

Kherson State Maritime Academy		Quality Management System	04-187-2020
AMENDMENT: 0	ISSUED: 22.03.2021	REGULATION ON INTERNATIONAL CREDIT MOBILITY IN EDUCATION AND TRAINING OF BACHELOR/MASTER DEGREE STUDENTS, AND PhD STUDENTS AT KHERSON STATE MARITIME ACADEMY (Version no. 2)	p. 1 from 13

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHERSON STATE MARITIME ACADEMY**

AGREED

First Vice-Rector

_____ Liliya KULIKOVA

«__» _____ 2021.

APPROVED

Rector of Kherson State Maritime Academy

_____ Vasyl CHERNIAVSKYI

«__» _____ 2021

**REGULATION ON
INTERNATIONAL CREDIT MOBILITY IN EDUCATION AND TRAINING
OF BACHELOR/MASTER DEGREE STUDENTS, AND PhD STUDENTS AT
KHERSON STATE MARITIME ACADEMY**

QMS 04-187-2021

(Version No. 2)

APPROVED

The Academic Council of KSMA
protocol № __ dated _____ 2021 .

Acting Scientific Secretary

_____ Mariana BABYSHENA

Entered into force by the Rector's order
dated «__» _____ 2021. №__

Kherson - 2021

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INTRODUCTION

1. The Regulation is approved by the Rector of Kherson State Maritime Academy.
2. Enters into force from the moment of approval by the Academic Council.
3. Periodic inspection of the Regulation is carried out within an interval not exceeding 12 months.
4. Amendments to the Regulation are developed according to the results of practical use thereof at Kherson State Maritime Academy or in the event of a change in the requirements under which this Regulation is developed.

1. THE PURPOSE

1.1. This Regulation regulates the activities of the Kherson State Maritime Academy in relation to the organization of credit mobility programs for bachelor/master degree students, and PhD students.

1.2. Though the Regulation is an internal document of Kherson State Maritime Academy, it can be the subject for studying, familiarization (including copying) by other institutions or organizations, state bodies, local self-government bodies and quality certification auditors in the manner prescribed by the law.

2. REGULATORY REFERENCES.

- The Law of Ukraine “On Higher Education” (№ 1556-VII dated 01.07.2014).
- The Law of Ukraine “On Education” (№ 2145-VIII dated 5.09.2017).
- QMS 02-01-2018 DP “Documentation Management”.
- QMS 04-96-2019 “Instruction on the Regulation Development on Structural Units, Departments and Services of KSMA”.
- QG 01-01-2018 Quality Guideline.
- Regulation on Academic Mobility Right (№ 579 dated 12.08.2015)
- The Statute of Kherson State Maritime Academy.

3. TERMS, DEFINITIONS AND ABBREVIATIONS

Credit Mobility – training in an educational institution other than a permanent place of study, in order to acquire relevant competencies and learning outcomes (knowledge and skills), as well as ECTS credits that will be recognized in a place of permanent study. The entire study time period for such participants remains unchanged.

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Virtual academic mobility – mobility, which realizes the possibility to virtually move in the educational space from one educational institution to another in order to obtain knowledge, transfer it, exchange experience, etc.

Applicant – a person who submits an application for a project proposal.

Abbreviations:

KSMA – Kherson State Maritime Academy;

HEE – Higher Educational Establishment;

IAD – International Affairs Department;

ECTS - The European Credit Transfer and Accumulation System;

RTL – Research and Training Laboratory.

4. GENERAL PROVISIONS

4.1. “Regulation on international credit mobility in education and training of bachelor/master degree students, and PhD students” supports Kherson State Maritime Academy activities aiming at developing the programme of credit mobility, and does not contradict with the current legislation, national and internal regulatory framework.

4.2. International Credit mobility is aimed to:

- improve the quality of higher education;
- increase the efficiency of scientific research;
- increase the competitiveness of academy graduates in the international markets of educational service and labor;
- enrich individual experience of participants in other models of knowledge obtaining and sharing;
- integrate world intellectual potential into domestic educational process on the basis of bilateral and multilateral agreements between partner-institutions;
- promote cooperation between educational bodies responsible for the programme, and develop network;
- contribute in harmonization (unification) of educational standards of partner-institutions.

Virtual academic mobility is implemented with the help of modern technologies of electronic learning, distance education, etc., which create a virtual educational environment with the interaction of network teachers, electronic learning systems, and students, which provides the opportunity to study in higher education institutions of other countries and cooperate with representatives of other cultures; gaining international experience for the development of professional competences; development of language and intercultural communication skills; experience of self-education, etc.

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4.4. The implementation of the programme can be carried out through:

- training on joint dual programme;
- training on international/national grand programme;
- individual training (at own expense);
- participation in exchange programme;
- internship;
- participation in research work;
- teaching.

5. THE PROCESS OF CREDIT MOBILITY IMPLEMENTATION IN EDUCATION AND TRAINING OF BACHELOR/MASTER DEGREE STUDENTS, AND PhD STUDENTS

5.1. The students of full-time bachelor and master degrees courses, and the candidates for the degree of Doctor of Philosophy can participate in credit mobility programmes.

5.2. The selection of students to participate in credit mobility programs is carried out by the Selection Board of the Academy, taking into account the academic success, knowledge of English, research achievements, applicant's participation in KSMA extracurricular activities.

5.3. The staff of the Selection Board of the Academy is approved by the Rectors' order.

5.4. While studying at partner-institution the applicant is provided with an individual curriculum, that stipulates the list of disciplines and types of assessment based on learning outcomes, taking into account the curriculum of the specialty and credit mobility programme, and shall be agreed with the supervisor of the educational programme or the head of the Department, and the Dean of the Faculty, where the applicant studies, and finally, approved by the Vice-Rectors on Research and Academic work.

For the PhD student, an individual curriculum shall be agreed with the research supervisor, the head of the Department where the applicant studies, the head of the postgraduate course and approved by the Vice-Rector on Research work.

When preparing an individual curriculum for the applicant, it should be taken into account the individual curriculum completion on the current and previous academic year (if any).

5.5. Training on an individual curriculum can be carried out on the distance learning educational platform (LMS MOODLE) mdl.ksma.ks.ua

5.6. The student in addition to studying compulsory subjects at the partner-institution, is entitled to choose optional subjects (within the credits of the variation part of the curriculum), and agree it with KSMA.

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5.7. The student participating in an international credit mobility programme shall sign the Agreement on International Credit Mobility with the Academy.

5.8. The applicant for bachelor/master degree shall provide such documents to participate in an international credit mobility programme:

- copy of Travel Passport (the first page);
- Motivational Letter signed by the applicant (up to 1 A4 page);
- Letter of Reference from one of the teacher of the graduating department, signed by the head of the Department;
- Results of previous academic year examination sessions with specified an average score, certified by the Academic Department;
- Documents (diplomas, certificates, etc.) confirming the applicant' researching achievements, and participation in KSMA extracurricular activities.

Higher education institution must inform virtual academic mobility participant about the rules and requirements at the partner higher education institution regarding the organization of internship/study, to establish the deadline and form for the applicant to submit information about the results of the internship/study under the virtual academic mobility program.

6. FINANCIAL COMPONENT OF PARTICIPATION IN INTERNATIONAL CREDIT MOBILITY PROGRAMME

6.1. The participants of the credit mobility programme for the period of study at the partner-institution retains their main place of study and scholarship (if it is not provided or provided partly by a partner-institution, as for the Agreement on credit mobility) according to the legislation on training, internship and researching.

6.2. The participants of the credit mobility programme are not deducted from the list of students for the period of training or internship and are registered in the Unified State Electronic Database in Education.

7. FINAL REPORT ON THE INTERNATIONAL CREDIT MOBILITY PROGRAMME IMPLEMENTATION

7.1. After returning to KSMA the participant of the credit mobility programme, shall, within 5 working days, provide an appropriate document confirming the completion of the credit mobility programme.

Applicants for bachelor and master degrees upon returning to the Academy shall provide a document with the list of academic disciplines and the results of study, the number of credits and information on the assessment system, certified by a partner-institution in the established manner, to the Faculty Educational department, RTL, and the Office of International Cooperation. Applicants for the Doctor of

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Philosophy degree shall submit the relevant documents to the head of Postgraduate/Doctoral study department, RTL and the Office of International Cooperation.

7.2. If the applicant fails to fulfill the study programme during his / her training at a partner-institution, then after returning to the academy he / she may be offered an individual schedule to pass academic debts, following the established procedure, or repeat the course of study at KSMA at individual or legal entities expense.

8. RECOGNITION OF THE RESULTS OF TRAINING ON INTERNATIONAL CREDIT MOBILITY PROGRAMME

8.1. Recognition of the learning outcomes is based on the European Credit Transfer and Accumulation System (ECTS) or the assessment system adopted in the partner-institution country, if it does not apply ECTS.

The verification of the academic workload, in order to recognize the validity of training, shall be done by comparing the learning outcomes achieved by the applicant during studying at a partner-institution with the ones planned by the KSMA educational (educational-research) programme.

8.2. The list of the academic disciplines and other types of educational activities shall be indicated in an individual curriculum.

8.3. Recognition of the learning outcomes and credits mastered by the applicant while studying at a partner-institution, is carried out at the graduating department meeting (the bachelor/master degree student study at); if necessary, specialists from other departments can be involved in the analysis of academic outcomes, number of credits and assessment system provided in reporting materials, and certified by a partner-institution.

The meeting of the department must be attended by the Guarantor, the (Developer) of the educational programme, the applicant is studying on.

The Department decision on the recognition (enrollment) of the learning outcomes and credits is made out in the protocol, that shall be submitted to the Educational department of the corresponding Faculty.

Based on the Department decision, following the established procedure, a decision is made on the applicant admission for further study with the enrolled learning outcomes and credits.

If the period of study was more than one semester, the recognition of learning outcomes and credits should be in accordance with the schedule of the educational process approved by the Academy (remotely or with the relevant documents that allow to recognize the learning outcomes in accordance with educational programme in the relevant semester).

For a PhD student, the Faculty Academic council, based on the responsible department decision, and after analyzing the student's written report, decides on the

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recognition of the competencies in the disciplines acquired by the applicant while studying at a partner-institution (enroll / do not enroll ECTS credits), mandatory acquisition of which is provided by the educational and research programme of postgraduate study.

The Academic Council of KSMA makes a final decision based on the Faculty Academic council decision. The meeting of the Department, as a rule, is attended by the PhD student's Research Supervisor.

8.4. The academic difference, according to the applicant's individual curriculum, is determined by KSMA and should not exceed 10 ECTS credits.

8.5. The procedure of elimination the academic difference is determined by the partners-institutions in accordance with the legislation of both parties.

8.6. The results of the applicant's final assessment for the period of study/internship at a partner-institution are presented according to the assessment scale adopted by the partner, and shall be transferred into the scale adopted by the Academy.

8.7. The assessment of the students studying on the international credit mobility programme is carried out in the established manner.

9. THE ORGANIZATION OF INTERNATIONAL CREDIT MOBILITY IN EDUCATION AND TRAINING OF BACHELOR/MASTER DEGREE STUDENTS, AND PhD STUDENTS

9.1. An international credit mobility programme can be exercised on the basis of international agreements on cooperation in education and science, the international programmes and projects, the agreements between KSMA and the foreign educational establishments, as well as it can be exercised on an applicant own initiative, supported by the KSMA management, on the basis of individual invitations.

9.2. General provision support for the development of international credit mobility programme, including signing of relevant agreements with partner-institutions is provided by the International Affairs Department of the Academy.

The organizational support of international credit mobility programme, i.e. information sharing with the Faculties and/or Departments on the existing programmes, familiarization with the partner-institutions information packages, the documentation assistance for the participants of the international credit mobility, developing the mobility programme, monitoring the results of the programme implementation, shall be provided by the specialist in international mobility in interaction with the International Affairs Department.

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10. FINAL PROVISIONS.

10.1. The International Affairs Department, in accordance with the documented procedure "Documentation Management", is responsible for the Regulation updating and monitoring the compliance with its requirements.

10.2. Control over the fulfillment of the requirements of this Regulation is carried out by officials in accordance with their functional duties.

10.3. This Regulation is placed on the KSMA web-site.

Compiler:

Head of International Cooperation Office _____ A. Yurzhenko
«__» _____ 2021

AGREED:

Head of Human Resources Department _____ L. Ionova
«__» _____ 2021

Head of Legal Department _____ O. Sliepchenko
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Head of Monitoring and
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LIST OF SHARING

№	Structural Unit	№ of Copy
1.	Monitoring and Educational Quality Management Department	control
2.	Office of International Cooperation	registered No. 1
3.		
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LIST OF AMENDMENTS

No. of the amendment	Date	No. of the page amended	List of the items amended

