head of the department.