

**KROK UNIVERSITY
REGULATION ON ACADEMIC MOBILITY
OF STUDENTS, ACADEMIC AND TEACHING STAFF, AND
ADMINISTRATIVE PERSONNEL OF KROK UNIVERSITY**

*Translated into English from the official version
and approved by the Rector of KROK University on March 28, 2024*

1. GENERAL PROVISIONS

- 1.1. This Regulation has been developed in accordance with the Constitution of Ukraine, the Law of Ukraine “On Education” dated September 5, 2017, No. 1060-XII, the Law of Ukraine “On Higher Education” dated July 1, 2014, No. 1556-VII, the Law of Ukraine “On Professional Pre-Higher Education” dated June 6, 2019, No. 2745-VIII, the Law of Ukraine “On the Legal Status of Foreigners and Stateless Persons” dated September 22, 2011, No. 3773-VI, the Resolution of the Cabinet of Ministers of Ukraine dated April 13, 2011, No. 411 “Issues of Student Education and Internships (Scientific Internships) for Postgraduates, Adjuncts, and Doctoral Candidates, Scientific and Academic Staff in Leading Higher Education Institutions and Research Institutions Abroad”, the Resolution of the Cabinet of Ministers of Ukraine dated April 29, 2015, No. 266 “On Approval of the List of Fields of Knowledge and Specialties for Higher Education Programs”, the “Model Regulation on Academic Mobility of Students of Higher Education Institutions of Ukraine” approved by the Order of the Ministry of Education and Science of Ukraine dated May 29, 2013, No. 635, the Resolution of the Cabinet of Ministers of Ukraine dated August 12, 2015, No. 579 “On Approval of the Procedure for Exercising the Right to Academic Mobility”, and other sectoral standards of higher and professional pre-higher education, as well as regulatory and local acts in the field of higher and professional pre-higher education.
- 1.2. This Regulation governs the activities of KROK University related to the organization of academic mobility and establishes the general procedure for organizing various academic mobility programs for students, academic and teaching staff, and administrative personnel of KROK University both within Ukraine and abroad.
- 1.3. Academic mobility of students includes participation in the educational process at other institutions (in Ukraine or abroad), completion of academic or industrial internships, training, and study visits within the framework of dual degree programs, with the possibility of credit transfer for completed educational components, internships, etc., in accordance with established procedures.
- 1.4. Academic mobility of academic and teaching staff includes teaching a course/module, participation in scientific conferences, conducting research, and professional development at other institutions (in Ukraine or abroad).
- 1.5. Mobility of administrative personnel includes participation in trainings, study visits, international weeks, and internships at other institutions (in Ukraine or abroad).
- 1.6. The main types of academic mobility are:
 - a) External mobility – studying, internships for students; teaching a course/module, participation in scientific conferences, conducting research by academic and teaching staff; participation in trainings, international weeks, and internships by administrative personnel of KROK University at institutions abroad for a

certain period.

- b) Internal mobility – studying, internships for students; teaching a course/module, participation in scientific conferences, conducting research by academic and teaching staff; participation in trainings, international weeks, and internships by administrative personnel of KROK University at other institutions in Ukraine for a certain period.

1.7. Mobility programs may be implemented based on bilateral and/or multilateral cooperation agreements between KROK University and educational institutions in Ukraine and abroad, as well as within the framework of grant project implementation.

Educational institutions with which KROK University has signed cooperation agreements are hereinafter referred to as “Partner Institutions” for the purposes of this Regulation.

1.8. Mobility may also be carried out on an individual basis through the conclusion of individual agreements between students, academic and teaching staff, and administrative personnel of KROK University and other educational institutions.

2. GOALS AND OBJECTIVES OF ACADEMIC MOBILITY

2.1. The main goals of academic mobility for students, academic and teaching staff, and administrative personnel of KROK University are:

- Improving the quality of education;
- Enhancing the competitiveness of University and College graduates in the Ukrainian and international markets of educational services and employment;
- Increasing the effectiveness of scientific research;
- Enriching the individual experience of students, academic and teaching staff through exposure to different models of knowledge creation and dissemination;
- Expanding the geographical scope of the University’s partnerships;
- Attracting global intellectual potential to the domestic educational process based on bilateral and multilateral agreements with partner institutions;
- Establishing internal and external integration links;
- Harmonizing educational standards with those of partner institutions;
- Increasing the visibility and recognition of KROK University in both international and domestic educational markets.

2.2. The main objectives of academic mobility for students, academic and teaching staff, and administrative personnel of KROK University are:

- Enhancing the level of theoretical and practical training of higher and professional pre-higher education students, conducting research using modern equipment and technologies, mastering advanced research methods, gaining experience in scientific research and implementing its results;
- Acquiring professional experience through academic and industrial internships;
- Improving foreign language proficiency;
- Strengthening the integration of education and science, fostering further scientific

research, deepening knowledge of national cultures of other countries, and promoting awareness of the language, culture, education, and science of Ukraine;

- Supporting social, economic, cultural, and political relations and connections with other countries.

3. ORGANIZATIONAL SUPPORT FOR ACADEMIC MOBILITY

- 3.1. The unit responsible for organizing and supporting external academic mobility programs is the Educational and Scientific Institute of International Education of KROK University (hereinafter – ESIIE). ESIIE ensures free and equal access for students, academic and teaching staff, and administrative personnel to information about available mobility programs and existing selection criteria. It provides consultations to students, academic and teaching staff, administrative personnel, and other interested parties regarding the preparation of documents for participation in academic mobility programs, travel arrangements, and the specifics of the educational process, housing, and living conditions at partner institutions.
- 3.2. Students eligible to participate in academic mobility programs include those pursuing professional pre-higher education, higher education students in their second to fourth year of the bachelor's level, first-year master's students, and doctoral (PhD) candidates.
- 3.3. Academic and teaching staff, as well as administrative personnel of KROK University, may participate in mobility programs upon request from a partner institution.

4. COMPETITIVE SELECTION OF STUDENTS OF KROK UNIVERSITY

- 4.1. The competitive selection of students of KROK University is conducted twice a year, at the end of October and April. Information regarding registration, date, and time is published on the official website of KROK University, as well as on the University's social media pages and groups. Educational and Scientific Institute of International Education of the KROK University (hereinafter – ESIIE) organizes informational meetings as part of the promotion of mobility programs (e.g., Erasmus Day).
- 4.2. To participate in the selection for external academic mobility programs, students must complete a registration form indicating their full name, major, year of study, corporate email address in the krok.edu.ua domain, level of English proficiency, availability of international language certificates, GPA, achievements, research activities, student engagement, etc. They must also select two partner institutions (primary and secondary choice) and submit a motivation letter.
- 4.3. Selection is based on academic performance, active social engagement, participation in research, and foreign language proficiency. The selection

committee includes the academic mobility coordinator of ESIIE, an ESIIE staff member, a representative of the Student Office, and a representative of the Student Council of KROK University. The committee is chaired by the Vice-Rector for International Relations or the Director of ESIIE. The selection process is conducted in English.

- 4.4. The selection consists of evaluating the motivation letter (maximum 30 points), a language certificate (if available) or an English language test at B2 level according to the Common European Framework of Reference for Languages (CEFR) (maximum 20 points), and an interview with the selection committee (maximum 50 points). The maximum total score a candidate can receive is 100 points. The ranking of participants is published in the KROK_Exchange Facebook group and announced on the University's website and social media. The ranking system is as follows:
 - 0–49 points – the candidate is not selected and will not be nominated for participation in the academic mobility program;
 - 50–74 points – the candidate is successfully selected and will be nominated for participation in the mobility program at the second (or first) choice institution;
 - 75–100 points – the candidate is successfully selected and will be nominated for participation in the mobility program at the first (or second) choice institution and may receive a scholarship if available.
- 4.5. A student who successfully passes the selection must obtain approval from the head of the graduating department or the Director of the College to participate in the mobility program. Students who do not receive such approval are not permitted to participate.
- 4.6. ESIIE nominates selected students for participation in the academic mobility program and submits the corresponding request to the partner institution.
- 4.7. Nominated students must prepare the following documents:
 - 4.7.1. Application form of the partner institution, signed by the student and the mobility coordinator or Director of ESIIE.
 - 4.7.2. Proof of English language proficiency at B2 level or higher, provided by an English language instructor or through certificates such as IELTS, TOEFL, LCCI, etc.
 - 4.7.3. Draft Learning Agreement. The student independently selects the educational components to be studied at the partner institution and agrees on the list and volume of study with the head of the graduating department or Director of the College. The stages, duration, and content of study at the partner institution are determined by the academic plans and schedules approved by the partner institution. The Learning Agreement is signed on behalf of KROK University by the Director of ESIIE.
 - 4.7.4. Transcript of records in English (translated by ESIIE).
- 4.8. To implement academic mobility programs, ESIIE prepares the following documents:
 - 4.8.1. Academic transcript in English, sent to the partner institution.
 - 4.8.2. Order for the student's participation in the academic mobility program, signed

by the Rector (or First Vice-Rector) of KROK University.

4.9. From the partner institution, ESIIE receives:

4.9.1. Letter of acceptance for the student to study for one semester.

4.9.2. Confirmation of dormitory reservation (if needed).

4.9.3. Invitation letter for visa application.

Documents listed in items 4.9.1–4.9.3 are provided to the student for visa processing.

4.10. Visa application, travel insurance, ticket booking, and other organizational matters are handled by the students independently. ESIIE may provide consultations on these matters.

4.11. If a student participates in an international grant-based academic mobility program, the competitive selection is carried out by the selection committee of KROK University and the organization providing the grant, according to the terms and criteria specified in the founding documents of the competition. The list of required documents and the procedure for their preparation are determined by the grant-awarding organization.

4.12. Students participating in academic mobility programs continue their studies at KROK University in parallel, following an individual study plan. This study plan may be implemented using distance learning technologies.

4.13. Upon completion of the academic mobility program, the partner institution provides the student and sends to KROK University a document listing the completed educational components, the number of credits earned, and information about the grading system, duly certified by the partner institution (Academic Transcript).

5. RECOGNITION AND TRANSFER OF LEARNING OUTCOMES

5.1. The transfer of completed educational components is carried out based on the document provided by the student, listing the studied components, the number of credits earned, and information about the grading system, duly certified by the partner institution (Academic Transcript).

5.2. When comparing educational components in terms of content and volume, KROK University recognizes them as equivalent and transfers the student's learning outcomes obtained at the partner institution.

5.3. Recognition of learning outcomes within academic cooperation with partner institutions is carried out using the European Credit Transfer and Accumulation System (ECTS), or the grading system used in the partner institution's country if ECTS is not applied.

6. PARTICIPATION OF ACADEMIC AND TEACHING STAFF AND ADMINISTRATIVE PERSONNEL IN MOBILITY PROGRAMS

6.1. Academic and teaching staff, as well as administrative personnel of KROK University, may participate in mobility programs upon request from a partner institution.

- 6.2. Selection of academic and teaching staff for participation in mobility programs is based on their foreign language proficiency level as defined by the partner institution and the alignment of the Study Plan with the partner institution's request.
- 6.3. Selection of administrative personnel for participation in mobility programs is based on their foreign language proficiency level as defined by the partner institution and the relevance of the training, study visit, or international week to the employee's professional qualifications or job responsibilities.
- 6.4. The decision regarding staff participation in mobility programs is made by the Rector of KROK University upon submission by the Director of ESIIE.
- 6.5. To implement mobility programs for academic/teaching staff and administrative personnel, ESIIE prepares the following documents:
 - 6.5.1. A memo addressed to the Rector requesting the issuance of an order to send the University employee to the partner institution.
 - 6.5.2. An information letter to the partner institution regarding the candidate's participation in the mobility program.
- 6.6. Upon return from the mobility program, participants must submit a mobility report to ESIIE.

7. RESPONSIBILITIES OF KROK UNIVERSITY AND PARTNER INSTITUTIONS

- 7.1. When sending participants for mobility, KROK University is obliged to:
 - 7.1.1. Conclude a cooperation agreement for the implementation of mobility programs with partner institutions and coordinate academic programs.
 - 7.1.2. Ensure free and equal access for students and staff to information about available mobility programs and existing selection criteria.
 - 7.1.3. Provide advisory support to prospective participants during the preparation of documents for participation in mobility programs.
 - 7.1.4. Prepare documents in accordance with the list specified in Sections 4.8 and 6.5 of this Regulation.
- 7.2. When sending students for mobility, KROK University has the right to request information from the partner institution regarding the progress of studies, academic performance, and living conditions of its students.
- 7.3. The responsibilities of partner institutions regarding students participating in academic mobility programs are defined by the respective agreements between KROK University and the partner institutions.

8. RIGHTS AND RESPONSIBILITIES OF STUDENTS, ACADEMIC AND TEACHING STAFF, AND ADMINISTRATIVE PERSONNEL PARTICIPATING IN MOBILITY PROGRAMS

- 8.1. Students, academic and teaching staff, and administrative personnel have the right to:

- 8.1.1. Extend the mobility period (up to one year) or study individual educational components in related fields and specialties at partner institutions.
- 8.1.2. Safe and non-hazardous living conditions.
- 8.1.3. Access to the academic, research, industrial, cultural, and sports facilities of the partner institution.
- 8.1.4. Participate in scientific conferences, symposiums, exhibitions, competitions, and present their research for publication.
- 8.1.5. Receive an academic certificate or confirmation of participation from the partner institution.
- 8.2. Students, academic and teaching staff, and administrative personnel are obliged to:
 - 8.2.1. Submit all required documents for participation in the mobility program on time.
 - 8.2.2. Arrive at the place of study/teaching/training on time.
 - 8.2.3. While at the partner institution, comply with the laws of the host country, internal regulations, the Statute, and other legal documents of the partner institution.
 - 8.2.4. Successfully complete studies according to the approved individual study plan / conduct teaching activities in the volume established by the partner institution.
 - 8.2.5. Upon completion of the mobility period, return to KROK University on time and submit a mobility report to ESIIE.

9. APPEALS PROCEDURE

- 9.1. To ensure transparency in the selection of students, ESIIE is committed to conducting an open selection process. In the case of remote selection, a video recording of the third stage (interview with the selection committee) must be made. The recording is stored in Stream within Microsoft Office 365.
- 9.2. Students may submit an appeal through a written request addressed to the Chair of the Selection Committee or the Rector of the University.
- 9.3. The composition of the Appeals Committee is approved by the Rector of KROK University upon submission by the Director of ESIIE. The Appeals Committee includes the Director of ESIIE, a representative of ESIIE, a representative of the student's graduating department or the Director of the College, and a representative of the Legal Department.
- 9.4. The Appeals Committee makes its decision based on the video recording of the selection process stored in Stream in Microsoft Office 365.
- 9.5. The results of the appeal review are sent to the student via email within the krok.edu.ua domain.