

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

APPROVED

Rector



July 19, 2023

O. O. Romanovskiy

**REGULATIONS ON
THE DEPARTMENT FOR WORK
WITH FOREIGN STUDENTS OF
UKRAINIAN-AMERICAN
CONCORDIA UNIVERSITY**

Discussed and approved at the
meeting of the UACU
Academic Senate
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1. General issues

1.1 This Regulation defines the legal status of the Department for work with foreign students of the Ukrainian-American Concordia University (further - University), namely its main goals, tasks, functions, rights and responsibilities of employees.

1.2 The Department for work with foreign students (further - Department) is a structural unit of the university, subordinated directly to the rector and provost for educational and methodical work.

1.3 The Department is guided by the Constitution of Ukraine and the laws of Ukraine, international treaties of Ukraine, decrees and orders of the Cabinet of Ministers of Ukraine, as well as orders and instructive letters of the Ministry of Education and Science of Ukraine, the Status of the Ukrainian American Concordia University, and orders of the rector of the university and this Regulation.

2. Main goals, objectives and functions of the Department

2.1 The Department's activities are aimed at organizing and developing the university's international and regional cooperation, as well as international relations and cooperation of the University in the scientific, educational and cultural spheres.

2.2 The main activities of the Department are:

- contacts with domestic and foreign physical and juridical entities, representatives of educational institutions of foreign countries in order to organize and legal support for foreigners who want to get higher education at the University;
- participation in the organization of studying and internship of instructors in foreign educational institutions, in international educational programs;
- dissemination of information about conditions of admission to the University, monitoring existing and prospective programs of academic mobility;
- organizing the selection of participants in academic exchange programs;
- studying the advanced educational technologies of foreign countries, the experience of Ukraine's leading HIE in the field of training international students;
- monitoring the temporary registration of foreign students in the immigration office in accordance with the current legislation;
- monitoring the verification of documents that foreign nationals make when entering and enrolling at the University in accordance with the current legislation, contracts with foreign students, documents accompanying the studying etc.;
- providing foreigners with organizational and legal support in the procedure for recognition of foreign documents on higher education, if they apply for university;
- registration of student tickets, credit books and diplomas;
- keeping records of applications of foreign applicants, protocols of interviews with

them. In the field of education: analytical and predictive activities to encourage foreigners to study at the University;

- ensuring, together with other parts of the university, the successful studying of foreigners;
- keeping records of the studying of foreigners, monitoring their implementation of their curricula, eliminating academic debts, resuming and transferring foreigners and so on;
- registration of diplomas for foreign graduates on the basis of documents;
- developing and updating the University Admission Regulations;
- participation in the provision of additional paid educational services to foreigners.

2.3 The functions of the Department include:

- drafting cooperation agreements in the education of international students;
- performing other functions in international cooperation within the department's purview.

2.4 The main objectives of the University, implemented with the participation of the Department, are:

2.4.1. Performing the tasks provided by the work plans.

2.4.2. Setting up and making contacts with international organizations and agencies, embassies of foreign countries in Ukraine and embassies of Ukraine abroad, cooperation with donor organizations.

2.4.3. Contacts with educational institutions in other countries on bilateral treaties and protocols, obtaining the necessary documents for training, retraining at the University; the development of the international bilateral and framework cooperation between educational institutions and academic institutions.

2.4.5. Registration, accounting, documentation and direct organization of visits by foreign delegations, professionals, teachers and students arriving at the University for study, etc.;

2.4.6. Translation into foreign languages of correspondence and current documents within the department's purview;

2.4.7. Providing the University's management and staff with information on the education of international students at UACU.

3. Rights of the Department

3.1 The rights of the Department are exercised by the head and other staff in accordance with approved officials.

3.2 Employees of the Department have the right to:

- receive documents and information materials from the University's structural units in

due course to carry out the tasks assigned to the Department;

- on behalf of the University's management, within the powers defined by this Regulation, negotiate and correspond with embassies and consular agencies, international organizations and their missions, other public and non-governmental institutions, firms and foreign nationals in terms of the education of foreign students at the University;

- make suggestions to the University's management to improve the work of the Department;

- make proposals to the rector of the University on the development of the logistics base of the Department, improving the skills of the Department's staff and their promotion, on the needs of business trips.

4. Structure of the Department

4.1 The Department is managed by the Head of the Department, who is appointed to the post and dismissed per the authority of the Rector of UACU.

4.2 The Department works in cooperation with other structural units of the University.

4.3 Financial, economic and logistical support for the Department's tasks and functions is carried out by the relevant departments of the university.

4.4 The structure and staff of the Department is approved by the rector of UACU on the submission of the Head of the Department in accordance with the current legislation of Ukraine.

5. Responsibilities of the Department

5.1 The Head of the Department is responsible for:

- performing the tasks and functions assigned to it by this Regulation;

- the quality and timeliness of the duties provided by the Head of the Department's job description;

5.2 The Department's employees are responsible for:

- the quality and timeliness of the duties provided by their job descriptions;

- the quality and timeliness of individual orders of the Head of the Department;

- compliance with labor discipline, the rules of the internal labor order of the University, requirements of occupational health, fire safety and sanitary regulations, the safety of the University's property.

The Regulations was prepared:

Head of the Department

O. O. Glazova

Approved:

Provost

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