

Kherson State Maritime Academy		Quality Management System	04-221-2021
AMENDMENT: 0	ISSUED: 14.01.2020	REGULATION ON INTERNATIONAL CREDIT MOBILITY OF KSMA RESEARCH AND TEACHING STAFF, APPLICANTS FOR DOCTORAL DEGREE (Version no. 2)	p. 1 from 11

**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
OF KSMA RESEARCH AND TEACHING STAFF,
APPLICANTS FOR DOCTORAL DEGREE**

QMS 04-221-2020

(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. The Regulation enters into force after the Academic Council has approved.
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. “Regulation on international credit mobility of KSMA research and teaching staff, applicants for doctoral degree” regulates Kherson State Maritime Academy activities aiming at developing the credit mobility programmes, and does not contradict with the current legislation, national and internal regulatory framework.

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).
- Regulation on Academic Mobility Right (№ 579 dated 12.08.2015).
- Resolution of the Cabinet of Ministers of Ukraine “Some Regulations on Teachers’ and Researchers’ Professional Development” (№ 800 dated 21.08.2019).
- QMS 02-01-2018 DP “Documentation Management”.
- QMS 04-16-2019 “Instruction on the Regulation Development on Structural Units, Departments and Services of KSMA”.
- The Statute of Kherson State Maritime Academy.

3. TERMS, DEFINITIONS AND ABBREVIATIONS

Credit Mobility – is training aimed at enhancing a professional competency of research and teaching staff, applicants for doctoral degree or internship at an educational institution other than a permanent place of work, in order to acquire relevant competencies and professional development training/internship results, as well as ECTS credits that will be recognized in a place of permanent work. The entire

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professional development time period for the participants of international credit mobility programme remains unchanged.

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

Abbreviations:

KSMA – Kherson State Maritime Academy;

HEE – Higher Educational Establishment;

ECTS - The European Credit Transfer and Accumulation System.

4. GENERAL PROVISIONS

4.1. International Credit mobility and virtual academic mobility are aimed to:

- improve the quality of higher education;
- increase the efficiency of scientific research;
- enrich individual experience of research and teaching staff, applicants for doctoral degree 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.

4.2. The implementation of credit mobility programme can be carried out through directing the participants to:

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

5. THE PROCEDURE OF CREDIT MOBILITY IMPLEMENTATION FOR RESEARCH AND TEACHING STAFF, APPLICANTS FOR DOCTORAL DEGREE

5.1. Research and teaching staff of KSMA can actualize their right to participate in a credit mobility programme with the purpose to enhance their professional competency in compliance with the signed Agreement on participation in a programme and an official invitation from the host institution.

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5.2. Here is the list of necessary documents which the participant of a credit mobility programme (research and teaching staff, doctoral researchers of the Academy) shall submit:

- an original or a copy of an Invitation Letter to participate in the programme;
- an Agreement on a credit mobility between the Academy and the participant of the programme;
- technical task for a foreign business trip registration with all visas provided.

6. FINANCIAL COMPONENT OF PARTICIPATION IN CREDIT MOBILITY PROGRAMME

6.1. A research and teaching staff of the Academy does not receive funds for business trip if they have full funding for participation in the international academic mobility program.

6.2. A participant from the academy's research and teaching staff retains his/her main place of work at the academy up to one year.

6.3. In accordance with the law at the main place of work remuneration is maintained for up to six months, if it is not provided by the credit mobility programme.

6.4. Postgraduate students of the fourth (academic) level, who exercise the right to credit mobility, retain a place on doctoral course and the payment of scholarships, if it is not provided by the agreement on credit mobility.

7. FINAL REPORT ON THE INTERNATIONAL CREDIT MOBILITY PROGRAMME IMPLEMENTATION

7.1. The research and teaching staff, who participated in the programme, shall submit relevant documents (certificate, etc.) confirming the implementation of the international credit mobility programme, or a report on its implementation, certified in the established manner by the partner-institution (research institution) on the basis of which the credit mobility programme was implemented. The documents shall be submitted to Research Laboratory of International Higher Education; doctoral researchers shall provide the documents to the head of Postgraduate/Doctoral study department, Research and Training Laboratory.

8. RECOGNITION OF THE RESULTS OF PARTICIPATION IN INTERNATIONAL CREDIT MOBILITY PROGRAMME OF RESEARCH AND TEACHING STAFF, APPLICANTS FOR DOCTORAL DEGREE

8.1. Recognition of competences acquired by the applicant in other institutions of higher education (scientific institutions), the mandatory acquisition of which is provided for by the educational and scientific program of international credit

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mobility, is carried out by the Future education and skills development training center in accordance with the "Regulations on advanced training and internship of KSMA research and teaching staff".

9. THE ORGANIZATION OF INTERNATIONAL CREDIT MOBILITY

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 the participant 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.

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 Affairs Department
«__» _____ 2021

_____ A. Yurzhenko

AGREED:

Head of Human Resources Department
«__» _____ 2021

_____ L. Ionova

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Head of Legal Department
«__» _____ 2021

_____ O. Sliepchenko

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Education Quality Management Department
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_____ O. Ustymenko

Head of Postgraduate and Doctoral Studies
«__» _____ 2021

_____ N. Tymchenko

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LIST OF SHARING

№	Structural Unit	No. of Copy
1.	Monitoring and Educational Quality Management Department	control
2.	International Affairs Department	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

