

Private Higher Educational Establishment-Institute
“Ukrainian-American Concordia University”

APPROVED

Rector

_____ O.O. Romanovskyi

May 23, 2019

***RULES FOR THE RECOGNITION OF LEARNING OUTCOMES
OBTAINED IN OTHER EDUCATIONAL INSTITUTIONS AT
UKRAINIAN-AMERICAN CONCORDIA UNIVERSITY***

Discussed and approved
at the meeting of the UACU
Academic Senate May 23, 2019,
Minutes No. 5

Kyiv - 2020

1. GENERAL ISSUES

1.1 Board on recognition of learning outcomes issued by educational institutions of other states (further - Board), established in accordance with the decision of the Academic Senate on May 23, 2019, Minutes No 5, and the Law of Ukraine "On the ratification of the Convention on the Recognition of Higher Education Qualifications in the European Region" by the order of the Rector No 23-05/2019-8k from 23.05.2019.

1.2 The Board is a permanent working body of the private higher education establishment-institute "Ukrainian-American Concordia University" (further - UACU) established to perform the functions of the competent body to carry out all procedures for the recognition of education documents issued by educational institutions of other states, in order to ensure the right of citizens to continue their studies and/or to carry out professional activities in accordance with Ukrainian law.

1.3 The Board is guided by the Order of the Ministry of Education and Science of Ukraine on May 5, 2015 No. 504, registered with the Ministry of Justice of Ukraine, May 27, 2015 for No. 614/27059 "Some issues of recognition in Ukraine of foreign documents on education" (further - Order 504).

In this Regulation, the terms are used in the meaning defined in Order 504.

1.4 The Board was established as the chairman of the Board, the deputy chairman of the Board, who is elected at the first meeting from among the board members, the secretary of the Board and the two members of the Board.

1.5. Various scientific and educational workers and specialists of various structural units of UACU can be involved in the work of the Board on the basis of the rector's order.

1.6 The Board reviews the Applicant's education documents, which contain information on the certain degree, educational, qualification level, profession, specialty, qualifications and periods of study.

2. THE BOARD'S FUNCTIONS AND HOW TO IMPLEMENT THEM

2.1 The applicant or owner of the Education Document must submit for consideration of the Board within one month of the beginning of studying at UACU in the composition and in accordance with the requirements of Order 504, both in paper form and electronically in the format of digital images.

2.2. Documents provided by the applicant not fully and/or incorrectly issued may be returned without consideration within 10 working days of the application's registration, which is reported to the applicant indicating deficiencies that need to be corrected.

2.3. The Board, in the performance of its functions as the competent body for the recognition of foreign documents on education, conducts all procedures, including authentication, confirmation of status educational institution and/or programs, qualification assessments and installation equivalence of an educational or educational-professional degree in Ukraine, academic and/or professional rights.

2.4. The data obtained during these procedures is the basis for the decision, is drawn up by the Board on the results of the procedure of recognition of documents on education issued by educational institutions of other states (further - Conclusion).

2.5 The Board may, if necessary, refer to the National Academic Mobility Information

Centre to provide recommendations on the recognition procedure, in accordance with the conditions set by Order 504.

2.6 On the basis of the Conclusion, the Board makes one of the following decisions, which is formalized in accordance with the law:

- recognition of the document on which the applicant is issued a Certificate;
- refusal to recognize the document submitted, which the applicant is sent to relevant communication indicating the reasons for such a decision.

2.7 The certificate is made by the competent authority in the Ukrainian language and, if necessary, in a different language.

The certificate is valid together with the original Document and acts indefinitely.

2.8 The certificate is to be registered in the electronic journal recognition in Ukraine of foreign educational documents of the Ministry of Education and Science of Ukraine (further – electronic record), which is carried out by the responsible structural unit of the Ministry of Education and Science of Ukraine.

2.9 To register the Certificate, the member of the Board electronically fills out the draft Certificate and adds electronic copies of the Conclusion and other education documents.

2.10 Once the necessary information is entered into the electronic records, the registration number of the Certificate and the electronic version of the Certificate are automatically generated, which is issued by the responsible member of the Board in print. The original Certificate is issued to the Applicant.

3. ORGANIZING THE WORK OF THE BOARD

3.1 The Chairman of the Board organizes its work on the basis of this Regulation, as well as the requirements of Order 504.

3.2. The members of the Board and other staff members of the UACU, who are involved in certain functions in the recognition procedures, are subordinate to the Chairman of the Board.

3.3. Applications for recognition procedures with documents provided by Order 504 are accepted by the Secretary of the Board.

3.4. The process of recognizing the Document is carried out by the Board at the beginning of the second semester of the first year of the Document holder' studies.

3.5 The Board's form of work is the meetings, which are held by the Chairman of the Board on necessity.

3.6 The meetings of the Board are chaired by its chairman, and in his absence - by the deputy chairman.

3.7 The Board's meeting is valid if at least half of its membership is present. Persons who are considering the recognition of their document may be invited to the Board's meeting.

3.8 The Board's decision is taken by an open vote by a simple majority vote of the members of the Board present. In the case of equal distribution of votes, the vote of the chairman is decisive.

3.9 The Board's decision is drawn up by a minute signed by the chairman and the secretary.

3.10 The original documents for each case is retained by the secretary of the Board.

4. INFORMATION SUPPORT OF THE BOARD

4.1 Information to ensure the Board's work must meet the requirements of Order 504 of the ability to establish relevant data for:

- document authentication;
- checking the status of the educational institution and/or the Program;
- assessing qualifications and equivalence;
- determining the equivalence of academic and/or professional rights granted to the document's owner in the country of origin of the document, the rights that are granted when receiving the appropriate education in Ukraine.

4.2 Information on the work of the Board on the recognition of foreign documents on education is available on the UACU website.

Recognition of foreign documents on education in UACU is carried out on a fee basis in accordance with the estimate approved for the current academic year.

The cost of services for the procedure of recognition of education documents issued by educational institutions of other states is approved annually by the order of the rector and includes the costs associated with administrative services.

Dean of the Faculty - Chairman

N.M. Protsun

Director of International Department

O.O. Glazova