

Alfred Nobel  
University

Translated from Ukrainian into English  
by Vlada Karpenko in accordance  
with the original document

APPROVED BY:

RECTOR




Sergii KHOLOD

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## **REGULATION** **on the Transfer Commission** **at Alfred Nobel University**


ПП-551-054

Dnipro

	<b>Alfred Nobel University</b>	Code	Page 3
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

## Table of Contents

	4
1. Purpose and Scope	4
2. Regulatory References	5
3. Terms and Definitions	5
4. Objectives and Composition of the Transfer Commission	6
5. Functions of the Transfer Commission	6
6. Organisation of the Transfer Commission’s Work on Procedures for Recognition of Educational Components and Periods of Studies	7
7. Organisation of the Transfer Commission’s Work on Procedures for Recognition of Foreign Educational Documents	12
8. Principles of Activity	13
9. Rights and Responsibilities of the Members of the Transfer Commission	14
Record of Changes	

	<b>Alfred Nobel University</b>	Code	Page 4
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

## 1. Purpose and Scope


1.1 The Regulation on the Transfer Commission at Alfred Nobel University (hereinafter referred to as the Regulation) defines the procedure for the formation, composition and functions of the Transfer Commission at Alfred Nobel University.

1.2 The Transfer Commission operates in accordance with the Constitution of Ukraine, Ukrainian legislation on higher education institutions, the Statute of Alfred Nobel University, decisions of the University's workforce and Academic Council of Alfred Nobel University, the Regulation on the Organisation of the Educational Process and this document.

1.3 The Regulation is not a confidential document within Alfred Nobel University.

## 2. Regulatory References

Document Code	Document Title
No. 2145-VIII (dated September 5, 2017, amended in 2018, 2021)	Law of Ukraine 'On Education'
No. 1556-VII (dated July 1, 2014, with amendments from 2014 to 2021)	Law of Ukraine 'On Higher Education'
Official Bulletin of the Verkhovna Rada of Ukraine, 1996, No. 47, Article 256 (with amendments from 1999 to 2023)	Law of Ukraine 'On Citizens' Appeals'
No. 1273-XIV (dated December 3, 1999)	Law of Ukraine 'On the Ratification of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region'
No. 2933-III (dated January 10, 2002)	Law of Ukraine 'On Ukraine's Accession to the Convention Abolishing the Requirement of Legalisation for Foreign Official Documents'
No. 2297-VI (dated June 1, 2010, with amendments from 2011 to 2024)	Law of Ukraine 'On Personal Data Protection'
Order of the Ministry of Education and Science No. 504 (dated May 5, 2015, revised on September 5, 2022 No. 784)	Procedure for the recognition of documents on general secondary, vocational and higher education (levels 2-5 of the national qualifications framework) issued by foreign institutions
Order of the Ministry of Education and Science No. 1541 (dated November 1, 2013)	Procedure for the admission (internships) for foreigners and stateless persons
Convention ratified by Law No 1273-XIV (dated December 3, 1999)	Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon, April 11, 1997) (applies in Ukraine)

	<b>Alfred Nobel University</b>	Code	Page 5
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

Convention ratified by Decree of the Presidium of the Verkhovna Rada of the Ukrainian Soviet Socialist Republic No. 2993-X (dated January 11, 1982)	Convention on the Recognition of Studies, Diplomas and Degrees in Higher Education in the European Region (applies in Ukraine)
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In addition, the following documents and sources are used: the Apostille Register; the Educational Documents Register; standards for formatting secondary and higher education documents from foreign countries; registers of accreditation and education quality assurance bodies; ministries of education; accreditation and education quality assurance associations or agencies; official national publications on educational systems; websites of recognised international organisations; websites of diploma evaluation networks; national qualifications frameworks; registers of countries with which Ukraine has agreements on the recognition and comparability of educational documents; the Academic Ranking of World Universities (ARWU); the list of OECP member countries.

### 3. Terms and Definitions

<i>MES</i>	The Ministry of Education and Science of Ukraine
<i>University</i>	The Higher Educational Institution “Alfred Nobel University”
<i>Regulation</i>	The Regulation on the Transfer Commission at Alfred Nobel University
<i>Commission</i>	The Transfer Commission at Alfred Nobel University
<i>Certificate</i>	A certificate of recognition for a foreign educational document
<i>Applicant</i>	A student or their authorised representative

### 4. Objectives and Composition of the Transfer Commission

4.1. The Transfer Commission (hereafter referred to as the Commission) is established to:

4.1.1. Conduct a procedure for the recognition of educational components and periods of studies at the University for participants in academic mobility programmes.


4.1.2. Conduct a procedure for the recognition of educational components and periods of studies for students who have studied at foreign institutions for a certain period alongside their studies at the University.

4.1.3. Conduct a procedure for the recognition of foreign educational documents with the purpose of enrolling the holder of the document in the University.

4.2. The authority and procedures of the Commission are governed by this Regulation.

4.3. The Commission consists of:

- the Vice-Rector for Education Quality Assurance, who chairs the Commission;
- heads of academic departments;

	<b>Alfred Nobel University</b>	Code	Page 6
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

– heads of the Centre for Education Quality Management and Monitoring, the Students Office, the Legal Department, the PhD Studies Office, the Centre for International Activities and Academic Mobility.

– representatives of students (the chair/member of the Student Parliament or a postgraduate student).

The Commission usually consists of an odd number of members.

4.4. The composition of the Commission is approved by the order of the University's Rector for a period of one academic year.

4.5. The Commission includes a secretary who is not a member of the Commission. The Secretary is the assistant to the Vice-Rectors. The responsibilities of the secretary include: 1) receiving the application and package of documents from the applicant or their representative (hereinafter referred to as the Applicant); 2) preparing and presenting the package of documents at the Commission meeting; 3) keeping the minutes of the meeting; 4) storing the minutes of the Commission's meetings.

## **5. Functions of the Transfer Commission**

5.1. The functions of the Transfer Commission are determined by the request of the Applicant.

5.2. The Commission informs the Applicant about the procedures, review of documents and results of the recognition procedures.

5.3. The Commission accepts applications and packages of documents from the Applicant for the recognition procedures.

5.4. The Commission conducts verification of the submitted documents.

6.5. The Commission makes decisions on the results of the recognition procedures.


5.6. The Commission draws up the conclusion in accordance with the established procedure.

5.7. The Commission informs the Applicant of the decision on the results of the recognition procedures.

## **6. Organisation of the Transfer Commission's Work on Procedures for Recognition of Educational Components and Periods of Studies**

6.1. The procedures for recognition of periods of studies (without a higher education document) and the related transfer of obtained educational components are applied when students have participated in academic mobility programmes or when students have studied for a certain period at foreign educational institutions.

6.2. To start the Commission's work on the recognition procedure, the Applicant – a higher education student – submits an application and the required documents, as specified in subclause 3.2.4, 'Procedures for Recognition of Educational Components and Periods of Studies' of the Regulation on the Organisation of the Educational Process. The application review and decision-making period shall not exceed one month from the date of receipt of the application, as stipulated by Article 20 of the Law of Ukraine 'On Citizens' Appeals.'

	<b>Alfred Nobel University</b>	Code III-551-054	Page 7
	Regulation on the Transfer Commission at Alfred Nobel University		Version 2

6.3. The Commission reviews the documents submitted by the Applicant. If the documents are not submitted in full and/or incorrectly formatted, the Commission may return them to the Applicant without review within 10 working days from the date of the application registration, specifying the deficiencies to be addressed.

6.4. Based on the review results, the Commission makes a decision on the recognition or non-recognition of educational components and periods of studies. The Commission considers the comparability of the ECTS credits, the learning outcomes and the name or content of the educational component with the corresponding component implemented within the relevant study programme at Alfred Nobel University.

6.5. The Commission establishes a minimum list of educational components for each study programme offered by the University, which cannot be transferred under any circumstances. These components determine the quality and distinctive features of the University's education.

6.6. The decision of the Commission is made by a majority vote and is recorded in the minutes. The secretary of the Commission informs the Applicant of the Commission's decision by providing an extract from the minutes of its meeting.

6.7. In the case of a refusal to recognise a period of study or educational components, the Applicant has the right to appeal against the Commission's decision. For this purpose, an Appeal Commission is formed, the composition of which is determined by the Rector's order.


6.8. In the case of recognition of a period of study or educational components, the secretary of the Commission forwards a copy of the meeting minutes to the Students Office. Staff from the Students Office transfers the results of the recognition of educational components (including academic courses, term papers, internships, etc.) into the academic record of the student.

## **7. Organisation of the Transfer Commission's Work on Procedures for Recognition of Foreign Educational Documents**

7.1. The procedure for the recognition of foreign educational documents is conducted by reviewing the submitted documents. Recognition of foreign educational documents in Ukraine is carried out in full compliance with the **Convention on the Recognition of Qualifications concerning Higher Education in the European Region**, ratified by the Law of Ukraine **on December 3, 1999 No. 1273-XIV**, and the recommendations of this Convention.

7.2. The procedure for the recognition of foreign educational documents includes: authentication of the educational documents; confirmation of the status of an educational institution/education provider and a study programme; evaluation of qualifications or periods of studies and establishment of their comparability with the academic degree in Ukraine, academic and/or professional rights.

7.3. The documents for recognition may be submitted by the Holder of the documents or a representative acting on their behalf under a notarised power of attorney.

	<b>Alfred Nobel University</b>	Code	Page 8
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

7.4. The Applicant initiates the Commission’s work by submitting an application and a package of documents, including:

1) a copy and translation into Ukrainian of the foreign educational document certified in accordance with the established legal procedure (the original document may be required if necessary).

2) a copy and translation into Ukrainian of the supplement to the educational document and/or other documents containing details about the study programme and learning outcomes, certified in accordance with the established legal procedure (the original document may be required if necessary). If the country of origin of the Document issues electronic Documents, the Applicant may submit an electronic version of the Document, with a translation of this document into Ukrainian, certified in accordance with the established legal procedure;

3) copies of documents on the previous (secondary, vocational or higher) education if such education was received (if necessary);

4) a document from an official institution (reference, certificate or other) about the academic rights granted to the Holder in the country of origin of the Document (if necessary);

5) copies of documents certifying the identity of the Applicant and the Holder, if the Applicant is not the Holder.


The documents specified in subclauses 1, 2 and 4 must be certified in accordance with the established legal procedure in the country of their origin (consular legalisation or an apostille – for countries that are parties to the Convention Abolishing the Requirement for Legalisation of Foreign Official Documents (Hague, 1961), ratified by the Law of Ukraine No. 2933-III dated January 10, 2002, ‘On Ukraine's Accession to the Convention Abolishing the Requirement of Legalisation of Foreign Official Documents’).

If the Document is not certified in the country of issue in the manner officially applied in that country, or if the certification does not confirm the signature and the official capacity of the person who signed the Document, the Applicant (Holder) must provide the University with additional information and/or documents that confirm the issuance and/or authenticity of the Document, including information contained in registers and databases of educational documents, etc. – if there is no open access to such registers and databases (translated into Ukrainian if necessary).

The Documents specified in subclauses 3, 4, and 5 may be submitted with a Ukrainian translation if necessary.

The Applicant (Holder) may also provide other documents that confirm education and/or qualifications (translated into Ukrainian if necessary).

7.5. If the Applicant provides legalised documents with an ‘Apostille’ stamp or consular legalisation, this is sufficient to confirm the authenticity of the documents. Therefore, no further verification of their issuance is required. If the documents are not legalised, the Commission will verify the authenticity of the educational documents, confirm the status of the educational institution, the education provider and the study programme,

	<b>Alfred Nobel University</b>	Code	Page 9
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

evaluate the qualifications or periods of studies and establish their comparability with the academic degree and academic rights in Ukraine.

7.6. The Commission may contact official bodies and the National Information Centre of Academic Mobility ENIC Ukraine for additional information, recommendations or certificates. Recommendations from ENIC Ukraine are reviewed at the Commission's meeting and documented in accordance with the established procedure.

7.7. When reviewing the documents, the Commission will compare the content of the study programme (curriculum) under which the document was issued with that of the relevant or related programme (subject area) at the University and may decide whether to recognise them or refuse recognition.

7.8. The Commission's decision is documented in the respective minutes according to the established legal procedure and serves as the basis for registering the application for the Certificate of Recognition of Foreign Educational Documents.

7.9. In accordance with the minutes, the responsible person(s), appointed by a Rector's order, prepares the conclusion on the recognition of foreign educational documents and submits a request for the Certificate of Recognition of Foreign Educational Documents. The appointed person(s) registers the Certificate in the unified recognition registry system, which is mandatory. Registration is carried out via the University's personal account on the ENIC Ukraine recognition website.

7.10. The National Information Centre of Academic Mobility ENIC Ukraine monitors the accuracy of the records in the electronic recognition log and ensures the completeness and correctness of the entered information.

7.11. Based on the results of the ENIC Ukraine monitoring, the Applicant is issued a Certificate of Recognition of Foreign Educational Documents, which is printed on the official letterhead of the University signed by the University's Rector and sealed with the University's stamp.

7.12. In case of refusal to recognise the submitted Document, the Applicant receives a corresponding notification stating the grounds for such decision.

7.13. The decision to refuse recognition is made if:


7.13.1. The University receives a negative result of the authentication of the Document and/or its supplement;

7.13.2. The University receives a negative result of the confirmation of the status of the educational institution, education provider and/or Programme under which the Document was issued;

7.13.3. The Documents were issued based on learning outcomes/education obtained in an educational institution or education provider that is not officially recognised in the education system of the state to which it belongs or where the educational activity took place;

7.13.4. The Document was issued based on learning outcomes/education obtained in an educational institution or education provider that is not officially recognised in the state where the educational activity took place, if such recognition is required by the legislation



	<b>Alfred Nobel University</b>	Code	Page 10
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

of that state, and/or conduct educational activities without complying with the legal requirements of that state;

7.13.5. The Document was issued by an educational institution or education provider from a non-recognised state or territory in accordance with Ukraine's external legal relations;

7.13.6. The Document was issued by an educational institution or education provider in a temporarily occupied territory of Ukraine;

7.13.7. The Document was issued by an educational institution or education provider subject to special economic and other restrictive measures (sanctions) in accordance with decisions made by the Ukrainian authorities (within the scope of the decision);

7.13.8. It is established that the Document was issued based on documents from educational institutions or education providers in temporarily occupied territories of Ukraine;

7.13.9. It is established that the Holder completed a separate period of study to obtain the level/degree of higher education in educational institutions or education providers that are not officially recognised in the education system of the state to which they belong or where the educational activity took place;

7.13.10. There are signs of forgery or falsification in the submitted documents;

7.13.11. The Document was issued based on learning outcomes with a total academic workload lower than the minimum provided for by the educational institution or education provider for one semester;

7.13.12. The Document was issued based on learning outcomes obtained under a Programme not included in the higher education system of the country that issued the document;

7.13.13. The Documents lack complete information about the Programme required to determine the corresponding degree and/or study programme in Ukraine;

7.13.14. The Document was issued based on learning outcomes obtained for a period of study that lasted less than one academic year;

7.13.15. The Document was issued based on learning outcomes obtained under a Programme that cannot be compared with any level of higher education in Ukraine;


7.13.16. The comparative analysis reveals significant differences in the study programmes, making it impossible to make a decision on recognition;

7.13.17. Within 1 year from the date of sending a written notification to the Applicant, the University has not received additional documents (results of additional studies, results of competency tests, etc.) or a request for an extension of this period;

7.13.18. It is established that the Document was obtained based on prior education or period of study that did not grant the Holder corresponding academic rights;

7.13.19. The Document or its translation is unreadable due to damage, unauthorized corrections or alterations that change the meaning of the document.

7.14. In case the Holder disagrees with the results of the recognition procedure, the Holder, or another person authorised by them, may submit a written request (Appendix A)

	<b>Alfred Nobel University</b>	Code	Page 11
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

for a reconsideration of the decision to the Commission again or to the MES/the relevant recognition authority (National Information Centre for Academic Mobility ENIC Ukraine). This request may be made within 3 months from the date of receiving the results of recognition and should include the registration date, the number of the document stating the result of the recognition procedure and any additional documents related to the Programme, etc. In this case, all additional documents provided by the Holder are reviewed, and, as a result, the previous decision may be reconsidered. The reconsideration of the decision is carried out within no more than 4 months from the date of receiving all necessary documents and information required for the reconsideration.

7.15. Based on the results of the decision reconsideration, either a Certificate is issued or an official letter is sent stating the reasons for the refusal to reconsider the decision.

## **8. Principles of Activity**

8.1. Members of the Transfer Commission carry out their work guided by the principles outlined in this Regulation and based on the principles of the Lisbon Recognition Convention on the Recognition of Qualifications concerning Higher Education in the European Region.

8.2. Principles of the Transfer Commission's activity:

8.2.1. The application for recognition of educational components and periods of studies or foreign educational documents is evaluated only on the basis of submitted documents. Any form of discrimination against the Applicant on the grounds of gender, race, skin colour, physical disability, language, religion, political or other beliefs, national, ethnic or social origin, affiliation with a national minority, financial status, birth or other circumstances not related to the quality of the education acquired is prohibited.

8.2.2. The Commission ensures that its procedures and criteria for evaluation and recognition are transparent, consistent and reliable.

8.2.3. The responsibility for providing the appropriate information lies primarily with the Applicant, who must provide it in a diligent manner.

8.2.4. Upon request, the Transfer Commission provides Applicant with the necessary information within the timeframe established by law.


## **9. Rights and Responsibilities of the Members of the Transfer Commission**

9.1. Members of the Commission have the right to:

- submit proposals on matters within the Commission's competence in accordance with established procedures;
- request and receive information from the University administration and structural subdivisions necessary for the Commission's activities.

9.2. Members of the Commission are authorised to:

- hold working meetings upon receipt of an application from a student and provide a response within the timeframes established by law;

	<b>Alfred Nobel University</b>	Code	Page 12
Alfred Nobel University	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

- make appropriate decisions regarding the recognition of educational components and periods of studies;


- conduct meetings and consultations with subject area experts when necessary.

9.3. Members of the Commission are obliged to:

- comply with established requirements for the organisation of the Commission's activities;

- adhere to collegial decisions;

- be guided by the principles of openness and a commitment to obtaining objective results.

	<b>Alfred Nobel University</b>	Code	Page 13
	Regulation on the Transfer Commission at Alfred Nobel University	III-551-054	Version 2

**Appendix A**

To the Vice-Rector for Education Quality Assurance

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(full name, address, phone number of the applicant;  
passport details: series, number, issuing authority, and  
date of issue)*

APPLICATION

I, \_\_\_\_\_,

*full name of the applicant*

request a reconsideration of the decision regarding the recognition of qualification of \_\_\_\_\_

\_\_\_\_\_ certified by

*full name of the document holder*

the foreign educational document \_\_\_\_\_

*name, series number, date of issue of the educational document*

issued by \_\_\_\_\_

*name of the institution that issued the document*

Reason for the reconsideration: \_\_\_\_\_

Documents attached to the application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*list of documents*

“ \_\_\_\_\_ ”  
date      month      year

\_\_\_\_\_ / \_\_\_\_\_  
signature                      surname, initials

**RECORD OF CHANGES**