

ANU

Alfred Nobel University

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

APPROVED BY

RECTOR

Sergii KHOLOD



REGULATION

on the Transfer Commission
at Alfred Nobel University

ПП-551-054

Dnipro



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1. Purpose and Scope


1.1. The Regulation on the Transfer Commission at Higher Educational Institution “Alfred Nobel University”, hereinafter referred to as the **Regulation**, defines the procedure for establishing the composition and functions of the Transfer Commission at Higher Educational Institution “Alfred Nobel University”.

1.2. In its activities, the Transfer Commission shall be guided by the Constitution of Ukraine, the legislation of Ukraine regulating the activities of higher education institutions, the Charter of Higher Educational Institution “Alfred Nobel University”, decisions of the labour collective, decisions of the Academic Council of Higher Educational Institution “Alfred Nobel University”, the Regulation on the Organization of the Educational Process, and this Regulation.

1.3. This Regulation is not a confidential document within Higher Educational Institution “Alfred Nobel University”.

2. Regulatory References

Document Code	Document Title
No. 2145-VIII dated 5 September 2017, as amended in 2018 and 2021	Law of Ukraine “On Education”
No. 1556-VII dated 1 July 2014, as amended in 2014-2021	Law of Ukraine “On Higher Education”
Bulletin of the Verkhovna Rada of Ukraine (BVR), 1996, No. 47, Art. 256, as amended in 1999-2023	Law of Ukraine “On Citizens’ Appeals”
No. 1273-XIV dated 3 December 1999	Law of Ukraine “On Ratification of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region”
No. 2933-III dated 10 January 2002	Law of Ukraine “On Accession of Ukraine to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents”
No. 2297-VI dated 1 June 2010, as amended in 2011-2024	Law of Ukraine “On Personal Data Protection”
Order of the Ministry of Education and Science of Ukraine “On Certain Issues of Recognition of Foreign Educational Documents in Ukraine” dated 5 May 2015 No. 504, as amended by Order No. 784 dated 5 September 2022	Procedure for the Recognition in Ukraine of Documents on General Secondary, Vocational / Vocational-Technical, and Professional Pre-Higher Education corresponding to Levels 2-5 of the National Qualifications Framework, issued by educational institutions of foreign states

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Order of the Ministry of Education and Science of Ukraine dated 1 November 2013 No. 1541	Procedure for Organising the Admission of Foreigners and Stateless Persons for Study / Internship
The Convention was ratified by Law No. 1273-XIV (1273-14) dated 3 December 1999	Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Lisbon, 11 April 1997, effective in the territory of Ukraine
The Convention was ratified by Decree of the Presidium of the Verkhovna Rada of the Ukrainian SSR No. 2993-X dated 11 January 1982	The Convention was ratified by Decree of the Presidium of the Verkhovna Rada of the Ukrainian SSR No. 2993-X dated 11 January 1982

The following documents and sources shall also be used: the Apostille Register; the Register of Educational Documents; standards for the formatting of documents on secondary and higher education of foreign countries; registers of accreditation bodies / education quality assurance bodies; ministries of education; accreditation / education quality assurance associations and agencies; official national publications on education systems; websites of recognized international organizations; websites of diploma evaluation networks; national qualifications frameworks; the register of countries with which Ukraine has concluded agreements regulating the recognition and equivalence of educational documents; the Academic Ranking of World Universities (ARWU); and the list of countries that are members of the Organisation for Economic Co-operation and Development (OECD).

3. Terms and Definitions

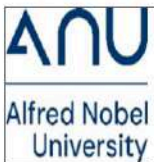
<i>MES of Ukraine</i>	Ministry of Education and Science of Ukraine
<i>University</i>	Higher Educational Institution “Alfred Nobel University”
<i>Regulation</i>	Regulation on the Transfer Commission of Higher Educational Institution “Alfred Nobel University”
<i>Commission</i>	Transfer Commission of Higher Educational Institution “Alfred Nobel University”
<i>Certificate</i>	Certificate of Recognition of a Foreign Educational Document

4. Purpose and Composition of the Transfer Commission

4.1. The Transfer Commission, hereinafter referred to as the Commission, shall be established for the purpose of:

4.1.1. Carrying out the procedure for the recognition at the University of educational components and periods of study completed by participants of academic mobility programmes.

4.1.2. Carrying out the procedure for the recognition at the University of educational components and periods of study completed by students who, for a certain period of time, studied simultaneously at foreign educational institutions.

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4.1.3. Carrying out the procedure for the recognition of foreign educational documents for the purpose of admitting the holder of the document to study at the University.

4.2. The powers and operating procedures of the Commission shall be determined by this Regulation.

4.3. The Commission shall include:

- the Vice-Rector for Education Quality Assurance, who shall chair the Commission;
- heads of departments;
- heads of the Center for Education Quality Management and Monitoring, the Students Office, the Legal Department, the PhD and Doctoral Programmes Office, and the Centre for International Activities and Academic Mobility;
- representatives of students, namely the Chairperson / a member of the Student Parliament or a postgraduate student.

As a rule, the Commission shall consist of an odd number of members.

4.4. The composition of the Commission shall be approved by order of the Rector of the University for a period of one academic year.

4.5. A secretary, who is not a member of the Commission, shall participate in the work of the Commission. The secretary of the Commission shall be the Assistant to the Vice-Rectors. The functions of the secretary of the Commission shall include:

1. receiving an application and a package of documents from a student or a person representing his/her interests, hereinafter referred to as the **Applicant**;
2. preparing and presenting the package of documents at a meeting of the Commission;
3. taking the minutes of the meeting;
4. keeping the minutes of the Commission meetings.

5. Functions of the Transfer Commission

5.1. The functions of the Commission shall be determined by the Applicant’s request.

5.2. The Commission shall provide the Applicant with information on the necessity of the recognition procedures, the procedure for conducting them, the consideration of documents, and the results of the recognition procedures.

5.3. The Commission shall accept applications and packages of documents from the Applicant for consideration in order to carry out the recognition procedures.


5.4. The Commission shall verify the submitted documents.

5.5. The Commission shall make decisions on the results of the recognition procedures.

5.6. The Commission shall prepare a conclusion in accordance with the established procedure.

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

6. Organization of the Work of the Transfer Commission for the Recognition at the University of Educational Components and Periods of Study

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6.1. Procedures for the recognition of periods of study without obtaining a higher education document and the related transfer of learning outcomes achieved through the completion of educational components shall apply in cases where students participate in academic mobility programmes or where students have studied for a certain period of time at foreign educational institutions.

6.2. The basis for commencing the Commission’s work shall be the receipt from the Applicant, who is a higher education student, of an application and a package of documents in accordance with clause 3.2.4, “Procedure for the Recognition of Educational Components and Periods of Study”, of the Regulation on the Organization of the Educational Process. The period for considering the application and making a decision shall not exceed one month from the date of receipt of the application, in accordance with Article 20 of the Law of Ukraine “On Citizens’ Appeals”.

6.3. The Commission shall analyse the documents submitted by the Applicant. If the documents are incomplete and/or incorrectly executed, the Commission may return them to the Applicant without consideration within 10 working days from the date of registration of the application, indicating the deficiencies that must be eliminated.

6.4. Based on the analysis conducted, the Commission shall make a decision on the recognition or non-recognition of educational components and periods of study. The Commission shall take into account the correspondence of the ECTS credits earned, the learning outcomes, and the title of the educational component or its content to the educational component implemented within the relevant study programme at Alfred Nobel University.


6.5. The Commission shall determine the minimum list of educational components for each study programme implemented at the University that shall not be subject to credit transfer under any circumstances, as these components determine the quality and specific features of training at the University.

6.6. The decision of the Commission shall be adopted by a majority vote and recorded in the minutes. The Secretary of the Commission shall notify the Applicant of the Commission’s decision by providing an extract from the minutes of its meeting.

6.7. In the event of refusal to recognize a period of study or educational components, the student shall have the right to appeal the Commission’s decision. In this case, an Appeals Commission shall be established, the personal composition of which shall be determined by an order of the Rector.

6.8. In the event of recognition of a period of study or educational components, the Secretary of the Commission shall forward a copy of the minutes of the meeting to the Students Office. A specialist of the Students Office shall enter the results of the recognition of educational components, including academic courses, term papers, internships/practical training, etc., into the academic record card of the higher education student.

7. Organization of the Work of the Transfer Commission for the Recognition at the University of Foreign Educational Documents

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7.1. The procedure for the recognition of foreign educational documents shall be carried out through the consideration of documents. The recognition of foreign educational documents in Ukraine shall be carried out in full compliance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, ratified by the relevant Law of Ukraine No. 1273-XIV dated 03 December 1999, and with the recommendations of this Convention.

7.2. The procedure for the recognition of foreign educational documents shall include: verification of educational documents; verification of the status of the educational institution, education provider and study programme; assessment of the qualification or period of study; and establishment of their correspondence to an educational or educational and professional degree in Ukraine, as well as to academic and professional rights.

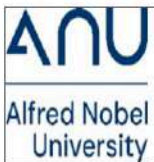
7.3. Documents for recognition may be submitted by their Holder or by another person representing the Holder’s interests in matters of recognition on the basis of a notarised power of attorney.

7.4. The work of the Commission shall be initiated by the Applicant by submitting an application and a package of documents, namely:

1. a copy and translation into Ukrainian of the foreign educational document, certified in accordance with the procedure established by law; where necessary, the original shall be presented;
2. a copy and translation into Ukrainian of the supplement to the document and/or other documents containing information on the content of the Programme and learning outcomes, certified in accordance with the procedure established by law; where necessary, the originals shall be presented. If the country of origin of the Document provides for the issuance of electronic Documents, the Applicant may submit an electronic Document together with its translation into Ukrainian, certified in accordance with the procedure established by law;
3. copies of documents on previous basic/full general secondary education, vocational / vocational and technical education, or professional pre-higher education, where such education has been obtained and where necessary;
4. a document issued by an official institution, such as a reference, certificate or other document, confirming the academic rights granted to the Holder in the country of origin of the Document, where necessary;
5. copies of identity documents of the Applicant and the Holder, if the Applicant is not the Holder.

The documents specified in subparagraphs 1, 2 and 4 shall be certified in the country of their origin in the manner officially applied in that country: by consular legalisation or by affixing an apostille for the countries party to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents, The Hague, 1961, ratified by the Law of Ukraine No. 2933-III “On Accession of Ukraine to the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents” dated 10 January 2002.

7.5. If the Applicant submits legalised documents bearing an Apostille stamp or consular legalisation, this shall be sufficient to confirm the authenticity of the documents.

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Therefore, they shall not require verification of the fact of their issuance. In the absence of legalisation, the Commission shall verify the authenticity of the educational documents, check the status of the educational institution, education provider and study programme, assess the qualification or period of study, and establish their correspondence to an educational or educational and professional degree in Ukraine and to the relevant academic rights.

If the Document has not been certified in the country of its issuance in the manner officially applied in that country, or if the certification does not confirm the signature and the capacity in which the official who signed the Document acted, the Applicant / Holder shall provide the University with additional information and/or documents confirming the fact of issuance and/or authenticity of the Document, including information contained in registers, databases of educational documents, etc., where there is no open access to such registers or databases, where necessary, with a translation into Ukrainian.

The documents specified in subparagraphs 3, 4 and 5 shall be submitted together with a translation into Ukrainian where necessary.

The Applicant / Holder shall also have the right to submit other documents confirming education and/or qualification, where necessary, with a translation into Ukrainian.

7.6. The Commission may contact official institutions and the National Academic Mobility Information Centre ENIC Ukraine to obtain additional information, recommendations or certificates. Recommendations of the National Academic Mobility Information Centre shall be considered at a meeting of the Commission and duly documented.


7.7. When considering the documents, the Commission shall carry out a comparative analysis of the content of the study programme / curriculum under which the Document was issued and the content of the study programme / curriculum of the relevant or related field of study / subject area at the University, and may decide either to recognize or to refuse recognition.

7.8. The decision of the Commission shall be recorded in the relevant minutes in accordance with the procedure established by law and shall serve as the basis for registration for obtaining a Certificate of Recognition of Foreign Educational Documents.

7.9. The responsible person(s) designated by the University and appointed by order of the Rector shall, in accordance with the minutes, prepare a conclusion on the recognition of foreign educational documents and a request for registration of the Certificate of Recognition of Foreign Educational Documents. The responsible person(s) designated by the University shall register the Certificate in the unified system for recording certificates of recognition, which is mandatory. Certificates shall be registered through the University's Personal Account on the ENIC Ukraine recognition website.

7.10. The National Academic Mobility Information Centre ENIC Ukraine shall monitor the correctness of entries made in the electronic recognition register, as well as the completeness and accuracy of the information entered.

7.11. Based on the results of the monitoring conducted by ENIC Ukraine, the Applicant shall be issued a Certificate of Recognition of Foreign Educational Documents, which shall

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be printed on the official letterhead of the University, signed by the Rector of the University, and certified with the seal of the University.

7.12. In the event of refusal to recognize the submitted Document, the Applicant shall be sent a relevant notification indicating the grounds for such decision.

7.13. Grounds for refusal of recognition:

7.13.1. A negative result of verification of the Document and/or its supplement has been obtained;

7.13.2. A negative result has been obtained from the verification of the status of the educational institution, education provider and/or Programme on the basis of which the Document was issued;

7.13.3. The documents were issued following study / acquisition of education at an educational institution or by an education provider that is not officially recognized in the education system of the state to which it belongs and of the state in whose territory the educational activity is carried out;

7.13.4. The Document was issued following study / acquisition of education at an educational institution or by an education provider that is not officially recognized in the state in whose territory it carries out educational activity, where such recognition is required by the legislation of that state, and/or that carries out educational activity without complying with the requirements of the current legislation of that state;

7.13.5. The Document was issued by an educational institution or education provider of states/territories not recognized in accordance with the external legal relations of Ukraine;

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

7.13.7. The Document was issued by an educational institution or education provider subject to personal special economic and other restrictive measures / sanctions in accordance with a decision of the state authorities of Ukraine, within the period of validity of such decision;

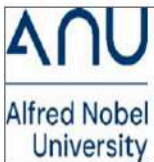
7.13.8. It has been established that the Document was issued on the basis of documents originating from educational institutions or education providers carrying out educational activity in the temporarily occupied territories of Ukraine;

7.13.9. It has been established that, in order to obtain the level/degree of higher education specified in the Document, the Holder completed a separate period of study at educational institutions or education providers that are not officially recognized in the education system of the state to which they belong and of the state in whose territory the educational activity is carried out;

7.13.15. Signs of forgery or unreliable information have been identified in the submitted documents;

7.13.16. The Document was issued following study during which the total workload was less than the minimum workload established by the educational institution or education provider for one semester of study;

7.13.17. The Document was issued following study under a Programme that is not part of the higher education system of the country of origin of the Document;

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7.13.18. The documents do not contain complete information about the Programme required to establish the corresponding degree and/or study programme in Ukraine;

7.13.19. The Document was issued following a period of study lasting less than one academic year from the date of admission to the study programme;

7.13.20. The Document was issued following study under a Programme that cannot be correlated with any degree of higher education in Ukraine;

7.13.21. During the comparative analysis, a substantial difference in the study programmes was established, making it impossible to make a decision on recognition;

7.13.22. Within one year from the date of sending the written notification to the Applicant, the University has not received additional documents, such as results of additional study, results of competency tests, etc., or an application for extension of this period;

7.13.23. It has been established that the Document was obtained on the basis of a document on previous education or a period of study that did not grant its Holder the relevant academic rights;

7.13.24. The text of the Document and/or its translation cannot be read due to damage; the Document contains uncertified corrections or additions, or errors that substantially alter the content of the Document.

7.14. In the event that the Holder disagrees with the results of the recognition procedure, the Holder or another person authorised by him/her may, no later than three months from the date of being informed of the results, apply again to the Commission or to the Ministry of Education and Science of Ukraine / the competent recognition authority, namely the National Academic Mobility Information Centre ENIC Ukraine, with a reasoned written application (Appendix A) for review of the decision. The application shall indicate the date of registration and the number of the document on the result of the recognition procedure, and shall be accompanied by additional documents concerning the study Programme, etc.

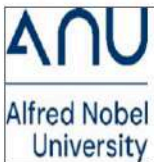
In such a case, all additional documents submitted by the Holder shall be considered and examined, as a result of which the previous decision may be reviewed. The review of the decision shall be carried out within a period not exceeding four months from the date of receipt of all necessary documents and information required for the review of the decision.

7.15. Based on the results of the review of the decision, a Certificate shall be issued or an official letter shall be sent indicating the grounds for refusal to review the decision.

8. Operating Principles

8.1. In their work, the members of the Transfer Commission shall be guided by the principles set out 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. The operating principles of the Transfer Commission shall be as follows:

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8.2.1. An application for the recognition of educational components and periods of study or foreign educational documents shall be assessed solely on the basis of documents. Any discrimination against the Applicant on such grounds as sex, race, skin colour, physical disabilities, language, religion, political or other beliefs, national, ethnic or social origin, affiliation with a national minority, property status, birth or other circumstances, or on the basis of any other circumstances not related to the quality of the education obtained, shall be prohibited.

8.2.2. The Commission shall ensure the transparency, consistency and reliability of the procedures and criteria applied during assessment and recognition.

8.2.3. Responsibility for providing appropriate information shall rest primarily with the Applicant, who shall provide such information in good faith.

8.2.4. The Transfer Commission shall, at the Applicant’s request and within the time limit established by law, provide the relevant information.

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

9.1. Members of the Commission shall have the right to:

- submit proposals, in accordance with the established procedure, on matters falling within the competence of the Commission;
- request and receive from the University management and structural units the information necessary for carrying out the activities of the Commission.

9.2. Members of the Commission shall be authorised to:

- hold working meetings upon receipt of an application from a higher education student and provide a response within the time limits established by the current legislation;
- make relevant decisions on the recognition of educational components and periods of study;
- where necessary, hold meetings and consultations with subject-matter experts.

9.3. Members of the Commission shall be obliged to:

- comply with the established requirements for the organisation of the Commission’s activities;
- comply with collegial decisions;
- be guided by the principles of openness and commitment to obtaining objective results.

Додаток А

**To the Vice-Rector for the Organization of the
Educational Process
from** _____

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

APPLICATION

I, _____,
Full name of the Applicant

hereby request a review of the decision on the recognition of the qualification of

Full name of the Holder of the documents

certified by the foreign educational document

Title, series, number, and date of issue of the educational document

issued by

Name of the institution that issued the document

Reason for review:

Documents attached to the application:

List of documents

“ _____ ”
date month year

Signature / _____ /
Surname, initials

