

PRIVATE JOINT-STOCK COMPANY "HIGHER EDUCATIONAL
INSTITUTION "INTERREGIONAL ACADEMY OF PERSONNEL
MANAGEMENT

APPROVED:

By the Academic Council of PJSC "IAPM"

Minutes № 6 of 17.07.2025

Chairman of the Academic Council, President of PJSC "IAPM"

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REGULATIONS

**on the procedure for exercising the right to academic mobility of
participants in the educational process in the "Private Joint Stock
Company" Higher Educational Institution "Interregional Academy of
Personnel Management"**

Kyiv - 2025

1. General provisions

1.1. Regulations on the procedure for exercising the right to academic mobility of participants in the educational process in the Private Joint Stock Company "Higher Educational Institution "Interregional Academy of Personnel Management" (hereinafter referred to as the Academy) is developed in accordance with the Law of Ukraine "On Higher Education"; the Procedure for exercising the right to academic mobility, approved by the Resolution of the Cabinet of Ministers of Ukraine of 12 August 2015 № 579 (as amended by the Resolution of the Cabinet of Ministers of Ukraine of 13 May 2022 № 599); the Procedure for the preparation of higher education students for the degree of Doctor of Philosophy and for the

1.2. The Regulation establishes the procedure for organising academic mobility programmes for participants in the educational process of the Academy in Ukraine and/or abroad, as well as participants in the educational process of foreign educational institutions (research institutions) at the Academy.

1.3. An educational institution (research institution) with foreign investments of a state duly recognised as an aggressor or occupying state, or an educational institution (research institution) registered in the territory of such a state, cannot participate in the academic mobility programme, or the ultimate beneficial owner (controller) of which is a resident of the aggressor state or the occupying state, or if the foreign educational institution (research institution) has a permanent location in the territory of the aggressor state, the occupying state or a state that does not recognise the temporarily occupied territories as belonging to Ukraine.

1.4. Participants in academic mobility (hereinafter referred to as Participants) are participants in the educational process of the Academy (applicants for junior bachelor's, bachelor's, master's, doctoral degrees, applicants for doctoral degrees, research and teaching staff), research and teaching staff) who receive education in the full-time (full-time) form of education, other employees of the Academy for whom the Academy is the main place of work, as well as Ukrainian/foreign participants and educational institutions (research institutions) participating in academic mobility programmes.

1.5. Participants in academic mobility may be:

- Citizens of Ukraine, foreigners, stateless persons, persons granted the status of a foreign Ukrainian, persons recognised as refugees and persons in need of additional protection, who are pursuing professional higher education, higher

education of a certain educational, educational and scientific level, a scientific degree in a full-time (full-time) form. The students are pursuing a full-time (on-the-job) education, or are employed at the main place of work at the Academy and participate in an academic mobility programme in a foreign or other Ukrainian educational institution (research institution);

- foreigners, stateless persons who receive higher education, education of a level similar to professional higher education, a scientific degree or work in a foreign educational institution or scientific institution and participate in the academic mobility programme at the Academy.

1.6. Citizens of a state recognised in accordance with the established procedure as an aggressor or occupying state, or states that do not recognise the temporarily occupied territories as belonging to Ukraine, cannot participate in the academic mobility programme.

1.7. The right to academic mobility can be exercised on the basis of a partnership agreement, an academic mobility agreement, as well as international agreements on cooperation in the field of education and science, international programmes and projects, cooperation agreements between the Academy or its main structural units and Ukrainian/foreign higher education institutions (research institutions), their main structural units, and can also be exercised by a participant on his/her own initiative, subject to a positive decision of the head of the institution

1.8. In accordance with the requirements of regulations, programme regulations and/or bilateral agreements between partner institutions:

- the selection of academic mobility participants is carried out;
- the list of requirements and documents necessary to confirm participation in the academic mobility programme, the procedure and deadline for their submission are regulated;
- define the stages, financial conditions, types and forms of academic mobility, duration and content of study/internship at partner institutions;
- define the conditions for recognition of the results of study/internship or research and reporting of participants in the educational process of the Academy.

1.9. The duration of participation in the academic mobility programme (programmes) for participants of academic mobility who receive the degree of Doctor of Philosophy/Doctor of Arts, Doctor of Science or are pedagogical, scientific and pedagogical, scientific, other employees of an educational institution (research institution) may not exceed two consecutive years.

1.10. For participants in academic mobility who obtain a professional junior bachelor's, bachelor's, master's degree, the total duration of participation in the academic mobility programme (programmes) may not exceed 50 percent of the duration of the standard term of study in the relevant educational (educational-scientific/educational-creative) programme.

1.11. Information on the participation of students in the academic mobility programme under the relevant forms of academic mobility is entered into the Unified State Electronic Database on Education.

1.12. These Regulations do not apply to:

- persons temporarily admitted to classes;
- students;
- students who have taken a break in their studies in accordance with the procedure established by law and are on academic leave;
- students (academic degree), employees of the Academy (scientific institution) who are sent abroad by the MES for study, internship, pedagogical, scientific and pedagogical and scientific work in the implementation of international intergovernmental and interagency agreements on cooperation in education and/or science, international programmes, projects.

1.13. In these Regulations the terms are used in the following meanings:

- *educational institution (research institution)* - a Ukrainian or foreign institution of professional higher education, research institution, their separate structural subdivisions that participate in the academic mobility programme under the conditions and in the manner prescribed by these Regulations;

- *partner institution* - a Ukrainian or foreign educational institution (research institution) that participates in the academic mobility programme on the basis of international agreements of Ukraine on cooperation in education and/or science, international programmes and projects or agreements on cooperation between Ukrainian educational institutions or between a Ukrainian educational institution and a foreign educational institution;

- *foreign educational institution (research institution)* - an educational institution (research institution) that participates in an academic mobility programme under the conditions and in the manner prescribed by this Regulation, as well as a separate structural unit of a foreign educational institution (research institution) established for the purposes of this Regulation on the territory of Ukraine;

- *a foreign participant of academic mobility* is a person who meets the requirements specified in the second paragraph of clause 1.5. of this Regulation

and exercises the right to academic mobility at the Academy under the conditions and in the manner prescribed by this Regulation;

- *Ukrainian educational institution (research institution)* - a Ukrainian institution of higher education (research institution) located on the territory of Ukraine, established by a state authority, local self-government body, citizen of Ukraine or other legal entity in accordance with the law, which participates in the academic mobility programme under the conditions and in the manner prescribed by this Regulation, a separate structural unit of a Ukrainian institution of higher education (research institution) that carries out educational activities in the

- *academic mobility programme* - the activities of Ukrainian and foreign educational institutions aimed at ensuring the exercise of the rights of Ukrainian and foreign participants in the educational process, as well as employees of the educational institution (research institution) to academic mobility within a certain time on the basis of an agreement with another Ukrainian educational institution (research institution) or foreign partner institution under the conditions and in the manner prescribed by this Regulation;

- *participants in the educational process of the Academy* - applicants for professional higher education, higher education, educational and scientific degree of Doctor of Philosophy, scientific degree of Doctor of Science, researchers, research and teaching staff, administrative staff;

- *Ukrainian participant of academic mobility* - citizens of Ukraine, foreigners and stateless persons, persons granted the status of a foreign Ukrainian, persons recognised as refugees and persons in need of additional protection who receive professional higher education, higher education of a certain educational, scientific/educational and creative level, degree in a full-time (on-the-job) form of education (on the job) or work at the main place of work at the Academy and exercise the right to academic mobility in a certain foreign or Ukrainian educational institution (research institution) under the conditions and in the manner prescribed by this Regulation;

- *academic mobility participant* - a Ukrainian and a foreign participant.

1.14. Other terms are used in the meaning defined by the Laws of Ukraine "On Education", "On Professional Higher Education", "On Higher Education", "On Scientific and Scientific-Technical Activities".

2. Goals and objectives of academic mobility

2.1 The goals of academic mobility are:

- integration of Ukraine into the European Higher Education Area and the European Research Area;
- exchange of best practices and experience in the fields of education and science;
- modernisation of the education system;
- digitalisation of education and management;
- improving the quality of education and the effectiveness of research;
- increasing the competitiveness of participants in the educational process;
- development of professional skills and personal qualities of academic mobility participants;
- deepening cooperation in the fields of education and science;
- support of social, economic, cultural relations and ties between partner institutions.

2.2. The objectives of the participants of academic mobility are:

- Improving the level of theoretical and practical training, professional skills of academic mobility participants;
- obtaining and disseminating international experience in teaching, research, scientific and technical activities and access to the research infrastructure of partner institutions;
- Implementation of joint scientific, research and/or educational projects; - Improvement of foreign language skills;
- promotion of the Ukrainian language, culture, and deepening knowledge of the culture of other countries.

2.3. Participants in academic mobility are obliged to:

- timely provide the necessary documents for participation in the academic mobility programme (at least 14 days before the start of the academic mobility programme);
- arrive on time at the place of implementation of the academic mobility programme; - during the academic mobility programme, comply with the legislation of the host country, internal regulations and other regulatory documents of the partner institution; after completion of the academic mobility programme, return to the Academy within the time limits established in the documents and submit all necessary reporting documents.

3. Types and forms of academic mobility

3.1. According to the place of exercise of the right to academic mobility, it is divided into:

- internal academic mobility - academic mobility, the right to which is exercised by the Participants of the educational process of the Academy in partner institutions within Ukraine;

- international academic mobility - academic mobility, the right to which is exercised by participants in the educational process of the Academy in partner institutions outside Ukraine (outgoing academic mobility) or by foreign participants in the educational process at the Academy (incoming academic mobility).

3.2. According to the field of activity, academic mobility is divided into educational and scientific.

3.3. According to the method of implementation of academic mobility, there are full-time, which involves the physical movement of the participant of academic mobility to the partner institution, remote, which involves interactive interaction of the participant of academic mobility and mixed, which involves full-time and remote participation of the participant of academic mobility.

3.4 Educational academic mobility according to the procedure for recognising the results of the academic mobility programme is divided into

- degree mobility - study of a Participant of the educational process of the Academy in a foreign educational institution in order to obtain a degree of higher education, which is confirmed by a document (documents) on professional higher education or on obtaining a degree of professional higher education;

- credit mobility - studying of a Participant of the Academy's educational process in another institution of professional higher education in order to obtain credits of the European Credit Transfer and Accumulation System and/or relevant competencies, learning outcomes (without obtaining credits of the European Credit Transfer and Accumulation System) that will be recognised at the Academy. At the same time, the total period of study for Participants of such academic mobility programmes remains unchanged.

3.5. The forms of academic mobility are:

3.5.1. For participants of academic mobility who obtain an educational degree of professional junior bachelor, bachelor, master:

- studying under educational (educational and professional) credit or degree academic mobility programmes;

- language internship (improving the level of practical knowledge of a foreign language in a particular professional activity or field of knowledge);

- educational and scientific internship (activities aimed at gaining practical experience based on research and the formation of new professional competences within a particular speciality/field of knowledge);

- scientific internship;

- practice (gaining experience of professional activity in the field of future, existing, related speciality under the guidance of employees of an educational institution (scientific institution) in order to form professional competences and skills in real, including production, conditions for making independent decisions in practical activities, mastering methods, forms of organisation and means of work in a particular professional activity or field of knowledge);

- other forms (participation in seminars, conferences, speeches and publications within a particular speciality/field of knowledge, etc.) that do not contradict the law and meet the requirements of this Regulation;

3.5.2. For participants of academic mobility who receive the degree of Doctor of Philosophy, Doctor of Science or are pedagogical, scientific and pedagogical, scientific, other employees of the Academy

- Participation in credit academic mobility programmes for academic mobility participants who are obtaining the degree of Doctor of Philosophy/Doctor of Arts;

- participation in joint educational and/or scientific projects (activities as part of a temporary project team formed for a certain period to achieve the goal and objectives of a particular educational or scientific project at the expense of a grant provided to partner institutions);

- teaching;

- internship; - research;

- scientific internship;

- language internship;

- advanced training;

- Other forms (participation in seminars, conferences, speeches and publications within a particular speciality/field of knowledge, etc.) that do not contradict the law.

4. Organisational support for academic mobility

4.1 General guidance on academic mobility is provided by

4.2. General organisational support and assistance in the organisation of academic mobility, provision of scientific and methodological advice on the

exercise of the right to academic mobility, re-credit of learning outcomes, control over the implementation of programmes - is carried out by the Department of Educational and Methodological Support and Quality of Education of the Academy;

4.3. Preparation for the conclusion of relevant agreements, establishment/maintenance of relations with partner institutions for international academic mobility, as well as announcement of competitions for participation in academic mobility programmes is carried out by the Centre for Coordination of Scientific Publications and Development of International Cooperation of the Academy.

4.4. In order to exercise the right to academic mobility, the Academy and a foreign educational institution (research institution) or other Ukrainian educational institution (research institution) shall conclude an agreement between the partner institutions in writing or electronically on the implementation of the academic mobility programme (hereinafter referred to as the partnership agreement).

4.5. The conclusion of a cooperation agreement between partner institutions, as well as a partnership agreement and an academic mobility agreement under martial law, is carried out in electronic form using a qualified electronic signature. If it is not possible to use a qualified electronic signature, letters of intent to cooperate, implementation of the academic mobility programme and confirmation of fulfilment of obligations after the end or cancellation of martial law are exchanged.

4.6. The following conditions must be met when a student exercises the right to academic mobility of any type and form:

- the purpose and objectives of academic mobility correspond to the educational goals aimed at gaining professional experience in the field of future, existing, related speciality, professional competencies and skills;

- studying under the academic mobility programme is carried out under the guidance of a designated employee of an educational institution (research institution) under the agreed educational (educational and professional) programmes of partner institutions;

- the results of academic mobility are determined in ECTS credits and/or relevant competencies, learning outcomes (without obtaining ECTS credits), which will be recognised by a Ukrainian institution of permanent study (for a Ukrainian participant) or a foreign institution of permanent study (for a foreign participant);

- when exercising the right to academic mobility of any type or form by a student studying at the Academy, the period for obtaining a certain educational, educational-scientific/educational-creative level or academic degree should not be increased. In case this requirement is not met (cannot be met), the person's educational, educational-scientific/educational-creative level or degree after the end of the normative period of study shall be obtained at the expense of individuals (legal entities).

4.7. In order to organise and implement the right to academic mobility of any type and form, the partner institutions shall determine in the partnership agreement

- the purpose, objectives, type and form, duration, term (if necessary, stages) of academic mobility;
- results to be achieved;
- the document to be received by the Ukrainian and/or foreign participant upon completion of the academic mobility programme;
- rights and obligations of partner institutions; - criteria for selecting participants of academic mobility and the party that will carry out the selection;
- list of documents required for participation in the academic mobility programme, requirements for them, procedure and deadline for their submission;
- financial conditions of the academic mobility programme, conditions of medical care or health insurance;
- terms, conditions and procedure for reporting by the participant of academic mobility during or after returning to the educational institution of permanent place of study (work), the procedure for recognising the results of academic mobility, as well as measures taken in case of failure to achieve the purpose of academic mobility and/or non-recognition of its results, conflict or unforeseen situations during participation in the academic mobility programme or recognition of its results;
- term, conditions and procedure for the liquidation of academic debt in partner institutions (for educational academic mobility);
- the procedure for amending the partnership agreement;
- units of partner institutions that will ensure the implementation of the academic mobility programme, contact persons;
- other conditions necessary to ensure the achievement of the results of academic mobility.

4.8. In case the applicant for higher education of the Academy is a minor, the academic mobility agreement is concluded with one of his parents or a person who is his legal representative.

4.9. After the conclusion of the academic mobility agreement, the Rector of the Academy signs an order defining the purpose, term, conditions (including financial) of the participant's academic mobility programme. A person acquires the status of a participant in the academic mobility programme from the date specified in such a document.

4.10. The list of necessary documents for participation in the academic mobility programme for higher education students and the procedure for their submission is regulated by agreements between the Academy and partner institutions.

4.11. Stages, duration and content of study at partner institutions are determined by agreed curricula and schedules of the educational process, approved by the management of the Academy and partner institutions.

4.12. When forming an individual curriculum of a higher education student, the actual implementation of individual curricula of the current and previous academic years is taken into account. Training under an individual curriculum may be carried out using distance and/or blended learning technologies. The formation of an individual curriculum of a higher education student in a particular field provides for the possibility of individual choice of content modules (disciplines) in compliance with the sequence of their study in accordance with the structural and logical scheme of training.

4.13. Participants of academic mobility who are applicants for higher education within the framework of internal mobility programmes are enrolled in partner institutions in Ukraine as temporarily admitted to the educational process and have the rights and obligations of applicants for higher education of a domestic higher education institution / research institution.

4.14. If the participant of the Academy's academic mobility takes part in an international academic mobility programme, the competitive selection is carried out by the organisation that provides the participant with a grant under the conditions and criteria specified in the constituent documents of the competition.

4.15. The selection of participants of the Academy's academic mobility for participation in academic mobility programmes shall be carried out on a competitive basis, according to the following criteria, but not limited to: taking into account their academic performance rating (absence of academic debts, which is confirmed by a visa of the dean or coordinator of academic mobility of

the relevant faculty of the institute on the letter of recommendation), participation in scientific work (availability of scientific publications (conference abstracts, scientific articles, etc.), victory in educational scientific competitions and olympiads (di Institutes of the Academy have the right to establish additional criteria for the selection of participants in the educational process for participation in academic mobility programmes.

4.16. The duration of study of higher education applicants of the Academy under credit mobility programmes shall be one semester or one academic year, unless otherwise provided by the terms of the programme. Higher education applicants studying for a master's degree are recommended to participate in international credit academic mobility programmes lasting one semester, unless otherwise provided by the terms of the programme.

4.17. Higher education applicants who exercise the right to academic mobility during their studies or research activities in another higher education institution (research institution) in Ukraine or abroad are guaranteed to retain their place of study. Such persons are not expelled from the Academy's students and are registered in the Unified State Electronic Database on Education.

4.18. For persons who are sent for study, an individual curriculum is drawn up on the basis of the working curriculum in the speciality of the relevant course/semester and the study programme approved by the foreign HEI and the following documents are provided

- a submission or application addressed to the Rector with visa approvals from the dean/director of the institute,

- a resolution of the Head of the Centre for Coordination of Scientific Publications and Development of International Cooperation of the Academy / Department of Educational and Methodological Support and Quality of Education of the Academy;

- a copy of the invitation and its translation, certified by the Centre for Coordination of Scientific Publications and Development of International Cooperation of the Academy or the academic mobility coordinator of the institute;

- Agreement on academic mobility between the Academy and the participant of the educational process (Learning Agreement or Agreement on practice/internship for higher education applicants);

- Learning Agreement on Academic Mobility Programme between the Academy, a participant in the educational process and a partner higher education

institution (for higher education students, postgraduate students) (to be drawn up if necessary);

- individual curriculum of academic mobility (for higher education students), signed by the participant of the educational process, the coordinator of academic mobility and approved by the dean / director of the institute or deputies (if necessary).

The documents specified in this paragraph are submitted to _____ no later than 7 calendar days before the start of the academic mobility programme.

4.19. In addition to studying compulsory academic disciplines at the partner institution, a higher education applicant has the right to independently choose additional academic disciplines (at the expense of credits of the elective part of the curriculum of the educational programme) in agreement with the Academy.

4.20. On the basis of certificates, ECTS grades, ratings, modules or disciplines studied in the curriculum at the Academy may be re-enrolled.

4.21. Foreign applicants for higher education who exercise the right to academic mobility within the framework of cooperation agreements with the Academy may be enrolled in the Academy:

- at the expense of international programmes and organisations;
- at the expense of individuals or legal entities;
- on a free-of-charge basis in the case of mutual exchange of higher education students, including joint educational programmes that provide for the receipt of a joint or double document (documents) on higher education on a free-of-charge basis in the case of international exchange of higher education students, if the number of such foreign higher education students does not exceed the number of domestic higher education students studying in a foreign partner institution within the framework of academic mobility programmes in accordance with the agreements concluded between the higher education institutions.

4.22. List of required documents for foreign participants of academic mobility:

- a submission from the faculty/institute of the Academy to the Rector with visas approved by the dean of the faculty, the director of the institute, the Centre for Coordination of Scientific Publications and Development of International Cooperation of the Academy;
- a copy of the invitation;

- Agreement on academic mobility between the Academy and the participant of academic mobility.

4.23. Research and teaching, pedagogical, and scientific staff of the Academy may exercise the right to academic mobility for professional activities in accordance with the concluded agreement on participation in the academic mobility programme.

4.24. Financial conditions for participation in the academic mobility programme:

4.24.1. a higher education student pays for the academic mobility programme at the expense of individuals and/or legal entities; at the expense of international programmes and organisations; on the terms of free education in the case of mutual exchange of higher education students;

4.24.2. a scientific, pedagogical, research and teaching staff member of the Academy does not receive travel funds if he/she has full funding from the partner institution of the academic mobility programme;

4.24.3. remuneration of a research, teaching, research and pedagogical employee in accordance with the legislation of Ukraine at the main place of work is retained for up to six months, unless it is provided for by the academic mobility programme.

5. Organisational support of academic mobility for persons obtaining the degree of Doctor of Sciences, research, teaching, pedagogical, and scientific workers.

5.1. Academic and pedagogical, research staff of the Academy may exercise the right to academic mobility for professional activities in accordance with the concluded Agreement on participation in the academic mobility programme with the consent of the head of the department, academic mobility coordinator and dean / director of the institute. At the same time, these employees retain their main place of work at the Academy for up to two years.

5.2. In some cases, in case of impossibility to ensure the implementation of the educational process by academic staff due to the desire to participate in academic mobility programmes, their teaching load for the period of participation may be performed on an hourly basis by other academic staff of the relevant specialty from among the teachers of the department with the consent of the teacher participating in the academic mobility programme, the head of the department and the dean / director of the institute without retaining salary.

5.3. The exercise of the right to international academic mobility must be supported by two agreements: a bilateral written or electronic agreement between partner institutions on the implementation of the academic mobility programme (partnership agreement) and an agreement between the Academy and the participant of academic mobility.

5.4. The conclusion of the cooperation agreement between the partner institutions, as well as the partnership agreement and the academic mobility agreement under martial law and other force majeure circumstances is carried out in electronic form using a qualified electronic signature.

5.4. The academic mobility agreement, among other things, defines its purpose, objectives, type and form, duration, term (if necessary - stages), expected results, and the document issued as a result of the academic mobility programme.

5.5. For applicants for the degree of Doctor of Sciences, it is necessary to indicate the list and content of educational components, the amount of academic workload and a detailed description of the evaluation of results, the term, conditions and procedure for reporting, recognition of the results of the academic mobility programme, as well as measures to be taken in case of failure to achieve the goals of academic mobility and the procedure for eliminating academic debt incurred during the academic mobility programme.

5.6. Foreign research and teaching staff of higher education institutions/research institutions involved in educational and scientific activities have all the rights and obligations of its employees during their stay at the Academy (financial conditions for the professional activities of foreign participants at the Academy are additionally fixed in the framework of relevant agreements, contracts, etc.)

5.7. The conditions of arrival of leading foreign scientists and educators at the invitation of the Academy and their stay in Ukraine may be determined by additional agreements concluded between the Academy and the invited person.

6. Rights and obligations of participants of academic mobility of partner higher education institutions participating in academic mobility programmes.

6.1. Participants have the right to:

- Continuing their studies or studying certain academic disciplines, conducting research at partner institutions, etc;
- safe and harmless learning environment;

- use: educational, scientific, industrial, sports facilities of the host higher education institution;
- Participation in scientific conferences, symposia, exhibitions, competitions, presentation of their research papers for publication;
- enrolment of learning outcomes (credits) in the partner institution, research results in accordance with the established procedure;
- obtaining a document on learning outcomes or on the relevant educational level of the sample established in the partner institution, if it is provided by the study programme of the higher education applicant.

6.2. Participants in the educational process are obliged to:

- timely provide the necessary documents for participation in the academic mobility programme;
- arrive at the place of the academic mobility programme no later than the specified date;
- comply with the legislation of the host country and internal regulations, the Statute, and other regulatory documents of the partner institution during the implementation of the academic mobility programme;
- successfully complete the academic mobility programme in accordance with the approved individual curriculum and the Learning Agreement or internship/training contract;
- return to the Academy on time after completing the academic mobility programme at the partner institution.

7. Recognition of the results of the academic mobility programme at the Academy.

7.1. Recognition of learning outcomes in the framework of academic cooperation with partner institutions is carried out using the European Credit Transfer and Accumulation System ECTS or using the system of assessment of academic achievement of higher education students adopted in the country of the partner institution, if it does not use ECTS.

7.2. The content of the educational components and the amount of academic workload completed by the participant of academic mobility in the partner institution are confirmed by an academic certificate or other similar document issued by such institution in accordance with the partnership agreement.

7.3. Comparison of the content of educational components and the amount of academic workload completed in accordance with the academic mobility

agreement is carried out by comparing the learning outcomes achieved at the partner institution and the learning outcomes planned by the educational (educational and professional) programme of the Academy.

7.3.1. At the same time, the Academy determines the number of ECTS credits for which the Ukrainian participant is certified at the partner institution and which will be counted as learning outcomes planned by the educational (educational and professional) programme at the permanent place of study. These ECTS credits are further used to establish the fact that the Ukrainian participant has fulfilled the qualification requirements for obtaining a certain educational (educational-scientific/educational-creative, scientific) degree. If necessary, the learning outcomes (points, grades) issued by the partner institution are transferred to the Academy's assessment system. The defined educational components are recognised by the Academy in full, and the Ukrainian participant in respect of whom such a decision has been made should not carry out any other additional study load for these educational components.

7.4. If the Ukrainian participant fails to fulfil the conditions specified in the academic mobility agreement in terms of mastering the content of the educational components and completing the volume of the academic workload during his/her stay at the partner institution, such a participant, upon returning to the Academy in accordance with the established procedure, shall eliminate academic debt before the end of the first semester control after his/her return or undergo repeated training in the relevant content of the educational components and the volume of the academic workload.

7.5. In the case of studying at a partner institution of the Academy, in order to obtain documents on higher education of the Academy and a foreign partner institution based on the results of state certification, academic differences may be made in accordance with the procedure established in accordance with the current legislation of both parties.

7.6. The results of the final certification of higher education applicants for the period of study at the partner institution are presented on the scale adopted by the partner institution and are converted to the scale adopted by the Academy.

7.7. The certification of the participants of the academic mobility of the Academy, who study under the academic mobility programme, is carried out by the relevant institutes/faculties in accordance with the procedure established by the Academy.

8. Procedure for reporting and paperwork on the results of the academic mobility programme.

8.1. Upon completion of the programme, the participant of the educational process submits to the dean's office of the institute/faculty and the Department of Educational and Methodological Support and Quality of Education of the Academy / Centre for Coordination of Scientific Publications and Development of International Cooperation of the Academy

- a report in writing, certified by the curator of the academic mobility programme of the partner institution (the Academy employees also submit a copy of the report to the Department of Human Resources and Labour Economics). The Academy has the right, in accordance with the established procedure, upon the submission of the relevant department, to credit the results of training in a foreign university confirmed by an academic certificate as fulfilment of the curriculum. Enrolment is possible provided that the content (expected learning outcomes) of academic disciplines, practices coincides, and the volume of credits is at least 75%;

- a copy of the document on the results of the academic mobility programme (Certificate, Diploma, Academic Transcript, Transcript of Records);

- a copy of the foreign passport with the identification page and pages with stamps on crossing the border of Ukraine (it should be noted that stamps in the foreign passport on crossing the border of Ukraine are put on request in connection with the simplification of the visa regime.

8.2. If a higher education student does not complete the study programme during his/her stay at the partner institution on the basis of which the right to academic mobility is exercised, then upon returning to the Academy he/she may be offered an individual schedule for the repayment of academic debts or a repeat course of study at the expense of individuals or legal entities.

8.3. A prerequisite is the publication of the results of the selection of Ukrainian participants, a report on the completion of the academic mobility programme and its results on the official website of the structural unit where the Participant studies or works.

9. Final provisions

9.1. The Regulations shall come into force from the moment of its approval by the Academic Council of the Academy and shall be put into effect by the order of the Rector.

9.2. Amendments and additions to the Regulations shall be made and approved by the Academic Council of the Academy in the same manner as the Regulations themselves.

9.3. Until the relevant amendments are made to this Regulation, in case of amendments to the regulations governing the relations defined in this Regulation, the norms of the legislation of Ukraine shall apply.

9.4. The control over the implementation of the Regulations shall be entrusted to the officials of the Academy in accordance with their functional responsibilities.