

**MINISTRY OF INDUSTRY AND NEW TECHNOLOGIES OF THE  
REPUBLIC OF TAJIKISTAN  
MINISTRY OF EDUCATION AND SCIENCE OF THE  
REPUBLIC OF TAJIKISTAN  
TECHNOLOGICAL UNIVERSITY OF TAJIKISTAN**



**REGULATION  
for academic mobility**

**Dushanbe 2016**



## **Regulation for Academic Mobility**

These Regulations determine the general organization of academic mobility of students and secondment of employees at the Technological University of Tajikistan (hereinafter referred to as T UT) and are designed to improve the quality of education, further expand and strengthen cooperation between foreign and Tajik universities and higher schools.

2. In order to increase the efficiency and effectiveness of foreign business trips, the rational use of financial resources, a commission on trips abroad (hereinafter referred to as the Commission) operates at the Tekhnological University of Tajikistan on an ongoing basis. The procedure for creating and organizing the activities of the Commission is governed by the relevant regulations of the university

3. All trips of university employees and students to the countries of near and far abroad under the programs of academic mobility at the expense of the budget and / or extra-budgetary funds of the university, as well as funds of the inviting side or at their own expense, are carried out only by decision of the Commission.

4. Academic mobility - moving students to study for a certain academic period: semester or academic year to another higher educational institution (domestically or abroad) with the mandatory transfer of completed educational curricula in the form of credits to their higher education institution or to continue studies in another institution of higher education; transfer of students, research teachers to conduct research and internships in foreign universities for a period of 10 days to 1 academic year.

5. Forms of academic mobility: educational internship, scientific internship:

1) Educational (academic) internship - training, advanced training or retraining on the basis of the individual student's plan or international (including joint) educational program, which indicates the disciplines that are supposed to be studied in another local or foreign university.

2) Scientific (research) internship - the activity of collecting, analyzing information and materials of scientific-theoretical and scientific-practical nature for writing a thesis, dissertation, a monograph on a specialty and / or preparation of a textbook, textbook based on the library fund and other resources of others universities and countries.

6. Types of academic mobility: individual, group (collective), internal (within the country) academic mobility, external (international) academic mobility, incoming (international) academic mobility, short-term academic mobility and long-term academic mobility.

1) Individual academic mobility is the transfer of a student for a certain period to another educational or scientific institution (in his country or abroad) for training, teaching, research or advanced training (with the obligatory transfer of completed educational

programs in the form of loans at his university or to continue studying at another university with long-term academic mobility);

2) Group (collective) academic mobility is the movement of students under the guidance of a teacher or independently as part of a group for a certain period to another educational or scientific institution (in their country or abroad) for training, teaching, research or advanced training (with mandatory by re-learning of completed educational programs in the form of loans at ones university or to continue the study at another university with long-term academic mobility);

3) Internal academic mobility is the movement of students, teachers and researchers to study with the obligatory re-enrollment of the acquired educational programs in the form of loans at their university or to continue their studies at another university, as well as conduct research for a specific academic period: semester / academic year to another higher education institution of Tajikistan

4) External (international) academic mobility is the movement of students, research teachers to study or conduct research for a specific academic period: a semester, or the academic year, in a foreign higher educational institution with a mandatory transfer of completed educational programs in the form of loans at ones university or for continuing studies at another university.

5) Incoming (international) academic mobility - the transfer of foreign students from foreign educational institutions for training, research and internships for a period of 10 days to 1 academic year (with the development of educational curricula in the form of loans with grades for long-term academic mobility).

6) Short-term academic mobility - the transfer of students to foreign educational institutions and from foreign educational institutions for a period of 10 days to 4 months.

7) Long-term academic mobility - the transfer of students moving students to foreign educational institutions and from foreign educational institutions for a period of 4 months to 1 academic year.

7. Information package - a catalog of courses in the state, English or Russian languages. The information package characterizes the most important areas of the university - academic, organizational, methodological, scientific and includes additional information (sports events, cultural and leisure services, material and technical base).

8. University students have the right to educational, scientific business trips and internships in foreign higher educational institutions.

9. Goals, objectives and general rules for ensuring and implementing academic mobility of students are consistent with the basic principles of the Bologna Declaration

10. Academic mobility of students of the Technological University of Tajikistan is carried out in the framework of inter-university agreements / agreements or joint projects: a tripartite agreement / agreement of a student sending and receiving a university for internal academic mobility, and an invitation for international academic mobility

## 2. Coordination of academic mobility

In order to coordinate academic mobility at the university, ECTS coordinators are appointed throughout the university and at faculties. The coordinator of academic mobility, or the coordinator of ECTS for the university, represented by the department

for ensuring international academic mobility of the Department of International Cooperation (hereinafter - LCA), ensures compliance with the principles and mechanisms of ECTS, as well as coordinates and supervises the work of all coordinators of structural units of the university. ECTS academic mobility coordinators at the faculties are appointed deputy deans for scientific and innovative activities and international cooperation. ECTS University and Faculty Coordinators advise students and faculty on the practical and educational aspects of ECTS and academic mobility.

1. Coordination and monitoring of programs of international academic mobility at TUT is carried out by the Department of ensuring academic mobility of VHI on the basis of inter-university agreements, a tripartite agreement on training and invitations of a foreign educational institution. At the same time, the partner university and its educational programs must be accredited in their own country and entered in the Register of accredited educational organizations and accredited educational programs

12. Coordination and monitoring of internal academic mobility is carried out by the Educational and Methodological Department of the Department of Management of the Educational Process and the Quality of Education (hereinafter - UMU DUUP and QE) on the basis of inter-university agreements, harmonization of educational programs and coordination of curricula. On the basis of students' applications, the program coordinator organizes the conclusion of a cooperation agreement with another university in agreement with the Ministry of Education and Science of the Republic of Tajikistan (application submission is considered 3 months before the program starts).

13. The coordinator of academic mobility programs and ECTS at the university is the Department of External Relations, which:

- monitors educational programs and organizes the conclusion of agreements on cooperation with universities partners in academic mobility of students.

organizes the receipt of letters of invitation from a foreign educational institution indicating the full list of disciplines for the planned period of academic mobility together with the departments.

- together with the head of the graduating department, determines the list of disciplines for study and draws up an application-request for registration of a student for disciplines of a foreign university;

- draws up a tripartite agreement on studying at a foreign educational institution between the applicant (student) and both universities.

- Carries out a wide outreach among students about the possibilities of studying in academic mobility programs: organizing meetings with students with a frequency of at least once a month (for example, every first Saturday of the month); Provides comprehensive assistance to students in the selection of a university (domestically or abroad) from among partner universities with which there is an agreement on academic cooperation (with the exception of individual cases in consultation with the leadership);

- organizes and carries out competitive selection of applicants for participation in the academic mobility program on a grant basis;

Develops an Information package, in terms of describing the educational program with the formation of the catalog of courses in the state, English or Russian languages.

- Carries out, together with the departments, constant correspondence with students and official representatives of a foreign university: on academic performance, living conditions and the implementation of the individual student's plan, etc.

Together with the Deputy Dean for Academic Affairs and the Head of the Department, he transfers credits mastered by students in a foreign university.

- prepares a monthly report to the Department of International Relations on the implementation of academic mobility at the faculty.

14. The coordinator of academic mobility programs at the faculty is responsible for the quality organization of the implementation of academic mobility programs. Responsibility for the conformity of the content of the disciplines mastered by students in academic mobility programs, curricula of the Technological University of Tajikistan and individual curricula is borne by the head of the graduating department.

15. Financing of academic mobility may be provided by:

- funds of the republican budget;

- extra budgetary funds of the Technological University of Tajikistan;

- grants from national companies, social partners, international funds;

- funds of the host country, including grants from international organizations and private foundations;

- personal funds of students.

16. The basis for the implementation of international academic mobility is an official invitation from a foreign university and a tripartite agreement to study signed by the host university (for long-term academic mobility).

17. A compulsory annex to the tripartite agreement is the individual curriculum of the student, which indicates all the disciplines mastered in the host university.

18. Students traveling abroad on academic mobility programs must study the disciplines indicated in the individual curriculum, while students have the right to study part of the disciplines through distance learning technologies.

19. The number of loans mastered by students at the Technological University of Tajikistan using Remote Educational Technologies cannot exceed 50% of the approved loans in an individual curriculum.

When studying with the use of Remote Educational Technologies, the coordinator of the academic mobility programs of the faculty and the Center for Distance Education are responsible for the distance learning process.

20. The teaching staff involved in teaching using the DOT is responsible for the timely and high-quality provision of the educational process with teaching materials.

21. The head of the graduating department carries out a constant analysis of the implementation of students' academic mobility programs, monitors the fulfillment by students traveling on an academic mobility program of individual plans for a foreign trip.

22. Each application of a person, who arranges a foreign business trip under the academic mobility program is considered individually by the commission on trips abroad.

23. The main criteria for competitive selection for those traveling at the expense of the republican budget are: 1) the completion of one academic period at the Technological University of Tajikistan, academic performance at "A", "A-", "B +", "B", "B-"; 2)

fluency in a foreign language: - for students in the bachelor's and master's program - TOEFL certificate, threshold level at least 437 (written), 123 (CBT), 41 (iBT) or IELTS certificate, threshold level at least 4, or, if necessary, an equivalent certificate of proficiency in another foreign language ;

- for students with PhD doctoral programs: TOEFL certificate, threshold level at least 477 (written), 153 (CBT), 53 (iBT) or IELTS certificate, threshold level at least 5, or, if necessary, equivalent certificate of proficiency in another foreign language "

3) the presence of a tripartite agreement on training (with long-term academic mobility

24. Students traveling on academic mobility programs at the expense of the republican budget conclude a bilateral agreement on the mandatory implementation of the study plan, scientific or educational internship, and targeted use of budget funds. Failure to comply with the approved curriculum, scientific or educational internship, as well as improper use of budgetary funds is the basis for holding the student accountable and returning the used budgetary funds.

25. The implementation of the program of academic mobility is advisable for students in the 2-3-year bachelor's program, for students in the magistracy and doctoral studies - in accordance with the profile and duration of study.

26. The final document confirming the student's training under the program of external long-term mobility is a transcript of training in the form established by the rules of business trips abroad issued by the host institution in which the training was completed, filled out in English. Students must also provide, without fail, an authentic transcript of the host university in English with a notarized translation into the state or Russian language

27. The transcript of the training contains information about the training program (discipline code), the name of the discipline, the duration of the study of the discipline (year, semester, trimester), the grade for the training (in the national scale and in the ECTS scale), the number of ECTS credits awarded

28. A student on the basis of the state budget traveling on business trip / internship will receive a full scholarship for the entire time he is on a business trip / internship, but for no more than four months, unless otherwise specified in the order on sending the student

29. Departments should take into account the contingent of students located abroad under the programs of academic mobility, when forming the staff list of teaching staff, and the distribution of pedagogical load.

30. For the provision of invalid data and falsification of documents for traveling abroad under the programs of academic mobility and recovery after arriving from business trip, the responsibility is the head of the department, the dean of the faculty by decision of the ethics committee of the university, and also studying by decision of the commission on traveling abroad.

31. The Department of External Relations reserves the right to request information about students at the host university, either orally or in writing, if necessary.

3. Organization of academic mobility

32. Students traveling with the purpose of implementing short-term external academic mobility must provide the following documents to the commission on traveling abroad:

- a statement addressed to the rector on business trip, drawn up with his own hand;

- a notarized copy of the invitation with a translation into the state or Russian language, including the length of stay, mobility goals;
- an extract from the meeting of the Academic Council of the faculty on permission to leave the student;
- internship program offered by the inviting university;
- a business trip plan with a title page indicating the country, city, name of the host educational institution, duration of stay, purpose of the trip, planned types of work;
- certificate of knowledge of a foreign language of instruction:
  - 1) Master's program - a TOEFL certificate, a threshold level of at least 437 (written), 123 (CBT), 41 (iBT) or an IELTS certificate, a threshold level of at least 4, or a certificate from a language center licensed to conduct educational activities confirming knowledge of English in a language not lower than the Upper Intermediate level, or, if necessary, a certificate of proficiency in another foreign language at an equivalent level;
  - 2) PhD doctoral studies - TOEFL certificate, threshold level at least 477 (written), 153 (CBT), 53 (IBT) or IELTS certificate, threshold level at least 5, or a certificate from a language center licensed to conduct educational activities confirming ownership English language not lower than the "Upper Intermediate" level, or, if necessary, a certificate of proficiency in another foreign language at an equivalent level";
- costings.

33. The student's application for short-term external mobility is endorsed in the following order:

- head of the department;
- Department of External Relations;
- Dean of the Faculty;
- The Department of Science and Implementation (for undergraduates and doctoral students) or the Department of Management of the educational process and the quality of education (on academic issues for the bachelor);
- Department of ensuring international academic mobility of VHI;
- Department of Economics and Budget Planning (for budgeting for those traveling at the expense of budget programs);

34. Students traveling with the goal of implementing long-term external academic mobility must provide the following documents to the commission on traveling abroad:

- a statement addressed to the rector on business trip, drawn up with his own hand;
- A copy of the invitation with a notarized translation into the state or Russian language (the invitation must contain the period of stay, the purpose of the trip and the list of subjects studied);
- individual curriculum;
- current transcript;
- training schedule (the training schedule should include a list of disciplines according to the IUP: the disciplines studied at the host university and the disciplines of distance-learning technologies);
- trilateral agreement on training;
- a bilateral agreement on the mandatory implementation of the training plan, scientific or educational internship and the targeted use of budget funds;

- statement of a student using ESTC credit technology (in the form of the Ministry of Education and Science of the Republic of Tajikistan);

- an extract from the meeting of the Academic Council of the faculty on permission to leave the student;

- certificate of knowledge of a foreign language:

1) under the Bachelor and Master program - TOEFL certificate, threshold level at least 437 (written), 123 (CBT), 41 (iBT) or IELTS certificate, threshold level at least 4, or a certificate from a language center licensed to conduct educational activities confirming English language proficiency not lower than the Upper Intermediate level, or, if necessary, a certificate of proficiency in another foreign language at an equivalent level;

2) PhD doctoral studies - TOEFL certificate, threshold level at least 477 (written), 153 (CBT), 53 (iBT) or IELTS certificate, threshold level at least 5, or a certificate from a language center licensed to conduct educational activities confirming ownership English language not lower than the “Upper Intermediate” level, or, if necessary, a certificate of proficiency in another foreign language at an equivalent level ”;

- costings.

- a medical certificate of standard form for traveling abroad

35. The student’s application for long-term mobility is agreed in the following order:

- head of the department;

- Department of External Relations;

- Dean of the Faculty;

- The Department of Science and Implementation (for undergraduates and doctoral students) or the Department of Management of the educational process and the quality of education (on academic issues for the bachelor); - Department of ensuring international academic mobility of VHI;

- Department of Economics and Budget Planning (for budgeting for those traveling at the expense of budget programs);

- Department of remuneration and scholarships (for students by state order);

36. All documents of students traveling by external academic mobility are handed over to the Department of External Relations no later than 15 days before the meeting of the commission. The results of the commission are announced after the meeting of the commission on the same day.

37. Based on the decision of the meeting of the Commission on Traveling Abroad, for all degrees of education, the university issues an order on business trips abroad with the use of Remote Educational Technologies of the Technological University of Tajikistan. The chancellery distributes a copy of the order on secondment to the participants in this process through the register

38. Students in the host institution undergo administrative admission procedures in accordance with the rules of the host institution.

39. For students returning from business trip for short-term, long-term external academic mobility, the following documents must be provided:

- application for reinstatement in connection with the return from business trip in the name of the rector (written in person);

- a presentation from the faculty about the return with a request to include a student, undergraduate or PhD doctoral student in the number of students of the university;



- a presentation from the faculty in the name of the Vice-Rector for Academic Affairs indicating the completed disciplines and received credits during the educational trip to transfer credits (for long-term external academic mobility) with the conclusion of the department / academic council of the faculty based on the results of the discussion of the report; - a certificate of completion with a notarized translation into the state or Russian language and an authentic transcript of the host university in which the training was carried out; - a transcript of the mastered disciplines and received syllabuses of disciplines studied in foreign universities, documented, with visas of management and teachers, stamped by the host university;

- a written report on the student's overseas trip, certified by the signature of the supervisor / scientific consultant and the head of the graduating department.

loans with a notarized translation into the state or Russian language in the form approved.

40. The student's application for return from the trip abroad is agreed in the following order:

- head of the department;

- Head of the Department for International Cooperation;

- Dean of the Faculty;

- Department of remuneration and scholarships (for students by state order);

- center of distance education;

- educational-methodical management (only the idea of transferring loans is endorsed);

Rector of the Technological University of Tajikistan (for undergraduate, graduate and doctoral studies

41. After returning from the business trip, students, faculty and staff must, within 5 (five) business days, provide an advance report on the actual expenditures of cash to the Department of cash flow and paid services, as well as a report on the results of the trip after discussion at the department / faculty provide the Department of International Academic Mobility with VHI (students, faculty and university staff, undergraduates and doctoral students).

42. The main supporting document for those leaving for the purpose of undertaking scientific internships and advanced training is a letter of recommendation or recall of the head of the internship at the host institution, a certificate of completion of courses. Graduate and doctoral students submit 1 copy of the report with a notarized translation of supporting documents in IPO.

43. Upon completion of the academic mobility program, the student is reinstated at the Technological University of Tajikistan no later than 10 days before the start of the next academic period.

44. In order to transfer credits and grades, the number of ECTS credits awarded for each discipline (for each type of practice) in terms of credits to the Republic of Tajikistan should correspond to the number of credits in the work plans of the Technological University of Tajikistan. Otherwise, discipline (practice) is counted as academic debt and mastered by students in an additional semester on paid basis.

45. In order to transfer credits and grades on Remote Educational Technologies, the grades received are submitted to the registrar's office for registration for admission to the final control - the exam and the formation of the examination sheet.

46. A student with academic debts and differences should liquidate them in an additional semester for a fee.

47. Admission of foreign citizens to the Technological University of Tajikistan is carried out under the programs of short-term and long-term incoming academic mobility.

48. Foreign students for admission to the Technological University of Tajikistan for short-term academic mobility send the following documents to the Department of International Academic Mobility of the Department of International Relations:

49. On the basis of the documents received, the Department for International Academic Mobility, the Department of International Relations, together with the relevant faculty, examines the documents for compliance with the plan and purpose of the internship. Upon positive review, the Department of International Academic Mobility of Department of International Relations sends an official invitation and visa support, if necessary. The order on the admission of a foreign student to the relevant faculty for internships is drawn up by the Department of International Academic Mobility of Department of International Relations.

50. Responsibility for the implementation of short-term academic mobility lies with the head of the department, who oversees the implementation of the individual curriculum and timely informs the Department of International Relations of the Department for International Academic Mobility about the implementation of the academic mobility program

51. After the expiration of the internship, foreign students are issued a certificate of completion of the internship. The certificate of completion of the program is prepared by the Department of International Academic Mobility Department of International Relations.

52. Foreign citizens are accepted for training in the framework of long-term incoming academic mobility, as a rule, not earlier than the second year of study, in accordance with inter-university agreements on academic exchange, a tripartite agreement on training.

53. Foreign students for admission to study within the framework of long-term academic mobility send the following documents to the Department of International Academic Mobility Department of International Relations by e-mail, fax or in person 30 days before the start of the academic period:

- student's application in the prescribed form;
- a certificate from the place of study;
- current transcript of education;
- a notarized copy of an identity document;
- motivation letter;
- A letter of recommendation from the sending university;

54. Based on the documents received, the Department of International Academic Mobility Support, the Department of International Relations, together with the Department of Management of the Educational Process and the Quality of Education (on academic issues) and the corresponding faculty, considers documents for compliance with subjects studied at the Technological University of Tajikistan. Upon a positive review, the coordinators of the receiving and sending universities sign a tripartite agreement on study and the receiving faculty draws up an individual

curriculum.

55. Based on the above documents, the university draws up an order for admission to the appropriate course of study.

56. The academic mentor (adviser) of foreign students on academic mobility is the dean of the faculty and the department of external relations, which monitors the implementation of the individual curriculum and timely informs about the implementation of the academic mobility program.

57. At the end of the academic period, the registration and registration center for foreign students issues a transcript indicating the completed training programs in the form of credits with grades.

58. Foreign students admitted to the Technological University of Tajikistan under academic mobility programs are required to comply with the requirements of the Law of the Republic of Tajikistan “On the Legal Status of Foreigners”, “Rules for the Entry and Stay of Foreign Citizens in the Republic of Tajikistan, as well as Their Departure from the Republic of Tajikistan” and internal regulations installed at the Technological University of Tajikistan

59. For faculty and staff traveling abroad for research, internships, advanced training and participation in international conferences / symposia, the following documents must be submitted to the Department of External Relations of Academic Mobility of the Department of International Relations for consideration of the Commission on Travel Abroad:

- a statement addressed to the rector, drawn up personally;
- copy of the invitation;
- a presentation from the faculty about the replacement of classes for the period of a business trip (for faculty);
- Presentation of the Research Institute (funded by research projects).

60. The application of the teaching staff and employees on overseas business trips is agreed in the following order:

- head of the department;
- Department of External Relations;
- Dean of the faculty;
- educational-methodical management (signs only the idea of replacing classes);
- Department for the management of the educational process and quality of education; (on academic issues);
- project manager (with funding from research projects);

Chief Accountant, Technological University of Tajikistan (funded by research projects);

- Vice-rector for scientific and innovative activities (with funding from research projects);
- Rector, Technological University of Tajikistan (funded by research projects).

61. Departing faculty and university staff submit the above documents to the Foreign Relations Department of International Academic Mobility, Department of International Relations, no later than 15 days before the meeting of the Commission on Traveling Abroad.

62. Based on the decision of the meeting of the Commission on Traveling Abroad, the university issues an order for faculty and staff of the university. After signing the order, the registry office distributes copies of it to all participants in this process.

63. During the trip, the employee retains the place of work (position). Salary is kept in full if the duration of the trip does not exceed one month. If the duration of the trip exceeds one month, then the salary for the employee is not saved, while the university administration has the right to accept under the contract the second employee for the second trip for the entire period of the trip

64. For employees of the Technological University of Tajikistan traveling on the basis of an individual contract concluded between an employee of the Technological University of Tajikistan and a foreign educational institution (foreign partner), or by private invitations, wages are not saved.

65. In the case of traveling abroad for a period of more than 1 year, the place of work is not retained.

66. Upon returning from the business trip abroad, the employee must submit an advance report on the actual expenses incurred within five business days.

67. Employees upon returning from the business trip, regardless of the source of funding, are required to submit to the Department for International Academic Mobility Department of International Relations a weekly report on the results of the trip in the prescribed form.

68. Internal incoming mobility is based on inter-university agreements.

69. The Department of External Relations for Academic Affairs, on the basis of applications from students, organizes the conclusion of the cooperation agreement with another university in agreement with the Ministry of Education and Science of the Republic of Tajikistan (application submission is considered 3 months before the program starts).

70. The Department of External Relations coordinates the coordination of payment and accommodation issues with the coordinators of the sending universities at the Technological University of Tajikistan.

71. For training at the Technological University of Tajikistan under the program of academic mobility, the student provides the following package of documents:

- a letter of application addressed to the rector of the university;
- statement of the trainer;
- trilateral agreement with visas and stamps of the sending university;
- The individual curriculum of the student;
- A letter of recommendation from the sending university;
- identification.

72. Upon arrival at the university, the student prepares documentation for tuition at the Department of Economics and Budget Planning.

73. After making payment for training, by order of the rector, the student is enrolled in the number of students at the Technological University of Tajikistan for a period of one academic period.

74. One copy of the tripartite agreement signed by the rector of the Technological University of Tajikistan, a copy of the enrollment order, a copy of the payment receipt are sent to the university from which the student arrived.

75. Based on the order of the rector and the decree of the dean, the consultation and registration center enters the data on the student into the Univer system and registers him for the discipline.

76. The coordinator of the faculty of internal mobility is the external relations department, which: - together with the head of the graduating department determines the list of disciplines indicating loans - within 3 days upon the student's arrival, organizes the work of placing the arrivals in the hostel, issuing a temporary pass to provide access to educational buildings, the hostel, the library, and the appointment of an adviser curator;

- carries out constant correspondence with the curator-adviser with the official representatives of the sending university about academic performance, living conditions and the implementation of the individual student's plan, etc.

- prepares a monthly report on the implementation of academic mobility at the faculty;

- timely informs of all changes to the university teaching.

77. The curator-adviser explains to the arriving student the main provisions of the University's academic policy, monitors the implementation of the student's individual curriculum and living conditions.

78. At the end of the academic period and examination session, the consultative registration center provides a transcript for sighting to the curator-adviser and dean of the faculty and further for registration and registration of the certificate.

The invited student receives a transcript and certificate after passing a bypass sheet with all visas and seals to the dean's office.

79. According to the results of the academic year, the coordinators of the external and internal academic mobility programs of the university submit, until July 1 information about students on the academic mobility programs of international cooperation of the Ministry of Education of the Republic of Tajikistan.

80. Documents are drawn up in accordance with Appendices 1-4 of this document and Appendices 1-8 of the Rules for the organization of the educational process on credit technology of education (§7 of the Academic Policy).

I ask you to allow me an educational mission on

Academic mobility during the semester of 201- 201 years. at the University (city, country) with the obligatory transfer of credits, the use of Remote Educational Technologies (when studying with Remote Educational Technologies) and the preservation of scholarships (when studying under a state grant) from (day, month) 201 to (day, month ) 201 g.

Payment of expenses will be carried out at the expense of (funds of the republican budget, grants of national companies, international funds, funds of the host party, personal funds).

Student (undergraduate) Name

(signature, date)

Before the commission they endorse:

- Head of the department;

-Department for External Relations;

-Dean of the Faculty;

-Department of Economics and Budget Planning (for budgeting for those traveling at the expense of budget programs);

-Department of remuneration and scholarships (for students on a budgetary basis);

Department of Science and Implementation (for undergraduates and doctoral students);

After the commission they sign:

First Vice-Rector - Vice-Rector for Academic Affairs and Management of the quality of education,

Schedule of studies in the 20-20 academic year

student (undergraduate) \_ course of the faculty, (c / o, r / o) department

Technological University of Tajikistan, specialty ""

Full name of student

During the trip abroad, the university will

The following disciplines are studied:

% Name

discipline on IEP Semester Credit Number of credits by ESTC Name of discipline studied at the host university Number of credits at the receiving university Number of credits by ESTC

The following disciplines will be studied remotely:

The conversion of ECTS loans to university loans is carried out by dividing ECTS loans by a conversion factor, depending on the occupancy rate of 1 ECTS loan for each discipline and the level of educational programs.

Vice Rector for Academic Affairs and Management

quality of education

Representation

The faculty confirms the compliance of disciplines mastered

a student of a course in specialty (Surname, name) in the period

educational business trip at the university (name, country, city) from \_\_\_ to

201\_ year to the work plan Technological University of Tajikistan, specialty

The name of the discipline by RUE Technological University of Tajikistan The name of the discipline of a foreign university Type

disciplines

(O or E) Number of ECTS loans Number of loans in the Republic of Tajikistan

Certificate points

Rating

training

achievements

Sign:

Head of Department

-Dean of the Faculty

- Sight:

- Head of UMU (DAV) (for bachelor students)

Vice-rector for scientific work (for undergraduates, doctoral students)