

**REGULATION
ON THE PREPARATORY DEPARTMENT FOR
FOREIGN CITIZENS**

**KHARKIV NATIONAL AGRARIAN UNIVERSITY NAMED AFTER V. V.
DOKUCHAIEV**

Offered by:

Head of the Institute of International
Education and Advanced Training

_____ M.M. Voloshan

Approved:

First Vice Rector

_____ R.M. Sheludko

Jurisconsult

_____ V. V. Zuiev

Ministry of Education and Science of Ukraine

**KHARKIV NATIONAL AGRARIAN UNIVERSITY NAMED
AFTER V. V. DOKUCHAIEV**

Approved

Order by KhNAU named after V. V.

Dokuchaiev

dated « » _____ 2018 . № _____

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KHARKIV -2018

1. General Regulations.

- 1.1. The Preparatory Department for Foreign Citizens (hereinafter, the Department) is a structural unit of the Institute of International Education and Advanced Training.
- 1.2. The department is guided by the Laws of Ukraine, the Decrees of the Cabinet of Ministers of Ukraine, the normative acts of the Ministry of Education and Science of Ukraine, the Charter of the University, the orders of the Rector of the University and this Regulation.
- 1.3. The department is headed by the chief who is appointed to the position by the Rector of the University upon the submission of the Head of the Institute of International Education and Advanced Training.
- 1.4. The costs and maintenance of the Department are provided by the University budget.
- 1.5. The Department staff is appointed and dismissed by the order of the Rector upon the submission of the Head of the Institute of International Education and Advanced Training.
- 1.6. The structure and the staff of the Department are approved by the Rector of the University.
- 1.7. To solve organizational issues the Department may have its own stamp, seal and the letterhead with its name.
- 1.8. The University authorities provide the Department with the necessary facilities and equipment.
- 1.9. The department is established, reorganized and liquidated by the order of the University Rector.

The main tasks of the Department

- 2.1. Providing and coordinating international cooperation in scientific, educational and cultural spheres with educational institutions, state and non-state educational, scientific and cultural institutions of foreign countries and the countries of CIS.
- 2.2. Recruitment of foreign citizens to study at the university both at the preparatory departments and at the faculties in basic accredited areas of training and specialties.
- 2.3. Interaction with the Deans of the Faculties to organize scientific training and extra-curricular activities of foreign students.
- 2.4. Organizing passport and visa support for foreign applicants, setting foreign applicants in the student hostels of the university, control over the medical examination and service for foreign citizens, effective cooperation with the Deans of the respective faculties of the university.
- 2.5. Organizing the issuance of invitations to study for foreign citizens and control over their arrival at the university.
- 2.6. Preparation of the agreements on cooperation with the legal entities as for sending foreign citizens to study at the university.

- 2.7. Cooperation with law enforcement, state and local government bodies, state and non-government organizations, consulates, embassies and other diplomatic institutions and higher educational establishments of Ukraine.
- 2.8. Registration of diplomas in Ukrainian and English for the university graduates on the appropriate educational levels and organization of legalization (procedure of nostrification of the documents on the acquired educational level) and corresponding registration of the documents in the Ministry of Education and Science of Ukraine and the Ministry of Foreign Affairs.
- 2.9. Control over the fulfillment of the terms of the Treaties and Agreements between the university, foreign or Ukrainian firms and foreign citizens.
- 2.10. Organization of reception of foreign delegations and foreign citizens arriving at the university.
- 2.11. Issuance of employment permits and passport-visa support for foreign citizens working as lecturers at the university.
- 2.12. Analyzing the cooperation effectiveness with the foreign partners and developing new forms of international cooperation.
- 2.13. Preparing the reports on international activities of the University and setting connections with the departments of international relations of other higher education institutions.
- 2.14. Organization of the promotion campaigns on prestige of training and internship, training of foreign citizens at the university using the trips of the university staff abroad, cooperation with the intermediaries of big companies and other opportunities.

3. Structure of the Department

3.1. The department is headed by the chief who is in charge and responsible for fulfilling the tasks assigned to the department.

3.2. The department staff includes: the Head, the senior inspector and the translator.

Considered and approved at the meeting of the Academic Council of KhNAU named after V.V. Dokuchaiev dated « ____ » _____ 20 __, protocol № ____.

Head of the Institute of International Education
and Advanced Training

M.M. Voloshan

Head of the Preparatory Department for
foreign citizens

Yu.S. Gerasymenko