

"APPROVED"

Rector of the IUK

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Protocol of the Academic Council  
No. 42 dated June 26, 2018



## REGULATION

### on the organization of academic mobility of students, teachers and researchers of the IUK

#### 1. General Provisions.

1.1. The present Regulations of the International University of Kyrgyzstan (hereinafter - "IUK") are developed on the basis of:

- The Law of the Kyrgyz Republic "On Education" dated April 30, 2003 No. 92 (As amended by the Laws of the KP dated December 28, 2006 No. 225, July 31, 2007 No. 111, July 31, 2007 No. 115, January 20, 2009 No. 10, 17 June 2009 No. 185, January 15, 2010 No. 2, June 13, 2011 No. 42, August 8, 2011 No. 150, December 29, 2011 No. 255, December 29, 2012 No. 206, July 4, 2013 No. 110, July 30 2013 No. 176, November 5, 2013 No. 199, 16 December 201a No. 221, 30 May 2014 No. 82, 18 July 2014 No. 144, 16 January 2015 No. 15, 15 April 2015 No. 82, 17 April 2015 No. 84, 3 August 2015 No. 213, June 29, 2016 No. 92, February 22, 2017 No. 32, May 23, 2017 No. 84, June 8, 2017 No. 100, February 16, 2018 No. 22, July 30, 2018 No. 76); Regulations on the procedure for recognizing the learning outcomes of KP university students studying at foreign universities dated April 29, 2013 No. 225/1;

- Charter of the IUK dated January 30, 2017;
- Development strategy of ISM "IUK" for 2018—2023;
- and other regulatory local acts of the «IUK».

1.2. The Regulation on the Organization of Academic Mobility of Students, Teachers and Scientific Staff of the "IUK" (Hereinafter - the Regulation) regulates the activities for the organization and provision of academic mobility, is used to establish a unified procedure for organizing various programs of academic mobility of students, teachers and researchers of the "IUK" sold both on the territory of KP and abroad.

1.3. The regulation establishes the procedure for organizing the mobility of students, teachers and researchers, the procedure for selecting candidates, establishing the equivalence of disciplines, examinations and recalculating the results of mastering training courses, disciplines, modules, practice, additional educational programs in organizations carrying out educational activities in KP and abroad, the procedure for organizational support of mobility programs.

1.4 The Regulation applies to academic mobility programs that involve inviting students, teachers and researchers, and leading specialists of third-party organizations and institutions to the "IUK".

1.5 Academic mobility is the movement of a student, teacher or researcher for a certain period to another educational or scientific institution (in his country or abroad) for training, teaching or research, after which the student, teacher or employee returns to his main institution.

1.6 Academic mobility of students, teachers and researchers is carried out in order to:

- Fulfillment of the mission and development strategy of the "IUK";
- Improving the quality of higher education;
- Increasing the efficiency of scientific research;
- Improvement of the management system;
- Increasing the competitiveness of the IUK graduates in the labor markets of the near and far abroad;
- Improving the list of professional competencies by studying and mastering the experience of leading foreign universities;
- Achievement of international comparability of educational standards;
- Attracting foreign intellectual potential on the basis of bilateral and multilateral agreements with partner universities;
- Establishment of external and internal integration relations.

## **2. Organizational support of academic mobility.**

2.1. Responsible for the organization of academic mobility in

"IUK", depending on its level, are:

- Vice-rector for academic affairs, educational department (hereinafter referred to as AD), department of monitoring, quality control, industrial practice and communication with employers (hereinafter referred to as the department of MQCPP and RE), deans of faculties, heads of departments, teaching staff;
- Vice-rector for science and development, international department (hereinafter IR) "IUK".

2.2. Direct work on the organization of academic mobility is carried out by the AD, the department of the MQCPP and RE and ID with the involvement of other necessary services of the heads of structural divisions and persons appointed responsible for the organization of the activity in question.

2.3. One of the main requirements for the organization of academic mobility is the openness of procedures, as well as the unconditional nature of their implementation by all subjects of academic mobility.

2.4. The subjects of academic mobility retain their place of study or work for the period of participation in the academic mobility program.

2.5. The teaching load of a teacher leaving for academic mobility programs is carried out at the expense of the internal reserve of the department.

2.6. Academic mobility to countries is not carried out. unfavorable for personal safety or especially dangerous for infectious diseases.

3. Academic mobility for undergraduate students.

3.1 forms of academic mobility for students in undergraduate programs "IUK" are:

- training under student exchange programs at a partner university;
- training on joint educational programs implemented IUK and partner university;
- language and scientific internships;
- educational and industrial practice;
- participation in summer schools;
- participation in conferences, seminars, etc.

3.2. The terms for the implementation of academic mobility are established in accordance with agreements with partner universities or are determined in accordance with the requirements of training programs.

3.3. Academic mobility programs for students in undergraduate programs, as a rule, do not increase the standard term of study at IUK

3.4. The selection of students for participation in academic mobility programs is carried out within the framework of an open procedure - a competition in accordance with the principles of equality of opportunity and established criteria:

- academic progress;
- scientific performance;
- knowledge of the language of the receiving party (in case of traveling abroad).

3.5. The procedures and documents required for the organization of academic mobility of students are described in the "Regulations on the procedure for recognizing the learning outcomes of KP university students studying at foreign universities of April 29, 2013

No. 225/1 ".

3.6. Based on the results of the implementation of academic mobility, undergraduate students submit a document confirming the results of the implementation of the goals of the mobility program (project) (certificates, certificate of progress, review of the supervisor at the partner university, etc.).

4. Academic mobility for undergraduates, PhD students, postgraduates and teachers.

4.1. Forms of academic mobility for graduate students, PhD doctoral students, postgraduate students, the IUK teachers

are:

- participation in joint educational programs;
- participation in seminars, scientific schools and conferences, etc. ;
- participation in joint projects;
- internships for undergraduates and postgraduates;
- professional retraining;
- participation in the educational activities of the host country;
- provision of consulting and expert services in the field of education
- studying the best experience of the host country;
- establishing partnerships, etc.

4.2. Academic mobility, realized in the form of a private trip, is possible only during the period of annual paid leave or unpaid leave at the expense of the teacher.

4.3. The fundamental criterion for selection for participation in academic mobility programs is the compliance of these programs with the priority areas of the university's development.

4.4. Students in master's programs, PhD doctoral students, postgraduate students are required to enter information about the period of mobility in the individual curriculum of a student for master's programs, PhD doctoral student and postgraduate student according to the established procedure.

4.5. Based on the results of the implementation of academic mobility, students in Master's programs, PhD doctoral students, graduate students, teachers, submit a document (report) confirming the results of the trip, reviewed and approved for meetings of the department and is presented to the appropriate unit providing organizational support for mobility programs, within two weeks from the date of return.

## **5. Information support of academic mobility.**

5.1. Information support for academic mobility includes the dissemination of information about various programs of academic mobility, and also about the procedures and documents required for mobility.

5.2. Information support of academic mobility is implemented in the following ways: placement of relevant information on the university website. business unit bulletin boards, e-mail newsletters, presentations, information seminars, etc.

5.3. Information support of external academic mobility is carried out by the international department of the "IUK".

5.4. Dissemination of information about internal academic mobility programs is carried out by units that have relevant information: the educational department, faculties, departments, etc.

5.5. The provision of information on the procedures and documents required for registration of internal academic mobility is carried out by the personnel department or teaching staff, the dean's office and the educational department.

5.6. Information about academic mobility programs is posted by the faculty on bulletin boards indicating the mandatory conditions for participation, application deadlines and contact information of the unit responsible for coordinating and implementing this program at IUK.

5.7. At the end of the year, the dean's offices of faculties and magistracy prepares a report on the state of academic mobility of students, undergraduates, PhD students, graduate students, university teachers, which is posted on the IUK website.

6. Financial support of academic mobility programs.

6.1. Academic mobility programs can be funded from a variety of sources, including:

- funds of the "IUK";
- funds received from income-generating activities;
- funds of the receiving party, incl. grants from international organizations and private foundations;
- personal funds of participants in academic mobility;
- funds of the scholarship foundations, the host university, sponsors, grants, etc.

7. Preparation and organization of trips.

7.1. The department or other subdivision of the "IUK", interested in organizing the trip, submits to the rector of the "IUK" completed and agreed with the relevant department's forms:

- Application (Appendix 1);
- Individual plan (Appendix 2).

The travel applicant must submit a letter from the host organization confirming the possibility of implementing this academic mobility program. Depending on the type of program, this may be: an invitation letter from a university, an information letter for participation in a conference, a letter of consent from the host in the case of a scientific internship program, or other supporting document.

7.2. When submitting applications, the following criteria must be met:

- compliance of the application with the priority directions of the university development;
- the presence in the application of a description of a specific result (for example, the number of articles, manuals, programs with an approximate name and volume, specific topics for the creation or modernization of educational programs and other scientific and educational materials);
- in case of going abroad - proficiency in a foreign language at the proper level; correlation with the activities and development strategy of the «IUK».

7.3. In the case when the mobility program is implemented abroad, the organization of the trip is carried out with the assistance of the international department.

7.4. The stage of organizing the mobility program includes: mandatory agreement by the candidate of the plan with the host university, signing an agreement between the IUK and the host organization on the implementation of the program.

7.5. Upon completion of the mobility program, the traveler submits an expense report, including original travel documents, proof of payment for accommodation, visa services, etc. in the accounting department of the "IUK", fills in the advance report.

7.6. The participant of the mobility program must draw up an information and analytical report in the prescribed form (Appendix 3) and submit it to the appropriate department for the organization of mobility.

**Statement**

Please guide me to \_\_\_\_\_

\_\_\_\_\_

*(organization name, city, country)*

for the implementation of the academic mobility program \_\_\_\_\_

\_\_\_\_\_

*(Teaching staff, undergraduates, students)*

Business trip duration: from " \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ to " \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_

Period of stay abroad from " \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ to " \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ (if expected)

Event Please pay the costs based on:

Travel \_\_\_\_\_

per diem \_\_\_\_\_

accommodation \_\_\_\_\_

insurance consular fees and visa processing \_\_\_\_\_

An individual plan is attached.

" \_\_\_\_ " \_\_\_\_ 20 \_\_\_\_ d.

applicant's signature

AGREED:

Vice-rector for academic affairs \_\_\_\_\_ signature



**Individual plan of academic mobility**

Subdivision \_\_\_\_\_

Full name \_\_\_\_\_

Position \_\_\_\_\_

Academic degree \_\_\_\_\_

Title Country, city, organization name \_\_\_\_\_

\_\_\_\_\_

Purpose of the trip \_\_\_\_\_

Period from "\_\_\_" \_\_\_\_\_ 20\_\_\_ to "\_\_\_" \_\_\_\_\_ 20\_\_\_

**Trip plan**

№	List of issues being developed (studied)	Report form

Rector \_\_\_\_\_

(signature) (full name)

Vice-rector for academic affairs \_\_\_\_\_

(signature) (full name)

Head of AD \_\_\_\_\_

(signature) (full name)

**Information and analytical report**

**Event** (name of event) \_\_\_\_\_

**Direction:** (name of direction) \_\_\_\_\_

**Executor:** (Structural unit, academic degree, company, full name) \_\_\_\_\_

Tel \_\_\_\_\_ e-mail: \_\_\_\_\_

**1. Performer:**

Full name, Place of work, position, taught theses, academic degree,

Rank \_\_\_\_\_

**2. Purpose and tasks** (which coped with the Contractor)

\_\_\_\_\_

**3. Form of implementation** (lectures, participation in a conference / seminar, study of experience, provision of services in the field of education, inviting specialists, etc.) \_\_\_\_\_

\_\_\_\_\_

**4. Place of the event** (country, city, organization where the event was held)

\_\_\_\_\_

**5. Timing of the event** \_\_\_\_\_

6. A brief analytical review on the subject of the event (*this is the main part of the report, to "talk about the new knowledge gained in the course of the event. and university-students*) \_\_\_\_\_

\_\_\_\_\_

**7. Achieved results** (*scientific and educational effect, mastery of new technologies and etc*)

8. Spheres and forms of use of the results of work (including the implementation of the results obtained in specific academic disciplines for me, lectures, practical classes, course I, diploma paper, other types of training, in study subject to occasional provision, etc.)

9. Other features (*in accordance with any special requirements for the event, including fixing the results of work on the custodians of information. For example, the publication of lecture courses, teaching aids, etc.*)