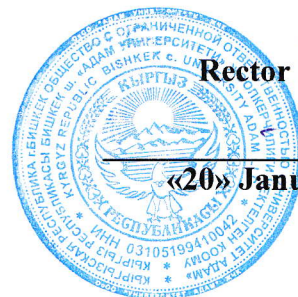


MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
ADAM UNIVERSITY



APPROVED
Rector Sirmbard S.R.

S.R.

«20» January 2018

REGULATION
on academic mobility at Adam
University

Bishkek - 2021

Considered at the meeting of Adam University/BAFE EMC

Minutes No. 3a от «11» 01 2018 г.

Approved: Academic Council of Adam University/BAFE

Minutes No. 2 от «30» 01 2018 г.

1. General regulations

- 1.1. This Regulation is developed on the basis of:
 - The Law of the Kyrgyz Republic “On Education”;
 - Resolution of the Government of the Kyrgyz Republic "On approval of regulatory legal acts regulating the activities of educational organizations of higher and secondary vocational education of the Kyrgyz Republic" No. 346 of May 29, 2012;
 - Temporary Regulation "On the procedure for recognizing the results of training of students of higher educational institutions of the Kyrgyz Republic studying at foreign Universities", approved by Order of the Ministry of Education and Science of the Kyrgyz Republic No. 225/1 of 29.04.2013;
 - Collection of regulatory documents on the application of the credit system at Adam University.
 - The Charter of Adam University.
- 1.2. This Regulation regulates the general procedure for the organization, formation of educational and methodological support, procedures for recognizing the results of academic mobility of students, teachers and employees of Adam University (hereinafter referred to as participants) with partner universities of Adam University.
- 1.3. The purpose of the Regulation is to form a systematic approach to the development of academic mobility, to create favorable conditions for the development of cooperation in the field of education and science between educational institutions, to establish external and internal integration relations.
- 1.4. The Regulation defines the rules for recognizing the results of studying at foreign universities, regardless of the level of training, form of ownership and departmental subordination.
- 1.5. This procedure applies to students and doctoral students participating in academic mobility programs within the framework of two or multilateral cooperation agreements with partner universities for certain educational programs of Adam University.
- 1.6. Academic mobility of students, faculty and staff is implemented in accordance with this Regulation.
- 1.7. Academic mobility is understood as a set of measures aimed at improving the quality of training of specialists in higher professional education, improving the skills of scientific and pedagogical personnel and employees for the entry of Adam University into the world educational space and the development of the national education system.
- 1.8. The implementation of specific forms and types of academic mobility is regulated by separate agreements (agreements) on cooperation and their annexes, action plans with partner universities of Adam University.

2. The concept, types and forms of academic mobility

- 2.1. Academic mobility is the transfer of participants for training and (or) exchange, internships, research, etc. for a certain period to another higher educational institution (within the country or abroad).
- 2.2. The types of academic mobility are: external (international) academic mobility and internal (national) academic mobility, individual and group.
- 2.3. External (international) academic mobility refers to any form of academic mobility between Adam University and partner universities from near and far abroad.
- 2.4. Internal (national) academic mobility refers to the training of students, doctoral students, internships of teaching staff (hereinafter referred to as teaching staff) and university staff in other partner universities, research centers, organizations and institutions of the Kyrgyz Republic, as well as the training and work at Adam University of students, postgraduates and employees from other universities, research centers, organizations and institutions of the Kyrgyz Republic.
- 2.5. Group academic mobility is organized for students, teaching staff and / or university staff to other universities and organizations on the basis of concluded agreements on mutual cooperation, as well as group arrivals to Adam University from other partner universities for the

purpose of implementing academic and research programs.

2.6. For the implementation of individual educational trajectories, academic and research programs, it is allowed at the official invitation of the host party.

- Forms of academic mobility are:
- included training in exchange programs at the partner university;
- training in joint educational programs implemented at Adam University and the partner university;
- language and scientific internships;
- passing all types of practical training at the partner university;
- participation in summer schools (semesters) of the partner university.

2.7. Included training – students' mastering a part of the main educational program (hereinafter referred to as the BEP) at another university.

2.8. Joint Educational Program (hereinafter referred to as JEP) - a program developed and implemented jointly with two or more universities. After completing the program, the graduate is awarded a diploma from one or more partner universities.

2.9. Academic mobility is implemented in the form of short-term and long-term joint educational programs (long-term-for one semester or academic year, short-term – for a period of less than one semester), exchange programs, internships, internships, summer schools, etc.

2.10. Recognition of the period and results of training – approval by partner universities of the content, labor intensity in credits (credit units) of the disciplines of the curricula or their individual parts (modules or disciplines), as well as the criteria and evaluation system on the basis of which the transfer of disciplines is carried out.

2.11. Transfer-recognition of grades (credits) received by a student during the study of academic disciplines and practical training at another university, based on an extract from the examination sheets (transcript).

2.12. Transcript – an official document of the established form containing a list of the subjects mastered for the corresponding period of study with the indication of credits and grades in alphabetic and / or numeric terms.

3. Organization of academic mobility

3.1. The basis for academic mobility is an agreement on external (international) or internal (national) cooperation with educational organizations, including the implementation of double degree programs, as well as private official invitations from universities and scientific organizations.

3.2. The general management of the work on the organization of internal and external academic mobility is carried out by the rector, in his absence, the vice-rector for academic or scientific work in accordance with their functions.

3.3. The program managers and the Dean of the Faculty are responsible for the organization of academic mobility at Adam University.

3.4. Coordination and regulation of academic mobility activities is carried out by the Department of External Relations (hereinafter referred to as OVS) Adam University.

3.5. Based on the application of the partner university, the Department of External Relations and the corresponding program/faculty of Adam University, a competition is announced among persons wishing to participate in academic mobility programs by posting relevant information on the university's website, on the university's social networks, bulletin boards, mailing informational letters by e-mail, etc.

3.6. The selection of students and staff of Adam University is carried out by a commission established by the Rector, acting during the current academic year.

3.7. The commission should include the vice-rector for Academic Affairs /Vice-rector for Research, head of the educational department, head of programs, department, Dean of the Faculty, head of the Department of External Relations, secretary from among the employees of the Department of External Relations.

3.8. The work of the University's competition commission is carried out at its meetings, which

are held as necessary.

3.9. Based on the decision of the commission, the head of the program /dean of the faculty prepares a report addressed to the rector on the recommendation of the selected persons to issue an order on the direction for studying under the academic mobility program at the partner university.

4. Academic mobility of Adam University students:

Students of the first and final courses are not allowed to participate in student exchange programs (at the time of application, except for short-term mobility).

4.1. The following documents are required for the organization of academic mobility of students

- * a cooperation agreement with a partner university;
- * recommendations of the head of the relevant program/dean of the faculty;
- * Student's application addressed to the Rector of Adam University (Appendix 1);
- * a copy of the passport;
- * training card (transcript), certified by the head of the training department;
- * payment receipt for the relevant period of study;
- * student's motivation letter;
- * knowledge of a foreign language (when traveling abroad);
- * written consent of parents (legal representatives) with a guarantee of payment for travel and accommodation, if required under the contract.

4.2. The documents for training under the academic mobility program are completed with the OVS and submitted to the commission for the selection of applicants.

4.3. The University's Competition Commission reviews the submitted applications within the framework of an open competition procedure in accordance with the principles of equality of opportunities and established criteria during one meeting and draws up a protocol (Appendix 2);

4.4. According to the results of the selection by the competition commission, the OVC notifies students about the results of the competition.

4.5. When students study under joint educational programs (SOP), scholarship programs (grants) of the host partner university, competitive procedures and selection of students are determined by the relevant regulatory documents on SOP.

4.6. When a student completes an internship lasting 1 semester or more, the study agreement (Appendix 3) and the reconciliation sheet (Appendix 4) are filled in.

5. Academic mobility of the teaching staff, doctoral students and staff of Adam University:

5.1. Academic mobility of teaching staff, doctoral students and staff of Adam University is carried out in accordance with agreements (agreements) on cooperation with partner universities, scientific and educational institutions, and is carried out in the form of internships, research, lectures, etc.

5.2. The selection of teachers and researchers to participate in academic mobility is carried out on the basis of compliance of the submitted action plan with the requirements of the host party, the possibility of teaching in a foreign language (if necessary) and other criteria.

5.3. For the organization of academic mobility of teachers/staff of Adam University, the following documents are required•

- * agreement (agreement) on cooperation with a partner university;
- * writing an essay of a research paper according to the internship/research project;
- * motivation letter;
- * letter of recommendation from the head of the relevant department;
- * Application of a teacher and an employee addressed to the Rector of Adam University (Appendix 5);
- * a copy of the passport;
- * knowledge of a foreign language (when traveling abroad);

5.4. When passing an internship or conducting research by a teacher or an employee at a partner university, an individual work plan (internships, research) is filled in (Appendix 6);

5.5. After returning from the partner university, the participant of academic mobility makes a detailed report on the work done with the application of documents confirming the passage of

academic mobility, and provides them to the supervising vice-rector.

6. Enrollment of students who arrived at Adam University within the framework of academic mobility

6.1. The procedure for enrolling persons arriving at Adam University within the framework of academic mobility is established by the Rector depending on the form of academic mobility (program).

6.2. Within the framework of existing cooperation agreements, the head of the receiving structural unit, together with the Department of External Relations, will coordinate the details of the upcoming visit of the foreign participant(s) of the academic mobility program (list, form, timing, list of disciplines offered for study, internship plan, lecture topics, etc.), after which an official invitation is sent to the partner university in the name of the program participant.

6.3. If it is necessary to issue an invitation to obtain a visa to enter the country for a foreign student or specialist, the head of the Department of External Relations applies to the rector 30 days before the planned arrival of a foreign citizen. The responsibility for sending the original invitation to a foreign participant of academic mobility is assigned to the Department of External Relations.

7. The procedure for recognizing the results of training under the program of academic mobility of students

7.1. Recognition of learning outcomes within the framework of academic cooperation with partner universities is carried out using the European ECTS credit transfer and accumulation system, with partner universities in other countries using the labor intensity assessment system adopted in these countries.

7.2. The basis for the transfer of the studied disciplines is an extract from the student's record sheets or a transcript, which contains a list of academic disciplines mastered by the student, indicating the complexity of each discipline and the results of certification, certified by the seal of the partner university.

7.3. On the grounds of exam records (transcript) training Department produces the mandatory enrollment of subjects studied basic and optional parts of the Protocol (Annex 7).

7.4. If you do not match the curriculum of the partner universities or their labor, for a University student Adam is the possibility of parallel training in the basic educational program with the use of distance educational technologies and e-platform "Moodle".

7.5. For parallel training, students should be provided by the relevant structural educational unit with all the necessary information sources: electronic teaching materials, access to online educational resources.

7.6. The transferred disciplines are entered into the Registrar's Office system by the Training Department. An extract from the test sheets (or transcript) is stored in the student's personal file.

7.7. In the appendix to the diploma, at the request of the student, the disciplines studied during the period of included training in addition to the individual curriculum and the results of their attestations are included.

7.8. In case of non-return of the student, the head of the structural educational unit prepares a report for expulsion.

7.9. The results of the student's studies at the host university are recorded in the transcript of the ECTS certificate. These documents allow standard documentation of student achievements in certain periods of time and provide a standard format for reflecting all types of educational activities performed by students. They indicate academic disciplines, the number of credits, grades in accordance with the evaluation system used in the host university.

8. Financing of academic mobility programs

8.1. The financial conditions of academic mobility programs are prescribed in agreements with partner universities and transportation costs depend on the specific program, the terms of the international agreement.

8.2. The costs of obtaining a foreign passport, visa and medical insurance are paid by participants

of academic mobility programs.

8.3. The conditions and source of funding for internships of teachers and staff are determined by the rector (in the absence of other funding in the form of a grant or scholarship).

9. Validity period

9.1. This Provision comes into force from the moment of approval by the Rector of Adam University and is valid until its cancellation.

To the Rector of Adam University

(Rector's full name)

from _____
(full name, group and department of the applicant)

Application

I ask you to send me for an internship / research in

(name of university, institution)

from «_» _____ 20____ to «_____» _____ 20____ according to

(no. agreement / admission of mobility)

Date

Signature

**Minutes of the meeting of the competition commission
for the selection of an applicant for academic mobility.**

Based on a competitive selection among applicants for participation in the academic mobility
program _____ determined,
(no. of agreement / contract / admission of mobility)

That applicant _____,
(full name)
semester _____, group _____, specialty/department

is recommended for participating in a mobility.

Signature of the Chairman of the competition commission: _____

Members of commission: _____

Secretary _____

« ____ » _____ 20 ____

ECTS-European Credit Transfer and Accumulation System

EDUCATIONAL AGREEMENT

Academic year 20__/20__ - Specialty: _____

Student's full name:	
Sending University:	Country:

DATA ON THE PROPOSED STUDY ABROAD PROGRAM/CONTRACT

Host University:		Country :		
Class code (if any) and page numbers of the information package	Class code (as specified in the information package)	Number of ECTS credits	Excluded from the list of classes	Added classes

If necessary, the list is attached on an additional sheet

Student's signature	Date:
Sending University	
We confirm that the changes made to the above-mentioned training program/training agreement have been approved.	
Signature of the department coordinator	Signature of the University coordinator
Date	Signature

Student's full name:	
Host University:	Country:

Recognition Sheet

Academic year 20__/20__ - Direction _____ :

Student's full name: Sending university:
Host university:

The discipline code in the sending university	The name of the discipline in the sending	The discipline code in the receiving university	The name of the discipline in the receiving university	The number of credits (credits)

Full name of the head of the relevant department
 sending university

To the Rector of Adam University

(Rector's full name)

from _____
(full name, group and department of the applicant)

Application

I ask you to send me for an internship / research in

(name of university, institution)

from «_» _____ 20_____ to «_____» _____ 20_____ according to

(no. agreement / admission of _____)

Date

Signature

ADAM UNIVERSITY

Individual work plan (internships, research)

On the specialty: _____

Full name of applicant _____

No	Content	Terms	Type of report
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Vice-Rector for Academic Affairs _____

Vice-Rector for Scientific Work _____

Dean of the Faculty/Program Manager _____

Program participant _____

L.S.

" _____ " _____ 20 ____

Certification protocol

_____ (name of structural department of the Adam University)

Based on certification _____ stated that, student

(name of the document)

_____ (full name)

On the specialty/program, _____

course _____, group _____ the following disciplines may be recognized (re-credited)

№	Block of disciplines	Type of disciplines	Name of discipline	Number of credits (credit units)	The discipline proposed for the transfer	Number of credits	Estimate
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
1.							
2.							
3.							

the following disciplines cannot be recognized (reassigned):

№	Block of disciplines	Type of disciplines	Name of discipline	Number of credits (credit units)	Type of report
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

Head of educational department _____

Dean of the Faculty/Program Manager _____

Program participant _____

L.S.

« _____ » _____ 20__