

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KYIV NATIONAL ECONOMIC UNIVERSITY
named after VADYM HETMAN

CONFIRMED

By the Academic council of the University
Minutes No 4 dating November, 26 2015



Head of the Academic council
A.F. Pavlenko

comes into force pursuant to the Order
dating _____ 2015 № _____

REGULATIONS
on Centre of International Academic Mobility of
Kyiv National Economic University
named after Vadym Hetman

REGULATIONS

On Centre of International Academic Mobility of Kyiv National Economic University named after Vadym Hetman

1. General regulations

1.1. Centre of International Academic Mobility (hereinafter the "CIAM") of Kyiv National Economic University named after Vadym Hetman is a structural subdivision of the University, which carries out planning, organization and monitoring of the directions and structure's character of international academic relations between Kyiv National Economic University named after Vadym Hetman" (hereinafter the "University") and other foreign higher educational establishments, research institutions, organizations, foundations, institutions, grant makers and business entities.

1.2. Practical activity of the CIAM is carried out pursuant to the current legislation, in particular the Law of Ukraine "On Higher education", the Statute of Kyiv National Economic University named after Vadym Hetman, bi- and multilateral agreements with partners and other regulatory acts determining legal, organizational and financial principles of the University's activity.

1.3. Formation of goals, tasks and organization structure of the CIAM are based on the principles of the "Joint Declaration of the European Ministers of Education".

2.Primary goals of the CIAM

2.1. Development of the international academic mobility of faculty staff, students and staff in the process of the internationalization of scientific, creative, organizational and financial activity of the University being sped up and to

provide on the basis of this University's high competitiveness in the global and the European educational and scientific fields.

2.2. Organization, evaluation, support and monitoring of international projects in the field of the University's activities that are determined by its professional-competence basic principles, availability of the scientific, educational, methodological, cultural and educational, sport and other interests taking into account foreign partners' authorities.

2.3. Contribution to the creation of the positive image of the University by means of presenting it at international forums, conferences, exhibitions, expositions, contests, competitions, seminars. Stimulating measures on enhancing of the KNEU competitiveness in international academic ratings, above all in the ones evaluating professional levels of economic, financial and business education and connected with them directions of experts training.

3. Primary tasks of the CIAM

3.1. Deepening of the cooperation with the current investing foundations, projects, programmes (Erasmus +, TEMPUS, DAAD, Fulbright program, "Europe 2020"), scientific, educational and business institutions. Identification of other foundations, programmes, contests for students, postgraduates and the University staff so that they could implement their right to an academic mobility.

3.2. Selection of applicants for participation in academic mobility programmes by criteria of professional, age, organizational appropriateness and taking into account funding conditions. Regulation of the requirements for documents, necessary for participation in academic mobility programmes, procedures and deadlines for application submission.

3.3. Defining of stages, financial conditions, types and forms of the academic mobility, duration and details of education in higher education institutions

(academic institutions) — University partners. Supporting of academic cooperation programmes, organizing of staff exchange with foreign higher education establishments, institutions and business institutions.

3.4. Involving of foreign teachers, experts and students to the educational and scientific processes of the University and to cultural, linguistic and sport activities.

3.5. Exchange of scientific and methodological information with foreign partners.

3.6. Providing of consultative and organizational support to scientific and pedagogical staff, researchers and students in the planning and development of the international cooperation.

3.7. Providing the University's subdivisions with informational materials concerning conduction of international forums, conferences, seminar, presentations, exhibitions, announcement of contests concerning grants.

3.8. Protocol services.

3.9. Translation and authentication of documents on education, scientific degrees and academic ranks; preparation of a document packages for visa receiving and official trips, training, studying, advanced training that are governed by the corresponding orders of the Rector of Kyiv National Economic University named after Vadym Hetman.

4. Primary types of the academic mobility identified by the CIAM

4.1. Degree and credit mobility are the primary types of the academic mobility identified by the CIAM and are in the sphere of its competence.

4.2. Degree mobility is a studying at Higher Educational Establishment (HEE), that is not a host university, in order to obtain a corresponding higher education degree confirmed by a higher education certificate (certificates) and documents of obtaining higher education degree issued by two or more HEEs.

4.3. Credit mobility is a studying at a Higher Education Establishment (HEE), that is not a student's host university, in order to receive ECTS credits and/or corresponding competences, results of studying (without receiving ECTS credits) that will be recognized at the host university. Furthermore, the overall duration of studying under the credit mobility programmes remains unchanged.

5. Primary forms of the academic mobility identified by the CIAM

5.1. The forms of academic mobility for junior bachelor, bachelor, master students and PhDs in the domestic higher educational establishments are studying under academic mobility programmes, language and scientific trainings.

5.2. The forms of academic mobility for persons, who are obtaining the scientific degree of the Doctor of Sciences, scientific and pedagogical staff and other members of educational process, are: participation in joint projects, teaching, scientific research, scientific training, advanced training.

6. Organization structure of the CIAM

6.1. The structural subdivisions of the CIAM are: department for visa and registration, records and control; department for cooperation with Europe and North America; department for cooperation with countries of the Commonwealth of Independent States and Asian countries.

6.2. Structure and staff schedule of the CIAM are approved by the Rector. The CIAM's activity is coordinated by the Vice-rector in charge of International Relations.

6.3. The CIAM is headed by a Director. The Director of the Centre of International Academic Mobility is appointed by the Rector of the University and is accountable to the Rector and the Vice-rector in charge of International Relations.

6.4. The Director of the CIAM submits offers for approval to the Rector or the Vice-rector concerning work distribution among the CIAM departments, functional duties of employees and concerning appointing, dismissing, incentive and penalties for the CIAM staff.

6.5. The CIAM has its own stamp in English and Ukrainian languages used to certify documents, official answers and other current work.

7. Rights and duties of the CIAM

7.1. Rights of the CIAM are exercised by its Director and other staff in accordance with the employment position instruction and distribution of responsibilities.

7.2. The Director of the CIAM is authorized to sign outgoing University documents of organizational and executive character prepared by the CIAM:

- telegrams (including international ones);
- letters (faxes);
- information letters;
- protocols concerning intentions;
- messages received through the Internet (emails).

7.3. The CIAM staff is authorized to:

7.3.1. receive according to the established procedure from the University subdivisions documents and informational materials necessary for carrying out of the tasks laid on the CIAM.

7.3.2. carry out negotiations and correspondence with embassies, consulates, international organizations and their representatives, other state and non-state institutions, firms and individuals including foreign ones within the powers defined in the Regulations in question on the instructions of the University's administration.

7.3.3. offer proposals to the University's administration concerning enhancing of international activity of the University and the CIAM.

7.4. CIAM staff is obliged to:

7.4.1. Timely and adequately perform duties as stipulated in the employment position instructions.

7.4.2. Abide the rules of the internal labour policy.

8. Cooperation with other structural subdivisions of the University

The CIAM collaborates with:

8.1. institutes, dean's offices and departments of the University in the framework of work stated in Part 2 of the Regulations in question;

8.2. administrative and household services concerning classroom fund, meetings organisation, residence, feeding of foreigners coming to the University concerning official matters;

8.3. the administrative office regarding internal and external document flow;

8.4. the law department concerning drafting and approval of normative documents;

8.5. the library, archive and other subdivisions providing of information about library stock, archival data retrieval, depositing of documents.

10. Cooperation with the State government bodies and other institutions

9.1. The CIAM cooperates with the Ministry of Science and Education of Ukraine and other State government bodies and bodies of local authority as well as with departments of other education establishments in terms of the CIAM's competence issues including exchange of information and experience.

10. Final clauses

10.1. The Regulations on the Centre of International Academic Mobility of Kyiv National Economic University named after Vadym Hetman has been approved by the Academic Council of the University and has been introduced by the Order of the Rector.

10.2. Amendments and additions to the Regulations on the Centre of International Academic Mobility of Kyiv National Economic University named after Vadym Hetman should be approved by the Academic Council of the University and should be introduced by the Order of the Rector of the University.