




International Student Guide



Contact us:

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metro station, room 418

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Dear Freshmen,

We are glad to welcome you at «KROK» University. It is the beginning of a new chapter in your life, a chapter that will be unique. We know that living abroad means discovering so many new and challenging things. Our team will try to make your journey as great, easy and unforgettable as possible. This Guide is our first contribution to your stay and success.

«KROK» University International Office



«KROK» University is a part of a large educational corporation, which provides qualitative work to promote educational services and the development of students as professionals in selected fields, as well as as interesting personalities.

It's one of the first private educational institutions in Ukraine, IV (highest) accreditation level. It was founded in 1992 and it is the best private HEI in Ukraine (since 2012 according to Consolidated ranking of Ukrainian universities, UniRank, Webometrics, TOP-200 Ukraine (2015 – 2018, 2020), FOCUS TOP-50 – the estimates of the employers (2017).



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Contact Persons

Any questions? We are always ready to come in handy.

International Office

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Invitation to Study for Your Friends

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Academic Issues

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Academic Issues

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Recognition of Documents

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Academic Issues

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Temporary Residence Permit

Passport Officer
Room 415-1



Migration Rules

- You must apply for Residence Permit or extension of stay in Ukraine **NOT LATER, THAN 30 DAYS BEFORE** its expiry.
- You are **not allowed** to work with Student's Residence Permit.
- If you change the passport, you must inform University Passport Office **WITHIN 10 days**.
- If you change your place of living, you must register a new address **WITHIN 10 DAYS**.
- In case of the loss of documents, you must **pay a fine** set by Ukrainian law in the police in the amount of up to **5 100 UAH**.
- If you are late with the registration, **a fine** is up to **8 500 UAH** must be paid.
- Whenever you are expelled, Temporary Residence Permit is cancelled automatically and you must leave the country **WITHIN 10 DAYS**. After graduation from your program you have **10 DAYS either to apply for new program or to leave the country**, it has no matter till what date your residence permit is valid!!!
- Applying documents to the migration on time is **only** the Student's responsibility, while the University bears responsibility for preparing the package of the necessary documents.

More details at the Passport Office, Room 415-1



In case, the University or its officials are charged the fine, due to your fault, you will cover the penalties in full.



If you drive a car, check all your administrative fines if any and cover them ASAP at Shevchenkivskyi Department of State Executive Service of Kyiv, St. Saksaganskogo 110. In case of its NON-PAYMENT migration CAN CANCEL your residence permit.



Academic Rules



In order to continue your studies at «KROK» University, please, be sure that all the requirements from this list are done:

- Right after your enrollment you must **apply for High School Certificate/ Diploma Recognition**, Room 415-1. Get it till the **END OF THE FIRST SEMESTER**. You won't be transferred to next year until you submit the Recognition Certificate.
- You should pay the tuition fee in a form of **PREPAYMENT** (yearly, by semesters, monthly). In case of a payment delay you'll need to pay the fine for each day of delay and you can be expelled. **YOU ARE NOT ALLOWED TO PASS EXAMS IF YOU HAVE FINANCIAL DEBTS.**
- If you expect some delays with payment, please inform us by writing an application for permission of delay, Room 415-1 or 418.

Visiting of classes is compulsory. The University has the right not to allow you to pass the exams if you have missed **MORE THAN 50% of CLASSES**. In such a case you should repay and retake the course again.

HOLIDAY TIME AT SCHOOL:

- **Winter holidays:** December 19, 2022 - January 16, 2022.
- **Summer holidays:** June 19, 2023 - August 31, 2023.



Please, plan your trips ONLY during holidays.

Though, if you are eager to take MORE THAN A THREE-DAY TRIP during your studies, please inform in written the International Office (Room 418).



In case of violation of the “Rules” a student may be expelled without any notifications. Within 10 DAYS the Migration Service will cancel the Residence Permit.

Enrollment Issues

After enrollment, a student is issued a student ID card, authorization data (login, password) for Microsoft Office 365 (platform used by students during the entire period of study, for correspondence with lecturers, Student's Office and the University administration) and the Agreement. In case of absence of certain documents, please, contact the Student's Office, room 103, e-mail address SO@krok.edu.ua.

After a month or two students who are enrolled in senior courses, as well as Master's students, should contact the Student's Office, room 103, e-mail: SO@krok.edu.ua to obtain a student ID card.

You can enter the University just with your student ID card (or entrance card). In case of loss of a student ID card, contact the Student's Office. Here write a statement in person or send an e-mail to the Student Office, SO@krok.edu.ua and attach a receipt or photo of a receipt of payment for making a duplicate of the document.

Educational Process

The educational process takes place in the classrooms. In addition to such studies lecturers may use e-learning tools for studies. Pay attention that due to quarantine restrictions or other force majeure circumstances or acts, and/or actions of public authorities students may study in campus, fully online or in a mixed form.

All staff and students of «KROK» University are registered at Microsoft Office 365 (visit www.office.com). A corporate profile will give the opportunity to contact lecturers, staff, groupmates etc. Please note, that a corporate mail box in domain @krok.edu.ua is the ONLY means of communication, NO OTHER personal mail boxes.

Microsoft Office 365

What is Microsoft Office 365? It's a complete set of office applications.

Microsoft Office 365 includes: Word, Excel, PowerPoint, Outlook, OneNote, with all the latest updates and additions: Teams, Skype for Business, SharePoint, OneDrive.

Where to get the access? The access is provided by International Office in cooperation with E-Learning Department. Contact person: *Maryna Yevchenko*, e-mail: inter_manager@krok.edu.ua (Room 418).

At the beginning of your studies all of you will be provided with logins and passwords for your own corporate mail box.

How to sign in to Office 365? Go to the link and see an instruction.

<https://cutt.ly/ubTAzvE>

Moodle

«KROK» University has the e-learning platform used for online classes, **Moodle** (visit <https://dist1.krok.edu.ua/>).

What Moodle is for? In Moodle there are presentations of lectures, video lectures, useful materials, tasks, books, tests etc.

Where to get access? The access is provided by International Office in cooperation with E-Learning Department. Contact person: *Maryna Yevchenko*, e-mail: inter_manager@krok.edu.ua (Room 418).

How to log in on Moodle for the first time? Follow the link and see an instruction.

<https://cutt.ly/iWcQ2d8>

Who will add students to course in Moodle? Lecturer or your Manager of International Office, Room 418, will add you to course, if you are

added, the course will appear on your Moodle. In case you don't see the necessary course on your Moodle, contact Manager of International Office, Room 418, to solve the problem.

How to pass the tasks on Moodle? Follow the link and see an instruction.

<https://cutt.ly/EWcWSmU>

In addition to Moodle, lecturers use Microsoft Teams for «face to face» meetings with students.

Microsoft Teams

Microsoft Teams, application of Microsoft Office 365, gives an opportunity to have online classes (meetings) in virtual classrooms created by a lecturer.

Below there is an instruction on how to join the class.

<https://cutt.ly/WbTAQSK>

Below there is an instruction on how to share the screen.

<https://cutt.ly/vmWWQMV>

Schedule of Classes

Schedule is an essential part of any educational process.

As a rule, the schedule itself and its updates are sent on Whatsapp groups for students at the beginning of each semester. Here it is available and can be saved on your phone.

Follow the link to find out the peculiarities and how to read a schedule of «KROK» University.

<https://cutt.ly/1mWWwo3>

Examination Session

Examination session is a period of passing exams and credits at the end of each semester. The duration of examination session is up to 2 weeks.

In Ukraine there are 2 forms of final evaluation – a credit and an exam. They both have equal force; both are transferred to your future Supplement to Diploma. There is a very slight difference between them. Exams take place on a separate day while credits are carried out on the last day of a class of a subject. **PAY ATTENTION THAT IF YOU HAVE SEVERAL CLASSES OF THE SAME SUBJECT ON ONE DAY, THE CREDIT CAN BE EITHER ON THE FIRST OR SECOND CLASS.** The presence on both classes is **COMPULSORY**. A credit can be easier, while exam- more complicated.

When taking a credit or exam online, a video camera must be turned on. Clothing should be in a business style.

The student **IS ALLOWED** to pass examinations and credits in case of **NO FINANCIAL DEBT**.

Retake

In case of receiving a negative mark or the absence for good reasons and the absence of financial debt, a student has the opportunity **WITHIN 3 WEEKS** from the start of the next semester or **TWO WEEKS** after the date of the exam to pass certain subjects **FOR FREE**. Academic debts (academic debt means that you failed or were not allowed to pass the exams and has **NO** grade/mark for the particular subject) from previous semesters/years are **FEE-BASED**. To clarify your academic debts, please, contact Student's Office, room 103 or Maryna Yevchenko, +380681515844 (Whatsapp), (Room 418).

In case of the absence of the mark contact the lecturers for whose subjects you didn't get the mark (*Contact person to get lecturers' emails: Maryna Yevchenko, +380 68 151 58 44 (Whatsapp), (Room 418).*)

Contact the lecturer via your KROK corporate mail box **ONLY**. When writing please send **a receipt on a paid slip in case of late retake** (a special paper for paying for academic debts issued by the Student's office on a student's request), **introduce yourself, tell your year of studies, speciality, the subject you want to pass and ask for the task.**

After getting the mark for the subject Maryna Yevchenko, +380681515844 (Whatsapp), (Room 418), or contact Manager of Student's Office, Room 103, to find out if the mark was transferred.

! According to the Ministerial Rules at the end of each academic year (after 2 semesters) you are transferred to the next year. If you have either FINANCIAL or ACADEMIC debts, the University has the right not to transfer you or even expel.

Graduation

After successful completion of the individual curriculum, the student must pass the final examinations (pass exams, defend Thesis, project). According to the examination schedule, the student must pass academic debts and cover financial debts 10 days prior to the start of examination.

In the 8th semester in the period from 01.03 to 30.04 (Bachelor's graduates), in the 3rd semester from 01.10 to 30.10 (Master's graduates) must personally or by e-mail submit to the Student's Office SO@krok.edu.ua a photo or a copy of the passport to clarify the spelling of name, which will be printed in the Diploma and Diploma Supplement. The information in the Diploma and the Supplement are printed in Ukrainian and English.

International Students must submit the Recognition Certificate **WITHIN THE 1ST SEMESTER OF STUDIES.**

In case of academic, financial debts and absence of Recognition Certificate, students **ARE NOT ALLOWED** to pass final examinations. Reprinting of the diploma or its supplement for the students who did not submit documents on time, is made at the expense of the student.

Double Degree Programs

There are two Double degree programs running at «KROK» University for the time being.



[The Double Degree Program in Business Administration](#) is implemented by «KROK» University in cooperation with the Netherlands Business Academy (Breda, the Netherlands). The main goal to students' participation in program is to obtain the qualitative education according to the European Union standards with the further awarding of the Degree of Bachelor of **Business Administration**.



[The Double Degree Bachelor Program in Tourism and Hospitality](#) is implemented jointly by «KROK» University and Kodolányi János University of Applied Sciences (Hungary). The program is accredited by Hungarian Accreditation Committee. The program aims at training students according to EU standards with the further awarding of two qualifications: **Manager** (Ukrainian degree) and **Economist in Tourism and Hospitality**, specialization: Hotel Management (Hungarian degree).



Program Participation Benefits



Two diplomas: Ukrainian+Hungarian / Ukrainian+Dutch



Internship abroad



Participation in mobility programs of European Universities



Training based on European teaching methods



Language proficiency in English and Ukrainian



International lectures are invited to teach you



Double Degree students have privileges in selection for exchange programs

Besides Double Degrees, students can participate in **EXCHANGE PROGRAMS** (i.e. Erasmus + /bilateral exchange/Mevlana/MOBIS).

The student is accepted for semester exchange after selection, further nomination from «KROK» University and submitting all required documents.

*For more information on exchange programs, please, turn to
International Office (Room 418)*

Leisure and Opportunities at KROK

Cultural Centre (Room 421)

- Theatre studio
- Dance group
- Vocal studio
- Mr. and Miss of KROK
- Performances for students and lecturers

Students' Council (Room 144)

- Projects for University students
- 4 Kyiv students mayors were "KROK" University students
- Charity

SPG and KMG (Room 316)

- responsible, creative and focused teams that create and implement educational, social, corporate and PR-projects, as well as video recording of KROK events in order to create high-quality professional environment

Career Center (Room 109)

- Helps students to find job
- Video trainings, seminars
- Job Fairs
- Days of career



Facilities at KROK

ACCOMODATION



The dormitory is situated near the University in the park area at 6A Parkova-Syretska Street. There are 3 metro stations: «Beresteiska», «Shuliavska», «Dorohozhychi» in a 15minute walk from it and besides, there is a convenient transport interchange of public transport there. Fee for International Students is around **2 000 UAH** per month.

*If you have any questions about the dormitory, contact **Dormitory Manager:***

Maksym Studzinskyi StudzinskyiMU@krok.edu.ua

CANTEEN



Students and staff are provided with meal services at the University cafeteria. It holds up to 120 visitors and offers various meals from soups and salads to snacks and beverages. Taking into account the academic schedule shifts the cafeteria is open from 9 AM till 6 PM. (during quarantine restrictions or other force majeure circumstances or acts the changes are possible, specify with Program Coordinators).

COMPUTER FACILITIES AND LIBRARY



The University offers a wide range of computer and Internet facilities. All students and staff have free access to Internet in **12 computer labs** equipped with up-to-date software and in the library. The overall amount of computers is about **500** including those installed in the library reading room.

GYM



The University provides students with all the necessary facilities for individual physical training in **3 gyms** equipped with modern training machines, sports equipment and playgrounds. It offers students a wide variety of healthy activities at all ability levels as well as opens opportunities for active competition, fitness conditioning, skill building, stress release, leadership development and peer socialization.



Welcome to Ukraine!

Ukraine is the largest country in Europe. At 603,628 sq. km., it stretches from Russia in the east to Poland in the west, with the Black Sea running along its southern border. The state is divided into 24 regions.

STATE LANGUAGE

Ukrainian language is a state one.

FLAG, COAT OF ARMS AND ANTHEM

Ukrainian flag is composed of two equal horizontal bands of blue and yellow colors symbolizing blue sky and yellow wheat fields.

Coat of Arms is called Tryzub (or Trident), featuring the same colors found on the Ukrainian flag – a blue shield with a gold trident on it.

For every Ukrainian citizen these words are very important: "Shche ne vmerly Ukrainy ni slava ni volya" ("The glory and the freedom of Ukraine has not yet died"). From these words, Ukrainian national anthem starts. Lyrics are written by Pavlo Chubynskyi, and the music is composed by Mykhailo Verbytskyi.

GOVERNMENT

Ukraine is a unitary semi-presidential constitutional republic. Ukraine has its Parliament (the Verkhovna Rada), the Government (the Cabinet of Ministers), the President.

CLIMATE

Ukraine has a mostly temperate climate, with hot summer, cold winter (snowfalls are common), mild spring and autumn.

HOLIDAYS

Ukrainians like holidays and celebrations, but only some of them are **NON-WORKING DAYS**. They are: **January 01** – New Year Day; **January 07** – Orthodox Christmas; **March 08** – International Women's Day; Orthodox Easter; **May 01-02** – Labor Days; **May 08-09** – Memory Day and Victory Day; Orthodox Pentecost (Trinity); **June 28** – Constitution Day; **August 24** – Independence Day; **October 14** – Defender of Ukraine Day; **December 25** – Christmas Day.

If the holidays fall on weekends, the first day of the working week is day off as well.

Places to visit in Ukraine

During your stay in Ukraine, you might want to travel around Ukraine and see other parts than Kyiv too. Ukraine is a big country. There are trains, cars, planes, buses, which you can choose for your trips.





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The most interesting cities, which are recommended to visit are:



Odesa is the third most populous city of Ukraine and a major tourism center, seaport and transportation hub located on the northwestern shore of the Black Sea. Odesa is sometimes called the «pearl of the Black Sea», the «South

Capital», and «Southern Palmyra».



Vinnytsia is a city in west-central Ukraine, located on the banks of the Southern Bug. The city's roots date back to the Middle Ages and it was under Polish control for centuries until the Russian Empire annexed it in 1793.

Lviv is the largest city in the western Ukraine and the seventh-largest city in the country overall. Lviv is one of the main cultural centers of Ukraine.



Chernivtsi is a city in western Ukraine, situated on the upper course of the River Prut. Chernivtsi is the administrative center of Chernivtsi Oblast (region) – the northern, Ukrainian part of the historical region of Bukovyna. Chernivtsi is currently viewed as one of Western Ukraine's main cultural centers. The city is also considered as one of Ukraine's important educational and architectural sites. Historically a cosmopolitan community, Chernivtsi was once named as a «Little Vienna».



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Tips for Stay in Kyiv

Kyiv is the capital of Ukraine and the country's largest city, with a population of three million. Admiring the banks of the Dnipro River, it is one of the most ancient cities in Europe. The city's long history has resulted in a fascinating mix of architectural styles. People are friendly, funny, and fiercely proud of their city and their nation.

What to do in Kyiv

1. Monasteries: Take in the Beauty
2. Motherland Monument: An Awe-Inspiring Sight
3. Independence Square: The Finger on Kyiv's Pulse
4. A.V. Fomin Botanical Garden: Escape from the Concrete
5. Kyiv Opera House: Catch a Premier



How to Get Around Kyiv

PUBLIC TRANSPORTATION

Kyiv public transportation system includes **buses, trolley buses, and trams**. You buy your tickets on board and then validate them by punching them in a machine. Another one, and often faster and more comfortable option, is the **subway**. Tickets cost 8 UAH.

TAXI

Unofficial taxis are widespread and cheap, costing around 80 UAH for a city center journey and up to 150 UAH to travel from one side of the city to the other. Official taxis will cost around 100 UAH and 220 UAH for the same journeys. Apps like **Uber, Bolt, Uklon** will give you an easier way to get a taxi in a few minutes.

Cash and currency exchange

At most of Kyiv retail points, you can use credit cards to pay, but traveler's checks are generally not accepted. You should always have some cash with you as well. Note that you can use only local currency - hryvnia (UAH). 1 USD = approximately 37 UAH (ranges). You can change money at one of the local banks or at the exchange kiosks, which you can find everywhere around the city.



Shopping in Kyiv



Those looking for shopping malls in Kyiv can visit the **Globus mall**, which is located behind Maidan Nezalezhnosti. «**Mandarin Plaza**» located at 6 Basseyna street is one more shopping option. It is considered to be one of the best upmarket shopping malls in Kyiv. Other well-appointed shopping mall in Kyiv is **Respublika Mall** on Kiltseva road. This is one of the most popular shopping malls in Kyiv. It is epy largest shopping mall and entertainment complex in Ukraine. Another popular Kyiv's shopping destination is **Sky Mall** shopping mall on Henerala Vatutina street, north of the center near Petrivka subway station. Sky Mall has a very good location and its own shuttle bus service. **Dream Town** shopping mall on Obolonskyi Prospect is another place to satisfy your shopping cravings in Kyiv. When Dream Town was opened, it instantly became one of the most popular shopping destinations for Kyiv residents. **Lavina Mall** is the biggest mall in Ukraine located not far from Akademmistechko metro station.

Must try in Kyiv



Ukraine is known for its hospitality and delicious food. When you are in Kyiv, don't miss the opportunity to taste:

- Traditional Ukrainian dishes like borschch, varenyky, golubtsi and pancakes with various stuffing;
- Salo (finally sliced fat) – traditional product served at Ukrainian restaurants;
- Kyiv specialties like Kyivska kotleta (Kyiv cutlet made from chicken), Kyivskyi tort (Kyiv cake).

Don't forget...



- You should have ID card/Temporary residence permit with you;
- Tipping is not mandatory, but do tip when you get good service;
- Here are useful numbers in case of emergency: Ukrainian State Center for International Education – +38 044 359 05 39, Ambulance – 103, Police – 102, Fire department – 101;
- Like other European cities, Kyiv is generally a safe place to stay. Nonetheless, keep your staff well hidden, especially in high- traffic areas; wallet theft is quite common;
- Don't drink water from the tap; use bottled water instead.
- Make **Google Maps** your friend while strolling around Kyiv;
- Don't be afraid of asking citizens for advice, destination;
- Mind "rush hours" in public transport and on streets (8-10 am) (5-8pm).

Cost of Living in Ukraine (Information from <https://studyinukraine.gov.ua>)

Rent Per Month



APARTMENT (1 BEDROOM)
IN THE CITY CENTRE
\$288.15



APARTMENT (1 BEDROOM)
OUTSIDE OF THE CITY CENTRE
\$173.17



APARTMENT (3 BEDROOMS)
IN THE CITY CENTRE
\$561.64



APARTMENT (3 BEDROOMS)
OUTSIDE OF THE CITY CENTRE
\$329.73

Restaurants



MEAL, INEXPENSIVE, RESTAURANT
\$4.26



MEAL FOR 2 PEOPLE, MID-RANGE REST.
\$16.75



BEEF (1KG)
\$3.77



MCMEAL AT MCDONALDS
\$2.51



WATER (0.33 LITER)
\$0.30

Markets



REGULAR MILK, (1 LITER)
\$0.56



LOAF OF FRESH WHITE BREAD (500G)
\$0.32



EGGS (12)
\$1.01



LOCAL CHEESE (1KG)



APPLES (1KG)
\$0.78



BANANAS (1KG)
\$1.28



TOMATOES (1KG)
\$1.29



WATER (1.5 LITER BOTTLE)
\$0.42



Utilities (Monthly)



1 MIN. OF PREPAID MOBILE TARIFF LOCAL
\$0.03



INTERNET (10 MBPS, UNLIMITED DATA)
\$3.52

Sports And Leisure



FITNESS CLUB (MONTHLY FEE)
\$15.58



TENNIS COURT RENTAL (1 HOUR)
\$7.86



CINEMA (1 SEAT)
\$3.05