

REGULATIONS ON THE ORGANIZATION OF ACADEMIC MOBILITY OF STUDENTS AND EMPLOYEES

**By the Order of rector
from January 29, 2020**

1. General provisions

1.1. This Regulation is aimed at ensuring the quality of student training in the implementation of educational programs of higher education and increasing the potential of employees through the implementation of academic mobility.

1.2. The regulation determines the goals, implementation procedure and responsibility for the implementation of the right of academic mobility of students, teachers and staff at I.K. Akhunbaev Kyrgyz State Medical Academy (hereinafter - KSMA).

1.3. The requirements of the Regulations are mandatory for all structural divisions of the KSMA involved in the implementation of this process.

1.4. Academic mobility (internal / external) is the movement of a student or an employee related to education for a certain period to another educational organization (in their own country or abroad) for training, teaching or research, after which the student, teacher or researcher returns to KSMA for the continuation of pedagogical (educational/scientific) activities.

1.5. External (international) academic mobility is understood as the training of KSMA students in foreign universities, as well as the work of teachers and staff in foreign educational or scientific organizations.

1.6. Internal (national) academic mobility is understood as teaching students, as well as the work of teachers and staff of KSMA in educational organizations and / or research centers of the Kyrgyz Republic.

1.7. The forms of academic mobility of students of KSMA are:

- training in exchange programs at a partner university,
- training in joint educational programs implemented by the KSMA and the partner university for a certain period,
- internships for students and graduates within the framework of programs (agreements) of bilateral cooperation,
- educational, research, pedagogical and industrial practice of diploma/postgraduate levels,
- language and scientific internships,
- participation in summer schools,
- participation in conferences, seminars, competitions, joint projects, etc.

1.8. The forms of academic mobility for teaching staff/employees of KSMA are:

- participation in joint educational and research programs,
- participation in seminars, trainings, master classes, conferences, etc.,
- participation in joint projects,
- participation in the educational activities of the host country,
- internship, incl. linguistic,
- professional retraining,
- provision of consulting and expert services in the field of education,
- studying the best experience of the host,
- establishing partnerships, etc.

1.9. The main goal of mobility is the ability to get a versatile education in the chosen field of study, to provide access to recognized centers of knowledge, where the leading scientific schools were traditionally formed, to expand the knowledge of students and employees in all areas of culture. Mobility allows its participants to take advantage of the riches of the higher education space, including democratic values, a diversity of cultures and languages, and a diversity of higher education systems.

1.10. The objectives of academic mobility are:

- improving the quality of education,
- increasing the efficiency of scientific research,
- establishment of external and internal integration relations,
- introduction of new forms and technologies of education,
- creating conditions for expanding the area of employment of graduates,
- ensuring the competitiveness of graduates in the labor market,
- interaction of students with external customers of projects for implementation within the educational process within the framework of mastering the main professional educational program and / or research work of students
- attracting intellectual potential on the basis of bilateral and multilateral agreements with local and foreign partner educational and other organizations,
- internationalization of education and science;

1.11. This Regulation regulates the activities for the organization and provision of academic mobility and is used to establish a unified procedure for organizing various types of academic mobility of students and employees of KSMA, implemented both in the territory of the Kyrgyz Republic and in the territory of a foreign state.

1.12. The procedures for organizing academic mobility of students comply with the basic principles of the “Temporary Regulation on the Procedure for Recognizing the Learning Outcomes of Students of Higher Educational Institutions of the Kyrgyz Republic studying in Foreign Universities”, approved by order of the Ministry of Education and Science of the Kyrgyz Republic dated April 29, 2013 No. 225/1.

1.13. The general rules for the implementation of academic mobility apply to students, residents and graduate students, as well as full-time teachers and employees of KSMA.

1.14. External academic mobility of teachers and staff of KSMA is implemented, as a rule, in the form of a business trip outside the Kyrgyz Republic, i.e. trips by order of the rector for a certain period of time to complete a service assignment. External academic mobility of KSMA students is implemented, as a rule, in the form of referrals outside the Kyrgyz Republic, i.e. trips by order of the rector for a specified period to complete a study assignment.

1.15. Internal academic mobility of students, teachers and staff is implemented in the manner prescribed by the KSMA.

1.16. The individual academic mobility of a student or employee during the academic year is considered individually, the decision on the direction is made by the rector and is formalized by an appropriate order.

1.17. Ensuring the academic mobility of foreign students and professors/specialists should be carried out in accordance with the requirements of the Law of the Kyrgyz Republic “On External Migration” dated July 17, 2000 No. 61.

2. Organizational support of academic mobility

2.1. The term for the implementation of academic mobility is determined on the basis of an agreement or other document between educational or scientific organizations and the KSMA, and if academic mobility is carried out on other grounds, the term is determined by the decision of the KSMA administration and is indicated in the order of the rector. The extension of the term is carried out on the basis of a motivated application by the head of the department (structural unit) or by the decision of the rector of the KSMA.

2.2. Funding for academic mobility can be carried out through:

- budget funds, incl. allocated within the framework of national or international grants and projects;
- funds of KSMA;
- funds of the receiving party, incl. grants from international organizations and private foundations;
- personal funds of participants in academic mobility.

2.3. Responsible for the organization of internal academic mobility in KSMA is the Vice-Rector for Academic Affairs, for external academic mobility is the Vice-Rector for International Relations and Strategic Development.

2.4. Direct work on the organization of academic mobility is carried out by the International Relations Department (hereinafter IRD) with the involvement of other necessary heads of structural divisions and persons appointed responsible for organizing the activities in question.

2.5. As part of the implementation of the academic mobility program with the participation of students (departure of students to another educational organization to master a part of the educational program (module, academic disciplines), an Agreement is drawn up for the provision of educational services, as well as information about the sent students (Attachments 1 and 2).

2.6. The basis for the implementation of individual academic mobility is an official invitation from a foreign or Kyrgyz / local educational organization (university, institute) or research center.

2.7. Upon receipt of an official invitation, students (teachers, staff) planning an individual educational trajectory, academic or research program, must agree with the leadership of the department (structural unit) the possibility of leaving and, with a positive decision, apply to the university administration.

2.8. The application shall indicate the justification, the purpose of departure, the place of destination, the duration of the trip (directions), the last name, first name, patronymic of the applicant, his position and the alleged sources of payment for transportation costs, living expenses (renting housing) and staying (daily allowance). An invitation and its certified translation into Russian/Kyrgyz language (in the case of external mobility), other documents confirming the expediency of a business trip (directions) and determining the financial conditions of the trip are attached to the memo.

2.9. In case of financing from the KSMA funds, an application with a visa is submitted to the administration.

2.10. The decision on sending (sending) students (employees, teachers) for the implementation of individual academic mobility programs at the expense of the KSMA is made by the rector of the KSMA.

2.11. A business trip (direction) is issued in accordance with the procedure established in the KSMA.

2.12. Upon returning from a business trip (direction), a report on the performance of a service (educational) assignment is submitted to the IRD and an advance report with a copy of the passport with marks on crossing the borders of the Kyrgyz Republic (for external mobility) or a travel

certificate, travel documents, documents on renting accommodation and other documents , confirming the expenses made with the knowledge of the administration to the Department of financial and economic work and accounting.

2.13. On the basis of the approved advance report, reimbursement of travel expenses (direction) is made.

3. Methodological support of academic mobility

3.1. Methodological support of academic mobility and quality control of education is a determining factor in the participation of KSMA in the international process of providing educational services.

3.2. The development of criteria for mutual recognition of periods of study and methodological recommendations for comparing the content and labor intensity of training courses, a system for assessing knowledge and quality of educational services provided by a partner university, at KSMA is engaged in the Educational and Methodological Department (hereinafter EMD) together with the coordinator for the educational program and the dean of the corresponding faculty.

3.3. Monitoring the content of programs or agreements on mobility signed by the KSMA, as well as monitoring the fulfillment of all mandatory procedural conditions required for the implementation of programs and agreements, is carried out by the IRD together with the deans of the faculties.

3.4. The organizational issues of the academic recognition of the results of external and internal academic mobility of students are dealt with by the IRD together with the deans of the faculties. The competence of the faculties includes establishing the equivalence of the labor intensity of each of the disciplines included in the corresponding curricula, as well as the development of regulations for the individual academic mobility of students, teachers and faculty staff.

3.5. The solution of practical issues related to the acceptance of previous training and the transfer of disciplines passed in other (including local) educational institutions is provided by an attestation commission, which includes the vice-rector, the head of the IRD, the head of the IRD, the head of the student office work sector, the dean/deputy the dean of the relevant faculty, the head of the department depending on the discipline/course and is created as needed.

3.6. The attestation commission considers the dean's report on granting the student a period to eliminate the difference, which is drawn up by the order of the vice-rector for academic affairs. Within the given term for the student, the student is obliged to eliminate the difference.

3.7. The competence of the attestation commission within the framework of the process of academic mobility also includes the preparation of the "Act of Academic Recognition" on the basis of a certificate of training of the host educational organization and the conclusion of the relevant department (Attachment 3).

4. Academic mobility of students/trainees

4.1. Individual academic mobility of students, as a rule, does not lead to an increase in the standard term of study.

4.2. KSMA has the right to establish restrictions on the total terms of academic mobility of students for the period of study.

4.3. Trips of students to other universities and organizations on their own initiative are carried out, as a rule, in the form of private trips by the decision of the rector at the request of the dean of the faculty.

4.4. The selection of students is carried out within the framework of an open competition procedure in accordance with the principles of equality of opportunity, merits, abilities and social activities. The calculation is based on academic performance, knowledge of the host language (or English), compliance with the program or exchange agreement.

4.5. To select candidates, a commission is created, which includes the Vice-Rector for Academic Affairs, the Vice-Rector for International Relations and Strategic Development, the Head of the EMD, the Head and Chief Specialist of the IRD, the Dean(s)/Deputy Dean, the Head of the Department and other employees, if necessary. Based on the decision of the commission, the IRD prepares the protocol of the decision and the corresponding order of the rector.

4.6. The prerequisites for the implementation of academic mobility of students, including proactive ones, are:

- lack of academic debt;
- registration of an individual curriculum, including disciplines to be studied at a partner university;
- for students planning to participate in an international exhibition, display in a partner organization or other organization - a reasoned conclusion of the head of the educational program and the dean of the faculty on the advisability of participating in the implementation of the main professional educational program.

4.7. Students who are ready to take part in academic mobility submit to the dean's office a document indicating the disciplines that they will study in the host educational organization and the recognition of which they want to receive. This document must contain obligations on the timing of the elimination of arising academic arrears.

4.8. This document is the basis for the pre-academic recognition procedure, which, in turn, is a guarantee that this training will be credited towards obtaining future qualifications.

4.9. After completing his stay at the host educational organization, the student must submit to the dean's office of the relevant faculty a certificate of study (transcript), certifying the name of the disciplines studied and types of other activities, credits and grades received for the preparation of the “Act of Academic Recognition”.

4.10. The recognition of student mobility in accordance with this procedure cannot exceed 20% of the total workload for obtaining the relevant qualification.

4.11. A report on the results of training in the framework of academic mobility is heard at a meeting of the faculty and submitted to the IRD.

5. Academic mobility of faculty and staff

5.1. The Academic Council has the right to establish restrictions on the total terms of academic mobility of faculty and staff for the competitive period from the moment of election (appointment) to the position.

5.2. The predominant way to implement academic mobility of faculty and staff is to send them to partner universities and organizations.

5.3. The main document that defines the goals and objectives of a business trip is a service assignment. The service assignment is signed by the person on a business trip, the head of the department, vice-rectors and approved by the rector.

5.4. Funding for the secondment of faculty and staff within the framework of agreements on interuniversity cooperation, advanced training and participation in conferences is carried out at the expense of the KSMA or other sources.

5.5. Trips of faculty and staff to other educational and scientific organizations on their own initiative are carried out, as a rule, in the form of private trips. The rectorate and administration in this case can assist in the preparation of documents.

5.6. A report on the results of the secondment of a faculty member or employee within the framework of academic mobility is heard at a meeting of the department and submitted to the IRD.

5.7. The decision to send the vice-rector and deans of faculties to participate in academic mobility programs is made by the rector of KSMA.

6. Academic mobility of foreign students and specialists

6.1. The main form of implementation of academic mobility of foreign students is interuniversity cooperation.

6.2. The basis for considering the issue of inviting foreign students for the implementation of individual academic mobility is an application form in the established form, received no later than 3 months before the start of the next semester.

6.3. The decision to invite a foreign student to the KSMA within the framework of academic mobility is made by the administration if the following documents are available:

- application forms,
- copies of your passport,
- information about previous education, drawn up in accordance with European requirements,
- applications of the faculty for the admission of a foreign student, indicating the place of his future residence

6.4. Tuition fees are set in proportion to the complexity of the study program at the rate of 30 ECTS (European Credit Transfer System) academic credits per semester.

6.5. Foreign specialists can be invited to KSMA for scientific work and lecturing within the framework of academic mobility. The terms of stay are established by agreement of the parties.

6.6. The announcement of the recruitment of students in accordance with the terms of the competition program or the mobility agreement is posted on the official website of the KSMA in Russian, Kyrgyz and foreign languages.

6.7. The information should indicate the disciplines offered for study, the period for submitting the application, the mandatory conditions that must be met in this case for enrollment, as well as a sample application form, the form of which is posted on the website.

6.8. If the application is satisfied, the receiving faculty of the KSMA informs the applicants and the relevant educational organizations about the decision. The head of the IRD provides visa support to foreign students. Applicants are also sent all the necessary information (name and position of the responsible officer, telephone, fax numbers, e-mail address), the registration procedure at the KSMA.

6.9. Accommodation, stay and medical insurance for mobile students and specialists are resolved in accordance with the procedure established by the legislation of the Kyrgyz Republic.

6.10. At the end of the period for mastering a part of the educational program (disciplines, modules), students are issued a certificate of training in the established form.

7. Final provisions

7.1. This Regulation comes into force from the moment of its approval by the rector of KSMA and is valid until its cancellation.

7.2. Amendments and additions to this Regulation are made by preparing a draft Regulation.

7.3. The adoption of the Regulations, amendments and additions to it is made in accordance with the KSMA Records Management Instruction.

AGREEMENT NO.
for the provision of educational services as part of the implementation of academic mobility

city _____

«___» _____201_

I.K. Akhunbaev Kyrgyz State Medical Academy (hereinafter - KSMA) represented by the rector _____, acting on the basis of _____, hereinafter referred to as the “Executor” on the one hand, and _____, hereinafter referred to as the “Customer”, represented by the rector _____, acting on the basis of the Charter, on the other hand, and citizen (s) _____

_____ (hereinafter the student), from the third party, collectively referred to as the Parties, have entered into this agreement on the following:

1. The Subject of the Agreement

1.1. The Executor accepts for the included training for - _____ semester - _____ of the course of the educational program, and the Customer sends the Student to study at _____ (name of the host organization) on the educational program of higher education in accordance with the requirements of the state educational standard in the direction (code and name of the direction and profile) _____. Full-time form of education. The term of the included training for this educational program in accordance with the Regulations on Academic Mobility is ___ semesters.

1.2. After the Student passes the included training and successful intermediate certification, a document on training is issued, containing information on the development of disciplines (modules) by the student.

2. Rights of the Executor, Customer, Student:

2.1. The Executor has the right:

- independently carry out the educational process;
- to choose the grading systems, forms, order and frequency of the interim assessment of the Student;
- apply incentives to the Student and impose penalties within the limits provided for by the Charter, as well as in accordance with the internal regulations of the Executor. The customer has the right:
- require the Executor to provide information on the organization and ensuring the proper performance of the services provided for in Section 1 of this Agreement;
- to receive information about the progress, behavior, attitude of the Student towards studies in general and on individual subjects of the curriculum.

2.2. The student has the right:

- contact the Executor’s employees on issues related to the learning process in an educational institution;
- to receive complete and reliable information about the assessment of their knowledge, skills and abilities in accordance with the normative documents of the Executor;
- use the property of the Executor, necessary for the implementation of the educational process, during the classes provided for by the schedule;

- take part in social, cultural, health, etc. events organized by the Executor.

3. Obligations of the Executor:

3.1. Accept the Student, on the basis of this agreement for included education in (name of the host university) _____, admit to classes in the _____ semester of the course on the educational program of higher education of the corresponding direction and profile specified in clause 1.1 of this agreement.

3.2. Provide accommodation in _____ for a period of _____ semesters.

3.3. Arrange the proper performance of the services provided for in section 1 of this Agreement.

3.4. Create the necessary conditions for the student to master the chosen educational program.

4. Obligations of the Executor

4.1. Prepare and submit to the Executor the necessary documents to conclude an agreement by 20____ year.

4.2. Prepare and submit to the Student a package of accompanying documents for submission to the Executor (a letter of direction for the included training, a certified certificate of progress - academic transcript).

4.3. Accept all costs associated with the provision of transport services to the Student (travel to the place of study, transport costs in _).

4.4. Reread the results of intermediate certification to the Student when mastering the disciplines studied by the Executor.

5. Obligations of the Student

5.1. Timely pay for accommodation at the rate set for the Student (s) _____
_____ (name of the host university)

5.2. Master the educational program for the period of included training.

5.3. Attend classes specified in the curriculum, complete tasks for preparation for classes given by the pedagogical staff of the Executor.

5.4. Comply with the requirements of the Executor's Charter, the Internal Regulations and other local regulations, observe the academic discipline and generally accepted norms of behavior, in particular, show respect for the scientific and pedagogical, engineering and technical, administrative, educational, auxiliary and other personnel of the Executor and other students, not infringe on their honor and dignity.

5.5. Take care of the property of the Executor.

5.6. Reimburse the damage caused by the Student to the Executor's property, in accordance with the legislation of the Kyrgyz Republic.

6. Payment for services

6.1. All educational services provided under this agreement are provided on a _____ basis.

7. The basis for amendment and termination of the Agreement

7.1. The terms on which this Agreement is concluded may be changed either by agreement of the Parties, or in accordance with the current legislation of the Kyrgyz Republic.

7.2. The Executor has the right to refuse to fulfill the agreement, provided that the Executor and the Student fail to fulfill their obligations.

7.3. The student has the right to terminate this Agreement at any time in accordance with the current legislation of the Kyrgyz Republic.

7.4. The customer has the right to refuse to fulfill his obligations under the agreement, subject to the poor quality of the provision of educational services by the Executor.

7.5. Early termination of legal relations between the Parties is formalized by an agreement on termination of the agreement.

8. Liability for non-performance or improper performance of obligations under this Agreement

8.1. In case of non-fulfillment or improper fulfillment of obligations under this Agreement, the Parties shall be liable under the Civil Code of the Kyrgyz Republic, federal laws and other regulatory legal acts, as well as this Agreement.

8.2. In case of violation by the Student of the terms of this Agreement, such as for non-fulfillment of the curriculum, violation of internal regulations and other violations, the Customer decides on the continuation/termination of the educational process by the Student, leading to termination of this agreement.

9. Duration of the Agreement and other conditions

9.1. This Agreement shall enter into force from the moment the Student is enrolled in accordance with clause 1.1 of this Agreement and is valid until his expulsion or until termination of the Agreement in accordance with section 7 and clause 8.2. actual agreement.

9.2. The agreement has been drawn up in three copies of equal legal force.

10. Addresses and details of the parties

Executor: Address and prerequisites: Tel.: Rector: Signature, Stamp « ____ » _____ 20 _
The Student: Address of permanent residence: Tel.: Signature _____ « ____ » _____ 20 _
Costumer: Address and prerequisites: Tel: Rector: Signature, Stamp « ____ » _____ 20 _

Information form about students to be sent to another educational organization within the framework of academic mobility

Information about students sent to _____ in the framework of academic mobility

Item No.

Full Name

Date and place of birth

Passport data (series, number, issued organ and date if issue)

Average mark for the period of study at the Institute

Registration address

Actual residence address Contact information (mobile phone, e-mail)

Vice-Rector _____

Name and the signature

Head, EMD _____

Name and the signature

Dean _____

Name and the signature

Act
of academic Recognition of Learning Outcomes

A student _____ was trained under the
academic _____ mobility _____ program _____ in
_____,
(name of the educational institution under the academic mobility program)
for a period of _____ months.

As a result of training, according to the provided certificate of training, the following
disciplines have been listened to and are considered re-read in _____
(name of the university):

No	Name of the studied discipline	Standard score	Mark/credit	The name of the recalculated discipline	Standard score	The recalculated mark/credit

Dean of the directing faculty _____
Signature Full name

Members of the attestation commission

Signature Full name

Signature Full name

Secretary _____
Signature Full name