

# Regulations on academic mobility

## *1. Basic concepts*

1.1 This provision regulates the activities of the federal state budgetary educational institution of higher education «Dagestan State Medical University» Ministry of Health of the Russian Federation «University» on the organization of academic mobility.

1.2 This regulation has been developed in accordance with the Federal Law №273 from 29.12.2012 y «On education in the Russian Federation» with the order of the Ministry of Education and Science Russian Federation of 27 November 2015 №1383. « On the approval of the regulation on the practice of students mastering the main professional educational programs of higher education», charter and local acts of the university

1.3 Subjects of academic mobility are:

- students at the university in all specialties
- university staff (teaching staff)

1.4 **Academic mobility** is understood as the movement of a student, university employee for a certain period to another educational or scientific institution (In the Russian Federation or abroad) for training, teaching, research, professional development, participation in a conference, symposia, practical training.

1.5 The activities of the University for the development of academic mobility are understood as a set of measures carried out by the university to improve the quality of training of students, the qualifications of teaching, medical and scientific personnel, the effectiveness of research and medical activities, integration into the global educational academic area.

## *2. Main types and forms of academic mobility*

2.1. The **main types** of academic mobility are

- international
- intra-Russian

2.2. The main types of academic mobility are implemented in the following **forms:**

- organized
- initiative
- individual
- sectional

2.3. **International mobility means** training, internships for university students, advanced training and internships for university staff in foreign academic universities, as well as internships at the university for students, residents, postgraduates, internships for researchers from abroad.

International academic mobility of students and university staff is implemented through business trips outside the Russian Federation, according to the order of the rector of the university for a certain period of time to complete the assignment.

2.4. **Intra-Russian academic mobility** refers to the training and internship of students, the work of University employees in other Russian universities, research centers, organizations and institutions, as well as the training and work of students, postgraduates and employees from other universities, research centers, organizations and institutions at the University.

Intra-Russian academic mobility is carried out by sending students and university staff to other universities, scientific institutes or organizations on the territory of Russia by order of the rector for a certain period of time to complete the assignment.

2.5. **Group academic mobility means** trips group of students to other foreign and Russian universities and organizations organized by the university , as well as group visits to the University of foreign participants of academic exchange for the implementation of academic and research programs.

2.6. **Organized academic mobility** involves the organization by the universities of the participants in the relevant agreements on the exchange of students, university staff for the implementation of individual or group academic and research programs.

2.7. **Proactive academic mobility** is realized through business trips of students and university staff on their personal initiative with the support of the university administration for the implementation of academic and research programs including within the framework of domestic and foreign grants and projects.

**2.8 Individual academic mobility** means individual trips of students, university staff to other foreign Russian universities and organizations, as well as individual visits to the university of external participants in academic exchange for the implementation of educational, academic and research programs.

2.8.1. Individual academic mobility realized in the form of a private trip is carried out during the period of annual paid leave (vacation) or leave without pay (academic leave).

2.8.2. Rules and procedures for the implementation of individual academic mobility apply to students as well as staff.

2.9. The basic rules of academic mobility are:

- **including training**, including double degree diplomas;
- **short-term training** (in summer schools, schools, seminars, courses, etc.);
- **internship** (language, scientific, etc.)
- **professional development**;
- **participation in scientific, scientific-practical and other conferences**, symposia, seminars;

### ***3. Organization of academic mobility of students of the University***

Academic mobility of students at the university is carried out in accordance with the agreements of the University with partner universities, agreements in Russian and international organizations and foundations, scientific centers on the personal initiative of the student.

The general work on the organization of academic mobility of students of the University is carried out by the international department where a staff unit is provided for the coordinator of academic mobility.

#### **3.1. International Department**

- determines the content of the activities of subjects of mobility;
- forms the university and interuniversity regulatory framework;
- plans the activities of subjects of academic mobility;
- provides information support for the activities of subjects of academic mobility;
- controls the activities of subjects of academic mobility;

- contributes to the implementation of positive results obtained in the implementation of academic mobility at the university
- informs the deans on a quarterly basis about the available opportunities for academic mobility, posts the relevant information on the university website in the international activities section

3.2. Deans conduct a preliminary selection of candidates for participation in international exchange programs among students of 1-6 courses, interns, residents and postgraduate students in the form of training.

3.3. Reasons for inclusion in the group of participants are high academic performance, exemplary behavior, active participation in the scientific and social life of the university, high personal qualities.

3.4. Based on the representations of the dean's offices of the international department, forms groups for conducting open competitive tests for the selection of participants in the corresponding programs of academic mobility.

3.5. By order of the rector of the university a commission is created to conduct open competitive tests, which includes representatives of the university administration of the international department, the department of foreign languages, student self-guidance.

3.6. The commission conducts competitive tests of candidates presented by deans within the framework of an open procedure to determine the level of language proficiency.

3.7. Applicants who have shown a high level of foreign language Intermediate (determined by test results, vocabulary 2000-2500 lexical units) and above are recommended commissions for participation in academic mobility in foreign countries.

3.8. Applicants who have shown a level of a foreign language below the intermediate are recommended for participation in the volunteer movement, internal Russian mobility and academic mobility in neighboring countries.

3.9. The results of the tests and recommendations to the participants are posted on the international activity page of the official website of the university.

3.10. The international department in accordance with the existing agreements offers the successfully passed the competition options for implementing academic mobility in partner universities.

3.11. Students who have been selected to participate in a program or an agreement on mobility submit a statement to the dean's office indicating the country of the university, the disciplines they will study and the recognition of which they want to receive. The application indicates the correspondence of the chosen disciplines to the subjects of the curriculum for which they study at the

university and the student's obligations on the terms of liquidation of the arising academic debts.

3.12. On the basis of the application, an order of the rector is issued on the organization of academic mobility.

3.13. The aforementioned document forms the basis for the pre-academic recognition procedure which in turn is a guarantee that this training will be credited towards obtaining future qualifications.

3.14. Students of the University must go through the administrative procedures of admission at the receiving institution in accordance with the rules of this institution, the program or agreement on academic mobility, as well as in accordance with the information provided by the university in the document on preliminary recognition of studies.

3.15. The international department provides support in the preparation of the documentation necessary for academic mobility.

3.16. After completion of the student's stay at the host university, the student applies to the body of the host university with a request to issue an academic certificate certifying the name of the studied disciplines and other activities, received credits and grades using the terminology provided for in the relevant program or mobility agreement.

A copy of this academic transcript with translation is provided to the dean of the faculty. Copies are given to the international department.

3.17. The recognition of student mobility in accordance with this procedure cannot exceed 20 percent of the total study load for obtaining the relevant qualification with the exception of agreements the ultimate goal of which is the student's acquisition of more than one degree.

3.18. When implementing short-term academic mobility in the form of industrial practice, student must submit to the industrial practice department a certificate confirming his completion of the practice with the recognition of the practice as valid. The student takes an industrial practice exam after returning to the University according to an individual schedule.

3.19. At the end of each year a report is prepared on the state of international academic mobility of students and university staff which is posted on the official website of the University.

## *Academic mobility of University staff*

4.1. The main tasks of the academic mobility of the university staff are to increase the level of their professional training, scientific and educational exchange, and the expansion of international contacts of the university.

4.2. The predominant way to implement academic mobility of university staff is to send them to partner universities and organizations, research centers for:

- giving lectures, conducting classes and consultations;
- participation in scientific work in the framework of joint topics;
- participation in professional development programs;
- internships during sabbatical;
- participation in conferences and seminars.

4.3. The total period of academic mobility of teachers and university staff should not exceed 12 months during the competitive period (from the date of election to the position).

4.4. Deans of faculties by the end of the academic year submit to the international department preliminary plans for academic mobility of teachers and staff in the upcoming academic year.

4.5. Assignment of teachers and staff to other universities and organization for academic purposes on their own initiative is carried out, as a rule, in the form of private trips.

4.6. Scientific cooperation with partner universities within the framework of agreements is carried out through the approval of the topics of cooperation, united in work programs that are annexes to the agreements and represent an agreed list of research topics with the indicated coordinators (responsible executors) of work from each of the parties.

4.7. Secondment of professors, teachers and researchers to work in research centers is carried out on the basis of:

- protocols and work programs that are annexes to general university agreements;
- agreements of faculties or general university special protocols on joint research activities;
- international research grants provided by foreign organizations and foundations;
- russian targeted grants;
- at the invitation of foreign universities;

4.8. The decision to send projects, deans of faculties to participate in academic mobility programs is made by the rector of the university.

4.9. The source of funding for the secondment of teachers and staff within the framework of agreements on inter-university cooperation, professional development and participation in conferences is determined by the rector.

## ***5. Academic mobility of international students and specialists***

5.1. Academic mobility of foreign students is implemented in accordance with agreements on inter-university cooperation.

5.2. The basis for considering the issue of inviting foreign students to implement individual academic mobility is an application form submitted to the Academy no later than 4 months before the start of the next semester.

5.3 The decision to invite a foreign student as part of a short-term individual academic mobility is made by the rector of the university on the recommendation of the international department and the Department of Practice.

5.4. The decision to invite a student within the framework of long-term academic mobility is made by the rector of the university on the recommendation of the international department and the department of industrial practice.

5.5. Foreign students' education implementing the individual educational programs in the specialty programs and in the future-bachelor's and master's programs realizing in Russian or English.

5.6. Tuition, accommodation, food, medical care, and transportation expenses are paid at the expense of the personal funds of foreign students or the funds of the sending party. The cost of training is set in proportion to the complexity of the curriculum at the rate of 30 academic credits per semester or in accordance with the agreements concluded between the universities.

5.7. The announcement of the recruitment of foreign students in accordance with the terms of the competition program or the mobility agreement is carried out by the international department by posting information on the official website of the University in English.

5.8. The information indicates the subjects offered for study, the application period, the mandatory conditions that must be met for enrollment, and the same sample application form, the form of which is available online.

5.9. A prerequisite for the acceptance of the application is a positive review by the competent authority of the sending university in accordance with the joint program or mobility agreement.

5.10. If the application is approved the International Department informs the applicant about the decision by e-mail and to the relevant universities, as well as provides visa support. In addition, the applicant is sent all the necessary information: the name and position of the responsible employee, contact details, (phone numbers, fax numbers, e-mail address), the procedure for registration at the university, general information about the university.

5.11. Foreign students participating in the implementation of academic mobility programs are granted the same rights and obligations as university students, with the exception of the opportunity to participate in student government elections.

5.12. The issues of residence, stay and health insurance involved in the academic mobility of students and specialists are resolved in accordance with the programs or agreements on mobility.

5.13. Certification of the completed training is carried out in accordance with the procedure established by the university. According to the results of the certification, the dean's office sends properly issued academic certificates to both students and the competent authorities of the universities sent them for training at the university.

5.14. Employees of foreign universities, organizations and medical centers can be invited to the university for scientific work and lectures, courses of lectures within the framework of individual academic mobility on the basis of relevant agreements.

### ***Funding for academic mobility***

Funding for academic mobility programs for students, employees and specialists is provided at the expense of:

- extra-budgetary funds of the university;
- budget funds of the university;
- funds of the receiving party;
- sponsors and charitable foundations;



- personal funds of participants of academic mobility programs;
- funds from foreign foundations and universities, grants from international organizations and private foundations;

The University's program of representation at international and national events is funded by the University.