

POLTAVA UNIVERSITY OF ECONOMICS AND TRADE

**INTERNATIONAL SCIENTIFIC EDUCATIONAL CENTER  
POLICY DOCUMENT**



Approved by the Academic Council of PUET

«\_\_» \_\_\_\_\_ 2015

Protocol №

Head \_\_\_\_\_ prof. Oleksiy Nestulya

**POLTAVA, 2014**

***Internationalization Committee:***

Nestulya Oleksiy – Rector

Karpenko Olga - Vice-Rector for Research and International Relations

Isenko Iryna - Head of International Scientific Educational Center

Pereguda Iuliia - Divisional Manager of International Scientific Educational Center

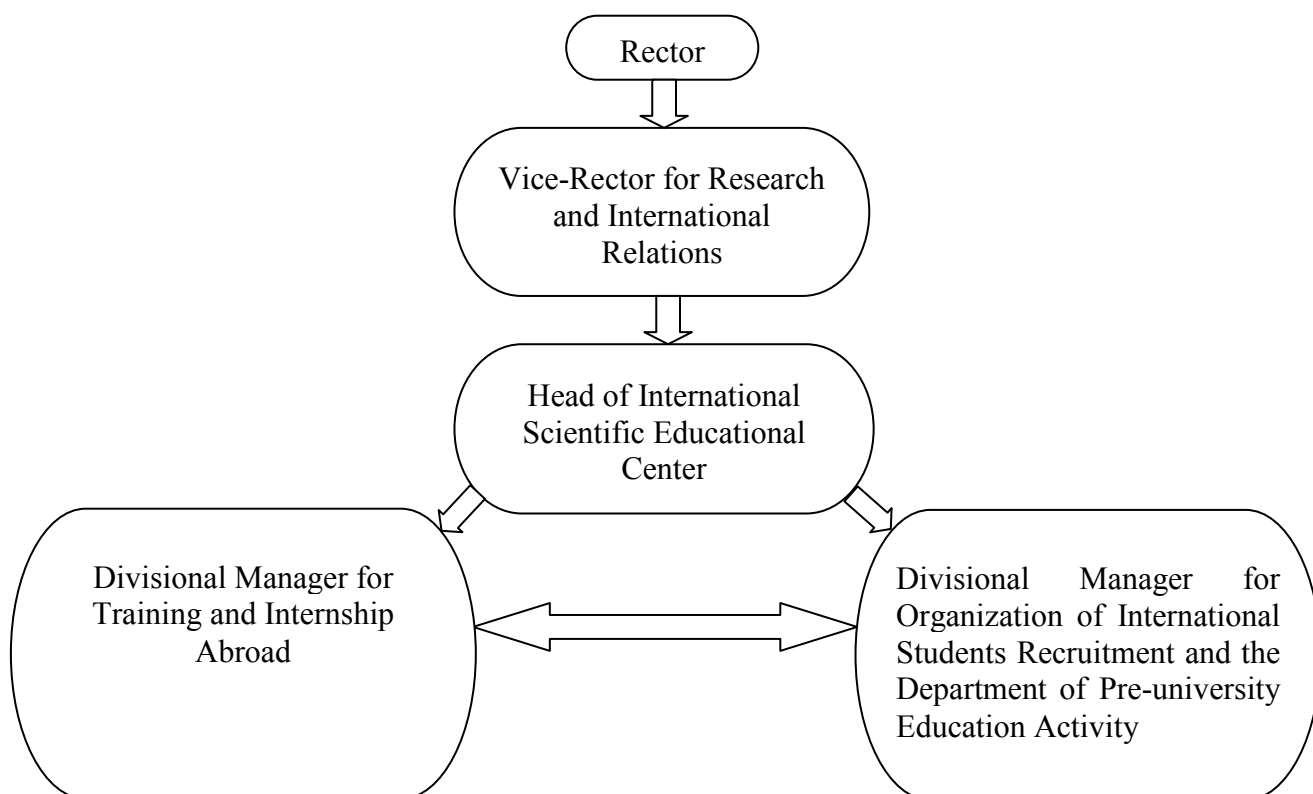
## ***1. Context/Background***

One of the important directions of effective development of Higher Educational Institution of Ukoopspilka “Poltava University of Economics and Trade” (PUET) is international cooperation. The University boasts its wide international activity as one of the **members** of the Magna Charta Universitatum, the Eurasian Universities Association, an active participant of International Non-Governmental Organization "Board of Governors of Cooperative Educational Institutions" and European Retail Academy. PUET has 87 **partnership agreements** with higher educational institutions establishments and organizations in 30 countries of the world. Students offered 8 main training base located in: Turkey; Egypt; Greece; USA; Azerbaijan; Germany, Poland; Belgium. PUET offers 4 **double-degree programs**: joint master programs in Hotel and Restaurant Business and Tourism with Academy of hotel business and catering industry in Poznan (Poland); joint master program in Business Administration with University of Nicosia (Cyprus); joint master program in Management of Foreign Economic Activity with Information Systems Management Institute ISMA (Latvia); joint master program in International Economics with University of applied sciences Schmalkalden (Germany). To improve cross-cultural, language and communication skills in university **centers of languages and cultures** are established and actively operate: Center of German Language and Culture; Azerbaijan Cultural and Educational Center; Center of French Language and Culture; Cultural and Linguistic Center of China; Euro-Atlantic Integration Center; Georgian Cultural and Educational Center; Turkmen Cultural and Educational Center; Resource and linguistic center of professional English-language literature. PUET participates in 4 **international projects** and programs: cooperation on the project TEMPUS MODEP (PROGRAMME TEMPUS 144920 - TEMPUS - 2008 - FR.JPCR) «Trans-European Mobility Programme for University Study»; cooperation on the project TEMPUS ECOMMIS Plus «Two cycle E-Commerce curricula to serve Information Society in RU, UA, IL»; Cooperation on the project of the United Nations Development Programme and the Ministry of Culture and Tourism of Azerbaijan Republic "Support to Baku tourism vocational school"; Cooperation on the project TEMPUS UNIVIA (543893 -TEMPUS- 1 -2013-1-AZ-TEMPUS-SMGR) «Development and improvement of University Administration on International Affairs". Since 1974 PUET trains specialists for foreign countries. In 2014 number of foreign students is 356 persons from 15 countries: Azerbaijan, Georgia, Iran, China, Nigeria, Turkmenistan, Russia, Tunis, Angola, Bangladesh, Armenia, Zambia, Zimbabwe, Namibia, Sierra Leone.

In March 2014 cooperation of PUET with foreign partners acquired new qualitative changes, resulting in international activities of the university awarded by the Ministry of Education, Youth and Sports, the National Academy of Pedagogical Sciences of Ukraine - for the participation in V International Exhibition "Modern Educational Institutions-2014" PUET was awarded LAUREATE DIPLOMA of the first Degree and GOLD MEDAL in the category "Activity of Educational Institutions in Development of International Cooperation".

**International Scientific Educational Center (ISEC)** is a unit of Poltava University of Economics and Trade which is designed to develop and improve international relations of the University by creating a positive international image of university, support and development of international relations in education and research, social and cultural spheres.

## ***2. ISEC Organigramme / Organizational Chart***



## ***3. ISEC Charter Of Services:***

- ✓ development of effective mutually beneficial partnership relations with higher educational institutions, scientific, cultural and other agencies, business structures of foreign countries;
- ✓ participation in international projects and programs;

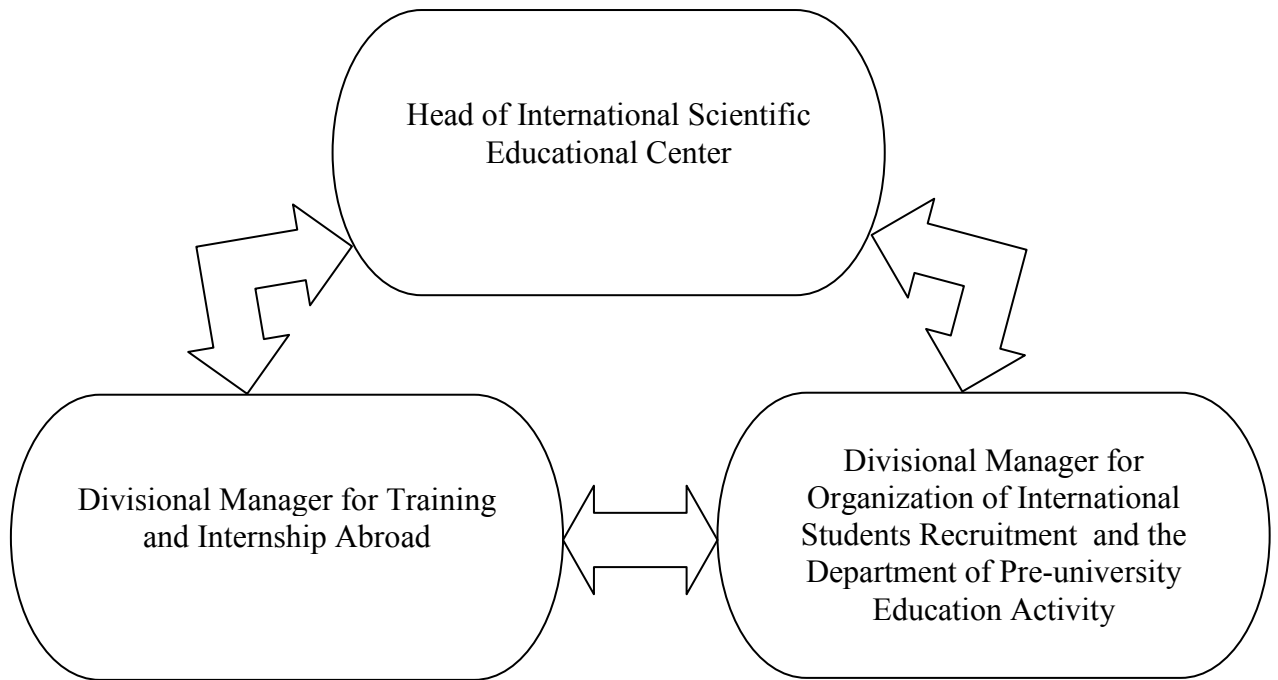
- ✓ conduct of international scientific practical conferences, symposia, seminars, exhibitions, round tables in the university;
- ✓ selection and sending of lecturers of the university for internship and research experience;
- ✓ selection and sending of students of the university for studies abroad;
- ✓ selection and sending of students of the university for internship and experience exchange abroad;
- ✓ invitation of foreign experts to give lectures, provide scientific advices, "master classes" to the university;
- ✓ organization of international students recruitment.

#### 4. *ISEC Roles & Duties*

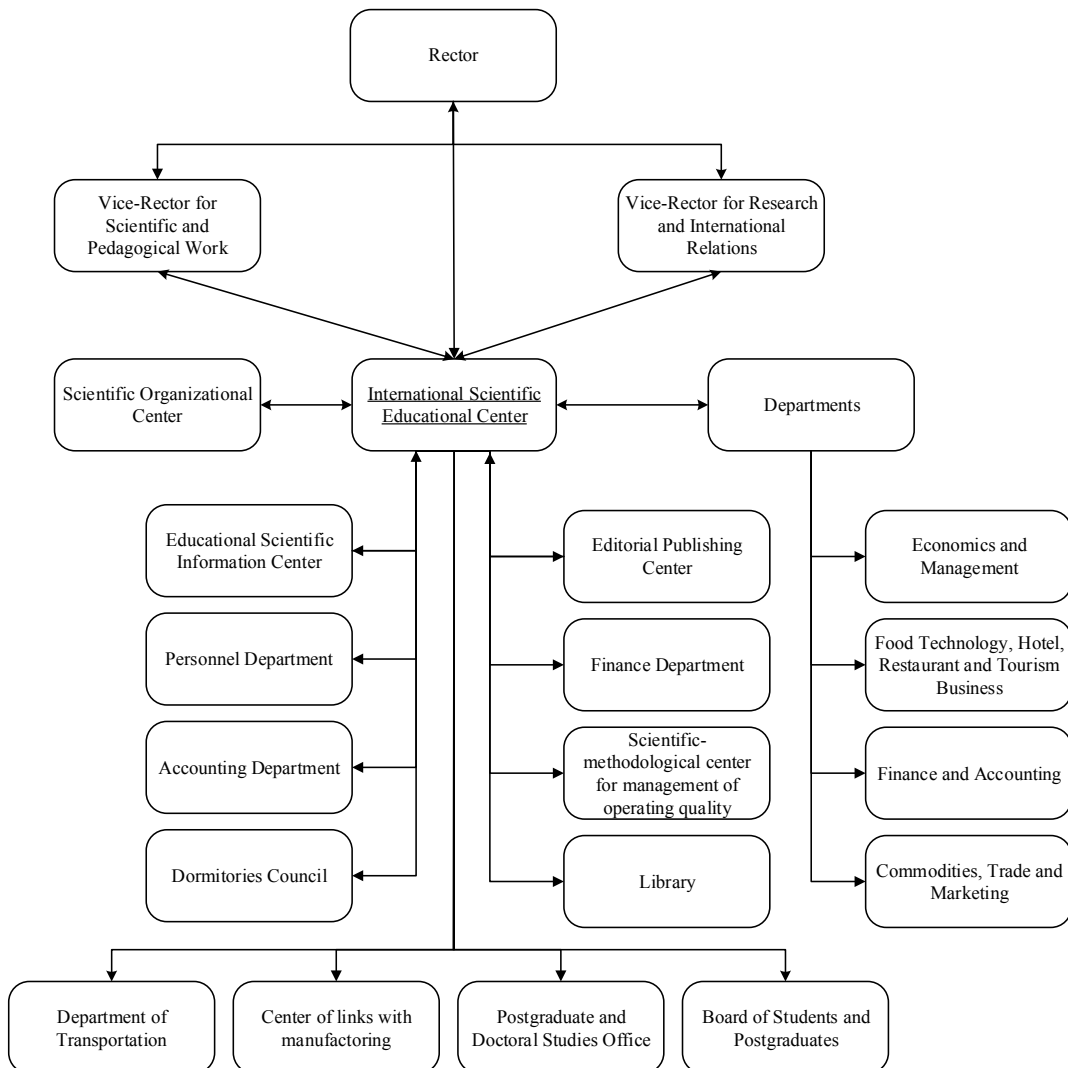
<b>Head of International Scientific Educational Center</b>
<ul style="list-style-type: none"> <li>• Organizes and supervises the work of employees of ISEC</li> </ul>
<ul style="list-style-type: none"> <li>• Informs about training programs to improve the organization of existing international cooperation and establish new contacts with scientific and educational institutions abroad</li> </ul>
<ul style="list-style-type: none"> <li>• Provides PUET participation in joint European and other international scientific, educational, methodical projects and programs with foreign universities and organizations</li> </ul>
<ul style="list-style-type: none"> <li>• Conducts negotiations on cooperation with universities and organizations abroad</li> </ul>
<ul style="list-style-type: none"> <li>• Provides visa support for students and lecturers of PUET who are preparing to travel abroad for training, internships, etc., complies with the provisions of the Protection of Personal Data</li> </ul>
<ul style="list-style-type: none"> <li>• Provides organizational arrangements for the submission of applications for admission to international organizations</li> </ul>
<ul style="list-style-type: none"> <li>• Organizes international students recruitment</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates the activities of the Centers of languages and cultures of PUET</li> </ul>
<ul style="list-style-type: none"> <li>• Prepares internal and external reports on the implementation of the process "international cooperation"</li> </ul>
<b>Divisional Manager for Training and Internship Abroad</b>
<ul style="list-style-type: none"> <li>• Performs and organizes activities for the implementation of joint European and other international scientific, educational, methodical projects and programs with foreign universities and organizations</li> </ul>
<ul style="list-style-type: none"> <li>• Translates cooperation agreements with universities and institutions of foreign countries, negotiate with their representatives</li> </ul>

<ul style="list-style-type: none"> <li>• Provides mobility of students through exchange programs, promotes expansion of circle of undergraduate, postgraduate and doctoral students, lecturers of PUET who do training, study for a double degree program with universities abroad, hold master's and doctoral (postgraduate) study, discuss current issues of science and technology at international scientific conferences, publish research results in recognized international journals in Europe and around the world</li> </ul>
<ul style="list-style-type: none"> <li>• Organizes international students recruitment</li> </ul>
<ul style="list-style-type: none"> <li>• Provides organizational measures to engage foreign lecturers to the learning process in PUET</li> </ul>
<ul style="list-style-type: none"> <li>• Provides organizational arrangements for the submission of applications for admission to international organizations</li> </ul>
<ul style="list-style-type: none"> <li>• Provides visa support of students and teachers of PUET who are preparing to travel abroad for training, internships, etc., complies with the provisions of the Protection of Personal Data</li> </ul>
<ul style="list-style-type: none"> <li>• Prepares internal and external reports on the implementation of the process "international cooperation"</li> </ul>
<p><b>Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity</b></p>
<ul style="list-style-type: none"> <li>• Performs and organizes activities for the implementation of joint European and other international scientific, educational, methodical projects and programs with foreign universities and organizations</li> </ul>
<ul style="list-style-type: none"> <li>• Conducts negotiations on cooperation with companies for foreign students recruitment</li> </ul>
<ul style="list-style-type: none"> <li>• Translates cooperation agreements with universities and institutions of foreign countries, companies for foreign students recruitment, negotiate with their representatives</li> </ul>
<ul style="list-style-type: none"> <li>• Collects information on conducting international educational exhibitions and other events in the international education market</li> </ul>
<ul style="list-style-type: none"> <li>• Organizes international students recruitment</li> </ul>
<ul style="list-style-type: none"> <li>• Performs and organizes activities for the issuing invitations to study for international students</li> </ul>
<ul style="list-style-type: none"> <li>• Develops promotional materials to attract international students to study at university</li> </ul>
<ul style="list-style-type: none"> <li>• Provides visa support of students and lecturers of PUET who are preparing to travel abroad for training, internships, etc., complies with the provisions on the Protection of Personal Data.</li> </ul>

## 5. ISEC Internal Communication



## 6. ISEC External Communication



## ***7. ISEC Bilateral Agreements' Regulation***

PUET aims at a more systematic development of bilateral relations with peer Institutions of higher education abroad.

Thus, the PUET undertakes in a more substantial way the responsibilities arising from its central role in our country and better serves its three basic goals: the diffusion of knowledge, the promotion of science and research and the successful incorporation of its activities into the international and constantly developing domain of higher education.

### **7.1. Types of Agreements**

The Institution's international bilateral agreement is general (unified type – Appendix 1).

The Institution's international bilateral agreement is always to be signed by the Rector or the responsible Vice-Rector for Research and International Relations.

### **7.2. Criteria for the Selection of Agreements**

The basic criteria for the selection of an agreement involve the prospect of a significant contribution towards the fulfillment of the PUET's scientific and teaching goals at an international level and the facilitation of its successful integration within an international framework. The proposed agreement shall also be assessed taking into account the prospect of a long-term scientific cooperation and the possibility of its reliable and unimpeded application in practice.

### **7.3. The Content of the Agreements**

Each agreement may initially take on the form of the usual exchange between members of the university community [academic staff, students (undergraduate and postgraduate), post-doctoral researchers and administrative staff]. Its aim is the promotion of the scientific research and teaching as well as the exchange of knowledge regarding administrative issues. It can also employ other forms of cooperation, such as the joint organization of conferences as well as joint supervision of theses and other scientific projects.

### **7.4. Conclusion of the Agreements**

The agreement shall be issued in Russian and/or English.

Each agreement takes on the form of an official document bearing the original signatures (two copies in each language); each University shall receive one signed copy of the agreement in each language.



### **7.5. The Coordinator**

The coordinator of the agreement is ISEC.

When signing an agreement, PUET shall also request the contracting University to appoint a coordinator or a contact person. The two coordinators shall supervise all details regarding the fulfillment of the agreement and inform their University communities on the possibilities, the interests and the prospects of the other University. They shall facilitate communication between students and researchers of the participating Institutions and will offer advice to them. Furthermore they shall exchange information regarding the academic year/semester, the courses offered, the publications and anything which may assist students during their course of study.

### **7.6. Duration, Renewal and Adjustment**

The agreement shall be prolonged for the next 5 years unless one of the Parties has informed the other one in a written form about its intentions to cancel it.

To provide opportunities for wider co-operation in the future the Parties shall establish a joint working group to edit the agreement text at any convenient time agreed upon.

### **7.7. Financial Aspects of the Realization of the Agreements**

According the Agreement, collaboration is put into effect on gratis bases.

### **7.8. The Procedure of Support and Coordination of the Agreements**

At the beginning of each academic year, ISEC shall inform the Departments of the University on:

- the existing and valid agreements of the University with collaborating with higher educational institutions establishments and organizations abroad on website of the University.

## **8. *PUET International Students' Regulation***

### **8.1. University Responsibilities:**

8.1.1. To inform the Student on rules and requests concerning the organization of educational processes at the University, quality and training contents, about rights and the responsibilities provided by the legislation acting in Ukraine.

8.1.2. To provide the student educational service at a level of standards of higher education confirmed by the Ministry of Education and Science of Ukraine.

8.1.3. To ensure qualitative theoretical and practical preparation of the Student according to requests of the educational and qualifying characteristic and the educational and professional program in the designated speciality.

8.1.4. To ensure the Student condition of training under the chosen program on equal level with Ukrainian students.

8.1.5. To ensure the Student have the right of free use of textbooks, reading rooms of University library, and sports and cultural complexes of university.

8.1.6. To assist in the organization of industrial training of the Student according to the curriculum on a speciality. To conclude the accessory contract with the Student on passage of industrial training. To grant possibility to the student, at his or her desire and on his or her account, to pass industrial training outside of Ukraine.

8.1.7. To grant the student vacation leave during the period between terms of the academic year and during the period between academic years according to the schedule of educational process.

8.1.8. To grant to the Student the sick leave on a state of health by rules which act for the Ukrainian students.

8.1.9. To issue the Student, who has successfully passed the state examinations and (or) has passed university requirements (diploma or master work), the diploma about bachelor's or master's degree.

8.1.10. In case of Student expulsion for any reason the tuition fee is nonrefundable.

8.1.11. The University does not pay the grant to the Student.

8.1.12. The University does not undertake visiting responsibilities concerning members of family of the student.

8.1.13. The university does not incur responsibilities on life insurance of the Student.

8.1.14. Guarantee time of submission of documents to the local authorities or departments of the State Migration Service of Ukraine for registration of the temporary residence permit in Ukraine of admitted students in accordance with legislation.

## **8.2. Responsibilities of the Student:**

8.2.1. In within two days from the date of arrival to the university the student must submit the following documents:

a) The application in name of the rector of the university concerning the entrance into university;

b) The national passport;

- c) Original document of birth, and also notary certified translation of the given document in Russian (Ukrainian);
- d) The original transcript, and also notary certified translation of the given document in Russian (Ukrainian);
- e) Health certificate describing state of health that confirms possibility of training in the conditions of the climate of Ukraine, certified by the official body of public health services of the country in which the candidate lives, and issued no later than two months prior to arrival in Ukraine, and also notary certified translation of the given document in Russian (Ukrainian);
- f) A health certificate which confirms absence of the disease of HIV-infection provided by the corresponding contract between Ukraine and other states, or the inquiry of treatment-and-prophylactic establishment on medical examination of the HIV-infection, and also a notary certified translation of the given document in Russian (Ukrainian);
- g) Insurance policy granting of emergency medical services;
- h) 6 photographs in size 6x4 sm;
- i) The personal questionnaire form;
- j) Transcripts that show student has earned credit in II- IV courses and in Masters from other higher educational establishments of Ukraine or other countries.

*Indicated in subparagraphs 'c', 'd', 'e' item 8.2.1 documents should be certified according to the legislation of the country of their issuance and legalized when due hereunder if another is not provided by international treaties of Ukraine.*

8.2.2. To introduce a payment structure for educational services under agreed terms and conditions established by the present agreement.

8.2.3. Submission of all the necessary documents for a temporary residence permit in Ukraine to the University in time.

8.2.4. During the first academic year, the Student is mandated by Ukrainian law to legalize papers about formation and to carry out nostrification.

8.2.5. According to accessory contracts, to pass practical practices under University programs.

8.2.6. To successfully fulfill requests of the educational program and the curriculum on a speciality, to take advantage of all kinds of professional work provided according to the educational and qualifying characteristics of the student.

8.2.7. To carefully preside over the property of the University and other persons during training, at practical practice passage, and to bear a liability for any damages.

8.2.8. To adhere to Ukrainian Law and regulations of the university and student's hostel.

## ***9. ISEC Staff's Regulation***

### **9.1. Head of International Scientific Educational Center**

#### *General part*

9.1.1. Department: International Scientific Educational Center (ISEC).

9.1.2. Complete job title: Head of International Scientific Educational Center.

9.1.3. An employee in this position is subject to and receives orders, work orders from the Rector, Vice-Rector for Research and International Relations Poltava University of Economics and Trade (PUET).

9.1.4. Additional orders head of ISEC can get from the director of the training center.

Orders of this employee head performs only if they do not conflict with the order of the direct manager.

9.1.5. An employee in this position gives instructions and guidelines to staff of ISEC and students.

9.1.6. Head of ISEC is replaced by Divisional Manager for Training and Internship Abroad.

9.1.7. Head of ISEC replaces nobody.

9.1.8. Working as Head of ISEC requires such qualifications

№	Indicators	Requirements
9.1.8.1.	Education	Higher Education
9.1.8.2.	Additional Requirements	English or another foreign language, internships abroad; skills for PC
9.1.8.3.	Minimum work experience in the specialty.	1 year

9.1.9. Administration of PUET makes the following objectives for the head of ISEC: the organization of international scientific and educational activities within the process "International cooperation".

#### *9.1.10. Rights*

To perform the duties head is provided with the following rights:

9.1.10.1. Regarding subordinates - give orders and monitor their performance:

- on organizing internships, study abroad and international scientific and educational programs;

- on information and organization of students and lecturers of PUET the possibility of participation in international educational programs;

- on participation in joint PUET European and other international scientific, educational, educational, scientific, methodical and educational projects and programs.

9.1.10.2. Head is representative of PUET and do correspondence and carries on: international meetings, joint European and other international scientific, educational, methodical projects and programs.

9.1.10.3. Head makes suggestions to improve the process of implementation of international cooperation.

#### *9.1.11. Responsibility*

9.1.11.1. Head is responsible for:

- delay in work towards established goals and partial use of rights granted;
- inadequate performance or non-performance of his/her duties as stipulated in this job description;

- violation of the law during his/her activities to the extent permitted under applicable administrative, criminal and civil law;

- failure to comply orders of Rector, Vice-Rector for Research and International Relations in writing or orally.

9.1.11.2. Direct manager evaluates work of head of ISEC based on the following parameters:

- no complaints from structural units of PUET regarding the functions within the jurisdiction;

- timely and qualitative execution of orders and instructions of Rector, Vice-Rector for Research and International Relations, Director of Training Centre;

- performance the tasks related to international cooperation.

Job Description is developed according to "Regulations of International Scientific Educational Center".

## **9.2. Divisional Manager for Training and Internship Abroad**

### *General part*

9.2.1. Department: International Scientific Educational Center (ISEC).

9.2.2. Complete job title: Divisional Manager for Training and Internship Abroad of International Scientific Educational Center.

9.2.3. An employee in this position is subject to and receives orders, work orders from the Rector, Vice-Rector for Research and International Relations, head of ISEC of Poltava University of Economics and Trade (PUET).

9.2.4. Divisional Manager for Training and Internship Abroad can get orders from the director of the training center.

Divisional Manager for Training and Internship Abroad performs orders of this employee only if they do not conflict with the orders of the direct manager.

9.2.5. An employee in this position gives instructions and guidance to students.

9.2.6. Divisional Manager for Training and Internship Abroad replaces Head of ISEC.

9.2.7. Divisional Manager for Training and Internship Abroad of ISEC is replaced by Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity of ISEC .

9.2.8. Working as the Divisional Manager for Training and Internship Abroad requires such qualifications:

№	Indicators	Requirements
9.1.8.1.	Education	Higher Education
9.1.8.2.	Additional Requirements	English or another foreign language, internships abroad; skills for PC
9.1.8.3.	Minimum work experience in the specialty.	1 year

9.2.9. Administration of PUET sets the following objectives: organization of training and internship of lecturers and students of PUET.

#### *9.2.10. Rights*

To perform the duties Divisional Manager for Training and Internship Abroad of ISEC is provided with the following rights:

9.2.10.1. Make proposals for Vice-Rector for Research and International Relations and the Head of ISEC on measures to implement the joint European and other international scientific, educational, methodical projects and programs.

9.2.10.2. Receive information from the Head of ISEC concerning the organization of measures to implement common European and other international scientific, educational, pedagogical, methodological projects and programs.

9.2.10.3 Represent PUET on issues arising from the Regulation of ISEC, in various organizations and institutions, forums, conferences and workshops (both in Ukraine and abroad).

#### *9.2.11. Responsibility*

9.2.11.1. Divisional Manager for Training and Internship Abroad of ISEC is responsible for the qualitative and timely performance of his/her job description duties.

9.2.11.2. Head of ISEC estimates work of the Divisional Manager for Training and Internship Abroad based on the following parameters:

- No complaints from structural units of PUET on the functions within the competence of the Divisional Manager for Training and Internship Abroad of ISEC;

- Positive assessment of the quality of the functions of Divisional Manager for Training and Internship Abroad by Head of ISEC and Vice-Rector for Research and International Relations;

- Timely execution of orders and functions of Divisional Manager for Training and Internship Abroad to implement the plan of ISEC.

Job Description is developed according to "Regulations of International Scientific Educational Center".

### **9.3. Divisional Manager for organization of international students recruitment and the department of pre-university education activity**

#### *General part*

9.3.1. Department: International Scientific Educational Center (ISEC).

9.3.2. Complete job title: Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity.

9.3.3. An employee in this position is subject to and receives orders, work orders from the Rector, Vice-Rector for Research and International Relations, head of ISEC of Poltava University of Economics and Trade (PUET).

9.3.4. Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity of ISEC can get orders from the Director of the Training Center.

Order of this employee Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity performs only if they do not conflict with the order of the direct manager.

9.3.5. An employee in this position gives instructions and guidance to students.

9.3.6. Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity of ISEC no is replaced by nobody.

9.3.7. Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity of ISEC replaces Divisional Manager for Training and Internship Abroad.

9.3.8. Work as Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity requires such qualifications:

№	Indicators	Requirements
9.1.8.1.	Education	Higher Education
9.1.8.2.	Additional Requirements	English or another foreign language, internships abroad; skills for PC
9.1.8.3.	Minimum work experience in the specialty.	1 year

9.3.9. Administration of PUET sets the following objectives: organizing recruitment of international students to study in PUET and department of pre-university education and cooperation with companies to recruit international students.

#### *9.3.10. Rights*

To perform the duties Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity is provided with the following rights:

9.3.10.1. Make proposals for Vice-Rector for Research and International Relations and the Head of ISEC on organizing recruitment of international students to study in PUET and department of pre-university education and cooperation with companies to recruit international students.

9.3.10.2. Receive information from the Head of ISEC concerning organizing recruitment of international students to study in PUET and department of pre-university education and cooperation with companies to recruit international students.

9.10.3. Represent PUET on issues arising from the Regulation of ISEC in various organizations and institutions, forums, conferences and workshops (both in Ukraine and abroad).

#### *9.3.11 Responsibility*

9.3.11.1. Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity is responsible for the qualitative and timely performance of his/her job description duties.

9.3.11.2. Head of ISEC estimates work of the Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity upon the following indicators:

- No complaints from structural units of PUET on the functions within the competence of the Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity;
- Positive assessment of the quality of the functions of Divisional Manager for Organization of International Students Recruitment and the Department of Pre-



university Education Activity by Head of ISEC and Vice-Rector for Research and International Relations;

- Timely execution of orders and functions of Divisional Manager for Organization of International Students Recruitment and the Department of Pre-university Education Activity to implement the plan of ISEC.

Job Description is developed according to "Regulations of International Scientific Educational Center".

### ***10. ISEC Funding***

Activities of the International Scientific Educational Center are funded by the general budget of the university, ISEC doesn't have an individual item of expenditure.

**AGREEMENT**

between \_\_\_\_\_

and

**Higher Educational Institution of Ukoopspilka  
“Poltava University of Economics and Trade” (Ukraine)**

**Poltava** «\_\_»\_\_\_\_\_ **2014**

and

\_\_\_\_\_ and  
Higher Educational Institution of Ukoopspilka “Poltava University of Economics  
and Trade” here and after referred to as "Parties", taking into account economic,  
cultural and educational ties, seeking to support and develop relations in the sphere  
of education and science have agreed about the following:

**Article I**

Cooperation shall be based on strict compliance with the Legislation of  
\_\_\_\_\_ and Ukraine, generally accepted Rules and Regulations.

**Article II**

Each Party shall provide easy terms for students and lecturers exchange, in  
accordance with the Bologna Declaration, for developing Joint International  
Innovation Projects, for arranging conferences, training and skill up-grading of the  
pedagogical staff of both Parties. The number of participants, specialties and the  
periods of skill up-grading courses shall be determined additionally in each  
particular case.

**Article III**

3.1. The Parties shall be responsible for receiving and transferring graduate  
and post graduate students and trainees in priority specialties for each Party and the  
principles of equitable exchange.

The procedure of joining shall be determined additionally in each particular  
case in accordance with the requirements and possibilities of the Parties.

3.2. The Parties shall undertake responsibilities for students exchange for  
various periods and forms of training and practical work.

**Article IV**

The Parties shall determine major guidelines to be as follows:  
In the field of academic training:

- experience exchange in Academic training of similar specialties;
- assistance in acquisition and exchange of educational and methodical materials, monographs and textbooks:
  - exchange of the experienced lecturers to deliver lectures;
  - experience exchange in setting up of training laboratories;
  - skill up-grading and training of the lecturers;
  - experience exchange in the field of additional education for students and specialists;
  - graduate and post-graduate students exchange programs;
- In the field of scientific activity:
  - scientific research in the approved subjects;
  - joint preparation of scientific reports, articles and monographs;
  - holding joint reviews of scientific achievements and opposing scientific theses;
  - approval of scientific theses presented by the Parties;
  - joint participation in and holding International scientific Seminars, symposiums and Conferences (including student ones) and exhibitions;
  - scientific training arrangement.

#### **Article V**

The Parties shall promote specialists exchange in pedagogical activities of humanitarian and economic sciences; carrying out of joint researches of lecturers and students innovations of mutual interest.

#### **Article VI**

The Parties shall assist in publishing scientific works by the other party staff conference or symposium materials.

#### **Article VII**

The Parties shall collaborate in the field of additional education, including tourism for students and lecturers; joint work and recreation; holding creative contests, olimpiads on different subjects.

#### **Article VIII**

According the Agreement, collaboration is put into effect on gratis bases.

**Article IX**

To provide opportunities for wider co-operation in the future the Parties shall establish a joint working group to edit the agreement text at any convenient time agreed upon.

**Article X**

The present agreement shall be concluded for the period of 5 years and be in force from the date of its signing.

**Article XI**

The agreement shall be prolonged for the next 5 years unless one of the Parties has informed the other one in a written form about its intentions to cancel it.

**Article XII**

The present agreement is made in Russian and in English to be identical ones.

**Signatures:**

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\_\_\_\_\_ Higher Educational Institution of  
Ukoopspilka "Poltava University of  
Economics and Trade"  
3, Koval str.  
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tel./fax: +38 0532 509 795  
e-mail: rector@uccu.org.ua  
e-mail: isec.puet@gmail.com

\_\_\_\_\_ Rector \_\_\_\_\_ prof. Oleksiy O.Nestulya