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## **KHERSON STATE MARITIME ACADEMY**

### **AGREED**

First Vice-Rector

\_\_\_\_\_ Liliya KULIKOVA

« \_\_\_\_ » \_\_\_\_\_ 2021

### **APPROVED**

Rector of Kherson Sate Maritime Academy

\_\_\_\_\_ Vasyl CHERNIAVSKYI

« \_\_\_\_ » \_\_\_\_\_ 2021

# **DOCUMENTED QUALITY MANAGEMENT SYSTEM PROCEDURE EXPULSION, TERMINATION, RENEWAL AND TRANSFER OF STUDENTS AT KHERSON STATE MARITIME ACADEMY QMS 02-15-2021**

**Revision № 2**

### **APPROVED**

The Academic Council of KSMA  
Minutes № 8 dated 25/02/2021 .

Acting Scientific Secretary

\_\_\_\_\_ Mariana BABYSHENA

Entered into force by the Rector's  
order № 347  
dated «04» \_\_12\_\_ 2019 \_\_\_\_

**Kherson - 2021**

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## **1. FIELD OF APPLICATION**

The procedure for expulsion, termination, renewal and transfer of students at Kherson State Maritime Academy (hereinafter - the Procedure) is developed in accordance with the Law of Ukraine "On Higher Education" dated July 1, 2014, taking into account the "Regulations on the procedure for transfer, expulsion and renewal of students" approved by the Ministry of Education and Science of Ukraine dated July 15, 1996 No. 245 and other regulatory documents in the field of higher education.

This Procedure regulates the issue of transfer, expulsion, renewal, termination of students of higher education and providing an academic leave at Kherson State Maritime Academy (hereinafter - the Academy).

## **2. REGULATORY REFERENCES**

The Procedure is developed taking into account the requirements of the following regulatory documents:

ISO 9001:2015, IDT;

QMS 01-01 -2018 Quality Manual;

QMS 02-01-2018 Documented procedure of the quality management system.

Document management;

QMS 02-25-2018 Documented procedure of the quality management system.

"Human Resources management";

QMS 4163-2003. National standard of Ukraine. Requirements for paperwork;

Resolution of the Cabinet of Ministers of Ukraine dated July 17, 2015 No. 506 "On approval of the Procedure for granting the status of a 'cadet' to certain categories of persons studying in non-military institutions of professional pre-higher and higher education";

Order of the Ministry of Education and Science of Ukraine dated February 10, 2021 No. 164 "On the approval of methodological guidelines regarding the description of documents on higher education (scientific degrees) and their

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annexes, academic certificate and methodological guidelines on filling out the European-style diploma annex";

Law of Ukraine "On Higher Education" dated July 1, 2014 No. 1556;

Charter of Kherson State Maritime Academy;

Instruction on document management of Kherson State Maritime Academy;

"Regulations on the order of transfer, expulsion and renewal of students of higher educational institutions", approved by the order of the Ministry of Education and Science of Ukraine dated 07/15/1996 No. 245 registered in the Ministry of Justice of Ukraine dated 08/07/1996 No. 427/1452.

### **3. TERMS, DEFINITIONS AND ABBREVIATIONS**

Applicants of higher education are persons studying at Kherson State Maritime Academy at a certain educational level, namely:

cadet - a person enrolled in full-time education in order to obtain a higher education at a certain degree and educational level;

student - a person enrolled in part-time education at the Academy for the purpose of obtaining a Bachelor's or Master's degree;

postgraduate student - a person enrolled at the Academy to obtain the degree of Doctor of Philosophy;

doctoral student - a person enrolled or attached to the Academy to obtain the degree of Doctor of Sciences.

Institution of higher education - a separate type of institution, which is a legal entity under private or public law, operates in accordance with the issued license for implementation of educational activities at certain levels of higher education, carries out scientific, scientific-and-technical, innovative and/or methodical activities, ensures the organization of the educational process and the acquisition by persons of higher education, postgraduate education taking into account their vocations, interests and abilities.

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#### ABBREVIATIONS:

Academy - Kherson State Maritime Academy;

HEI - higher education institution;

HES - higher education student.

#### 4. GENERAL PROVISIONS

4.1. The procedure for expulsion, termination, renewal and transfer of HESs (hereinafter - the Procedure) is developed in accordance with the Law of Ukraine "On Higher Education" dated July 1, 2014.

4.2. The Procedure is an internal regulatory document of Kherson State Maritime Academy (hereinafter - the Academy) and regulates the following issues:

- transfer of HESs studying at the Academy under the educational and professional Bachelor's training program from one specialization to another;
- transfer of HESs studying at other HEIs of Ukraine to study at the Academy;
- renewal to the HES membership of those, who had been previously expelled from the Academy or other HEIs of Ukraine;
- transfer of HESs studying at the expense of individuals or legal entities, to state-funded vacancies.

4.3. Those persons expelled for the failure to fulfil the curriculum may be renewed for the next academic year study from the beginning of the term they failed to fulfil the curriculum, to study at the expense of individuals or legal entities. HESs expelled in the spring term of the first year of education for the failure to fulfil the curriculum may be renewed for the second year of education (as an exception) on the condition that the academic debt has been eliminated.

4.4. Renewal or transfer to the first year of education under educational and professional programs of any educational levels of higher education is prohibited. The Rector has the right to renew those HESs for the second year of education, who had been expelled from the first year of education, provided they eliminate the academic difference.

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4.5. When considering issues of transfer and renewal of HESs, heads of branches must take into account the requirement for the mandatory implementation of the state order for the training of specialists and compliance with the available license volumes for the training of specialists, if the academic difference does not exceed 20 credits

4.6. Transfer and renewal of HESs to the Academy from other HEIs is carried out, as a rule, during the holiday period by order of the Rector.

### **5. RENEWAL AND TRANSFER OF STUDENTS**

5.1. Renewal of HESs to the Academy is carried out by the Rector regardless of education break duration, reason for expulsion, work experience, form of education and taking into account the applicant's ability to successfully complete the schedule of the educational process.

5.2. Those HESs, who studied at non-accredited non-state HEIs, are not entitled to the renewal to the Academy.

5.3. Renewal of HESs, who had been expelled from the Academy, to the Academy is carried out during the entire academic year, due to the specifics of the profession of the applicants, in accordance with the decision of the Academic Council of the Academy dated August 30, 2013 (Minutes No. 2).

5.4. Renewal, as a rule, is carried out to the specialization the HESs studied at the Academy before the expulsion or academic leave, and to the year of education they had been expelled from.

5.7. HES writes a sample report (application) on renewal of studies and enrolment to cadets (students) membership of the Academy, coordinating it with structural branches, in accordance with the Appendix (Appendices 1-4).

5.8. The report (application) on the renewal of studies shall be addressed by the Dean's office of the Academy in the prescribed manner within two weeks, and the applicant shall be informed on the conditions of renewal of studies or the reasons for rejection.

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5.9. Only on the basis of the report with the Rector's visa "To the order" or "Agreed", the educational department prepares a draft order on the renewal and enrolment of cadets/students.

5.10. Renewal of studies, as a rule, is carried out provided the academic difference has been eliminated.

5.11. HESs, who did not pass the qualifying exams and/or did not defend the final qualifying work due to absenteeism without valid reasons or getting an unsatisfactory grade, have the right, under a separate contract, to get educational services for repeated (following academic year) final attestation within three years after expulsion from the Academy.

If academic plagiarism is established, repeated defence of work on the same topic is not allowed.

5.12. If, within 10 working days after the registration of the order on the renewal of studies at the expense of legal entities and individuals, the corresponding contract is not concluded (no changes have been made to the current contract/agreement), the order is cancelled.

5.13. HESs, who have been renewed for studies, are issued a credit book with the re-read results of previous studies (academic subjects, coursework/projects, practices etc.) with corresponding grades (evaluations). Reregister of subjects is confirmed by the signature of the methodologist of the faculty.

5.15. Transfer of HESs to study at the Academy from other HEIs is carried out with the consent of their Rectors.

5.16. When transferring or renewing studies at the Academy, an applicant must submit the following documents to the dean's office of the faculty:

- for renewal of studies - a report (application), an academic certificate and a copy of the education agreement (if one has been concluded);
- for transfer to study at the Academy from other HEIs - an application with

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the consent of the Rector and the seal of the HEI where the person is studying, a copy of the educational card of the HES with a mandatory indication of the names of academic subjects, number of credits (hours) provided for their study, and forms of control; a copy of the passport and certificate of identification code; a copy of the education agreement (if one has been concluded);

5.17. Transfer of HESs from one specialization to another, at the Bachelor's degree or from one form of education to another within the Academy is carried out by the Rector of the Academy.

5.18. It is prohibited (except for cases when further education is impossible due to the state of health, in case of exacerbation of chronic or acute mental illnesses, which is confirmed by the opinion of the medical and advisory commission):

- to transfer HESs obtaining Master's degree at the KSMA from one specialization to another;

- to transfer HESs, obtaining Bachelor's degree at KSMA, from one specialization to another and in the first and last (graduation) terms of education;

5.19. Transfer of HESs to the next year of education is carried out only after complete fulfilment of the curriculum. Based on the report with the Rector's visa "To order" or "Agreed", the educational department prepares a draft order on transfer of cadet (student).

5.20. The transfer of HESs who were in seagoing practice, to the next year of education is carried out only after fulfilling the curriculum completely after returning from seagoing practice or from internship.

5.21. Transfer of HESs studying at the expense of individuals or legal entities, to study at the expense of the state is possible only if there are vacant places for education at the expense of the state budget.

5.22. Transfers to vacant state-funded places of HESs, who study at the expense of individuals and legal entities, are carried out taking into account the



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HESs' performance indicators, scientific achievements, participation in the social life of the faculty, the academy, feedback from student self-government bodies and characteristics.

5.23. HESs, who wish to be transferred to a vacant state-funded place, must submit the following documents to the dean's office of the faculty:

- report in the name of the Rector;
- extract from the course success rating (faculty methodologist);
- characteristic (group counsel);
- extract from the minutes of the meeting of the academic council of the faculty;
- extract from the minutes of the joint meeting of the student self-government bodies of the Academy and its structural branches;
- petition of the student council of the Academy regarding the transfer to a vacant place of state order

5.24. If the HESs study at the expense of a preferential long-term state loan, then transfer to study at the expense of the state budget is possible on the condition that the received loan is fully repaid.

5.25. On the basis of the report with the Rector's visa "To the order" or "Agreed", the educational department prepares a draft order on the transfer to vacant places at the expense of the state order.

5.26. The following is to be attached to the personal file.

- a copy of the Rector's order;
- report (application);
- education card;
- academic reference;
- a copy of the document on previous education;
- a copy of the order on admission to making an academic difference;
- individual notice of completion of academic difference;

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- a copy of the contract on the provision of educational services;
- other necessary documents.

## **6. DETERMINATION AND ELIMINATION OF ACADEMIC DEBT**

6.1. Elimination of the academic difference is carried out, as a rule, before the beginning of classes.

6.2. Determination of an academic difference is carried out by the methodologist of the faculty to which the HESs are renewed. The academic difference is determined on the basis of a comparison of the information provided in the academic certificate (education card) of the HES for the entire period of preliminary study with the current curriculum.

6.3. The results of the preliminary education are credited to the HES, provided that the training programs (practice programs, coursework/projects), the number of credits and forms of the final control match the training plan according to which the education will be carried out.

6.4. Elimination of the academic difference for the first year of education by HESs enrolled for the second year of education is carried out before the beginning of the assessment and examination session.

6.5. Only on the basis of the report (application) of the HESs (Appendices 5, 6) with the visa of the Rector "To the order" or "Agreed", the educational department prepares a draft order on admission to the elimination of the academic difference.

## **7. EXPULSION OF STUDENTS**

7.1. Expulsion of HESs from the Academy takes place in accordance with the order of the Rector of the Academy with the approval of:

- student self-government bodies and primary trade union organizations (if this person is a member of a trade union and/or is underage);
- the Scientific Society of the Academy (if this person is a postgraduate student).

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7.2. The grounds for expulsion are:

- 1) completion of studies according to the relevant educational-professional or educational-scientific program;
- 2) free will (Appendices 7-8);
- 3) transfer to another HEI;
- 4) non-fulfilment of the individual study plan;
- 5) violation of the terms of the agreement (contract) concluded between the HEI and the person who is studying, or the natural (legal) person who pays for such education;
- 6) violation of academic discipline and internal regulations of the Academy;
- 7) other cases provided by law.

7.3. Expelled HESs are issued with an academic certificate of the prescribed form, which is approved by the order of the Ministry of Education and Science of Ukraine dated January 25, 2021 No. 102 "On approval of the forms of documents on higher education (scientific degrees) and their annex, sample academic certificate ", registered in the Ministry of Justice of Ukraine on January 29, 2021 under No. 122/35744.

7.4. Information about subjects studied and tests/exams passed is entered in the academic certificate separately for each term of education.

7.5. Information about expulsion is included in the academic certificate, if necessary, in case of termination of studies by the HESs.

7.6. An academic certificate is issued to a HES who studied at several HEIs, which includes the grades he received during his studies at these HEIs. In this case, in the academic certificate before the list of subjects compiled in the HEI that issues the certificate, the subjects compiled in other HEIs are entered and the name of these HEIs is indicated.

7.7. The academic certificate does not include subjects in which the HESs received unsatisfactory grades.

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7.8 Registration of academic certificates is carried out in the "Journal of registration and issuance of academic certificates" in the educational department.

## **8. 8. TERMINATION OF STUDIES AND PROVISION OF ACADEMIC LEAVE**

8.1. Students of higher education have right to take a break in studying process due to circumstances which enable execution of educational and professional or educational and scientific program (for health reasons, conscription for military service in case of loss of the right to delay from it, study or internship at educational scientific establishments (including foreign countries), family circumstances etc.

8.2. Students which have interrupted the study process obtain academic leave. Those who have got an academic leave are not expelled from higher establishment and keep another right of students according to the legislation and Regulations on the educational process organization the at Academy.

8.3. Students of higher education, that are called up for military service due to mobilization, granted to stay up study place and scholarship.

8.4. Academic leave due to pregnancy and child birth, child-care up to 3-years, in case of child illness and need of home care with the duration pointed in the medical conclusion, but no more 6-year age.

8.5. Students of higher education who have right to academic mobility during study, internship or scientific activity at the other Higher establishment (scientific establishment) on the territory of Ukraine or beyond its borders are granted preserving study place and payment of scholarship according to Regulation on order of the right realization to academic mobility. Such students are not expelled from the higher establishment.

8.6. Academic leave up to medical circumstances is given by the rector of the Academy on the basis of medical and advisory commission, medical institution that provides medical service.

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8.7. Study or internship at educational and scientific establishments (including foreign countries) can be the reason for study interruption if was not foreseen by an international act or an agreement between higher establishments.

8.9. On the basis of an extract of medical history and medical examination data the medical and advisory commission (in case of its absence, the head doctor), with the representative of higher establishment (if needed), perform the conclusion on the necessity for the academic leave or his/her transfer to the other specialty or higher establishment. In the conclusion of the medical and advisory committee recommended duration of an academic leave is mentioned.

In all the cases exacerbation of chronic or acute mental illness the management accompanied medical institution on the basis of conclusion from the psychoneurological clinic consider and solve the issues on expel of a student from the higher establishment or give the recommendation on transfer to another spatiality or higher establishment in accordance with the certificate of medical and advisory commission.

The academic leave is granted, as a rule, for period of a year.

8.10. Students who have tuberculosis, have the academic leave for one year. The issue on prolongation of academic leave term or transfer to the other higher establishment is agreed in individual order.

8.11. For solving the issue on the admission to study of students which term of an academic leave is expired, it is necessary to submit the conclusion of medical and consult commission about health condition from medical institution, that carried about the patient, to the medical center of Academy in terms of two weeks before the beginning of the semester.

8.12. Admission of a student to study after the academic leave is done by the order of a rector of Academy based on the student's application and conclusion on the health state of medical and advisory commission with the approval of the Academy's medical center.

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8.13. Students who did not apply documents in appropriate terms are expelled from the Academy.

8.14. A student can use the right to obtain the academic leave, as a rule, once for the entire period of study.

8.15. All controversial issues about the academic leave based on health are considered namely at the medical center of Academy.

## **9. FINAL PROVISIONS**

9.1 Responsibility on issuing, actualization and cancellation of the Procedure is held by the persons according to SD “Documentation Management”.

9.2 This Procedure is placed at official web-site of Academy.

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## Appendices

### Appendix 1

To Rector of KSMA  
professor Vasyl CHERNIAVSKYI  
from the former student  
Faculty \_\_\_\_\_  
(specialization)  
Expelled from \_\_\_\_\_ course  
Order dated \_\_\_\_\_ № \_\_\_\_\_  
Academic certificate № \_\_\_\_\_ dated \_\_\_\_\_  
(Name, Surname of a student)  
(mobile phone number)

### Report

I ask you to resume me as a part of student' \_\_\_\_\_ course \_\_\_\_\_ group  
department \_\_\_\_\_ specialty \_\_\_\_\_, specialization  
«\_\_\_\_\_» full-time department, with payment on behalf of  
\_\_\_\_\_

Attachments; academic certificate, copies of passport and code.

Date

Signature

Head of educational department

Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Dean of Faculty

Deputy of Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Head of the Graduation Department

Planning and Finance Department

\_\_\_\_\_

\_\_\_\_\_

Head of diploma work

Head of Staff Department

\_\_\_\_\_

\_\_\_\_\_

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## Attachment 2

To Rector of KSMA  
professor Vasyl CHERNIAVSKYI  
from the former student  
Faculty \_\_\_\_\_  
(specialization)  
Expelled from \_\_\_\_\_ course  
Order dated \_\_\_\_\_ № \_\_\_\_\_  
As those who completed theoretical course of  
study and is not certified  
Academic certificate № \_\_\_\_\_ dated \_\_\_\_\_  
(Name, Surname of a student)  
(mobile phone number)

### Report

I ask you to resume me as a part of student' \_\_\_\_\_ course \_\_\_\_\_ group  
department \_\_\_\_\_ specialty \_\_\_\_\_, specialization  
«\_\_\_\_\_» full-time department, for passing accreditation on Bachelor with payment  
on behalf of \_\_\_\_\_

Attachments; academic certificate, copies of passport and code.

Date

Signature

Head of educational department

Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Dean of Faculty

Deputy of Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Head of the Graduation Department

Planning and Finance Department

\_\_\_\_\_

\_\_\_\_\_

Head of diploma work

Head of Staff Department

\_\_\_\_\_

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### Attachment 3

To Rector of KSMA  
professor Vasyl CHERNIAVSKYI  
from the former student  
Faculty \_\_\_\_\_  
(specialization)  
Expelled from \_\_\_\_\_ course  
Order dated \_\_\_\_\_ № \_\_\_\_\_  
As those who completed theoretical course of  
study and is not certified  
Academic certificate № \_\_\_\_\_ dated \_\_\_\_\_  
(Name, Surname of a student)  
(mobile phone number)

#### Report

I ask you to resume me as a part of student' \_\_\_\_\_ course \_\_\_\_\_ group  
department \_\_\_\_\_ specialty \_\_\_\_\_, specialization  
«\_\_\_\_\_» part-time department, with payment on behalf of  
\_\_\_\_\_

Attachments; academic certificate, copies of passport and code.

Date

Signature

Head of educational department

Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Dean of Faculty

Deputy of Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Head of the Graduation Department

Planning and Finance Department

\_\_\_\_\_

\_\_\_\_\_

Head of diploma work

Head of Staff Department

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## Attachment 4

To Rector of KSMA  
professor Vasyl CHERNIAVSKYI  
from the former student  
Faculty \_\_\_\_\_  
(specialization)  
Expelled from \_\_\_\_\_ course  
Order dated \_\_\_\_\_ № \_\_\_\_\_  
As those who completed theoretical course of  
study and is not certified  
Academic certificate № \_\_\_\_\_ dated \_\_\_\_\_  
(Name, Surname of a student)  
(mobile phone number)

### Report

I ask you to resume me as a part of student' \_\_\_\_\_ course \_\_\_\_\_ group  
department \_\_\_\_\_ specialty \_\_\_\_\_, specialization  
«\_\_\_\_\_» part-time department, for passing accreditation on Bachelor with payment  
on behalf of \_\_\_\_\_

Attachments; academic certificate, copies of passport and code.

Date

Signature

Head of educational department

Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Dean of Faculty

Deputy of Chief Accountant

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Head of the Graduation Department

Planning and Finance Department

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Head of diploma work

Head of Staff Department

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## Attachment 5

To Rector of KSMA  
professor Vasyl CHERNIAVSKYI  
from the former student  
Faculty \_\_\_\_\_  
(specialization)  
Expelled from \_\_\_\_\_ course  
Order dated \_\_\_\_\_ № \_\_\_\_\_  
As those who completed theoretical course of  
study and is not certified  
Academic certificate № \_\_\_\_\_ dated \_\_\_\_\_  
(Name, Surname of a student)  
(mobile phone number)

### Report

I ask you for permit to pass academic difference with the aim of further resuming among students \_\_\_\_\_ course \_\_\_\_\_ group, department \_\_\_\_\_ specialty \_\_\_\_\_ specialization « \_\_\_\_\_ » full-time department, with payment \_\_\_\_\_.

Attachments; academic certificate, copies of passport and code.

Date

Signature

Head of educational department

Chief Accountant

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Dean of Faculty

Deputy of Chief Accountant

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Head of the Graduation Department

Planning and Finance Department

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Head of diploma work

Head of Staff Department

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## Attachment 6

To Rector of KSMA  
professor Vasyl CHERNIAVSKYI  
from the former student  
Faculty \_\_\_\_\_  
(specialization)  
Expelled from \_\_\_\_\_ course  
Order dated \_\_\_\_\_ № \_\_\_\_\_  
As those who completed theoretical course of  
study and is not certified  
Academic certificate № \_\_\_\_\_ dated \_\_\_\_\_  
(Name, Surname of a student)  
(mobile phone number)

### Report

I ask you for permit to pass academic difference with the aim of further resuming among students \_\_\_\_\_ course \_\_\_\_\_ group, department \_\_\_\_\_ specialty \_\_\_\_\_ specialization « \_\_\_\_\_ » part-time department, with payment \_\_\_\_\_.

Attachments; academic certificate, copies of passport and code.

Date

Signature

Head of educational department

Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Dean of Faculty

Deputy of Chief Accountant

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Head of the Graduation Department

Planning and Finance Department

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Head of diploma work

Head of Staff Department

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## Attachment 7

To Rector of KSMA  
professor Vasyl CHERNIAVSKYI  
from the student  
Faculty \_\_\_\_\_  
(specialization)  
(Name, Surname of a student)  
(mobile phone number)

### Report

I ask you to be expelled from the group of students course \_\_\_\_\_ group, department \_\_\_\_\_, specialty \_\_\_\_\_ specialization \_\_\_\_\_ full-time department, with payment \_\_\_\_\_ by my own desire \_\_\_\_\_ course \_\_\_\_\_ semester.

Date

Signature

Head of educational department

Chief Accountant

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\_\_\_\_\_

Dean of Faculty

Deputy of Chief Accountant

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Head of the Graduation Department

Planning and Finance Department

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Head of diploma work

Head of Staff Department

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## Attachment 8

To Rector of KSMA  
professor Vasyl CHERNIAVSKYI  
from the student  
Faculty \_\_\_\_\_  
(specialization)  
(Name, Surname of a student)  
(mobile phone number)

### Report

I ask you to be expelled from the group of students course \_\_\_\_\_ group, department \_\_\_\_\_, specialty \_\_\_\_\_ specialization \_\_\_\_\_ part-time department, with payment \_\_\_\_\_ by my own desire \_\_\_\_\_ course \_\_\_\_\_ semester.

Date

Signature

Head of educational department

Chief Accountant

\_\_\_\_\_

\_\_\_\_\_

Dean of Faculty

Deputy of Chief Accountant

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Head of the Graduation Department

Planning and Finance Department

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Head of diploma work

Head of Staff Department

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