

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
WEST UKRAINIAN NATIONAL UNIVERSITY**

APPROVED

WUNU Rector

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**PROCEDURE FOR COMPETITIVE SELECTION OF STUDENTS AND
ACADEMIC STAFF FOR PARTICIPATION IN ACADEMIC MOBILITY
PROGRAMMES OF WEST UKRAINIAN NATIONAL UNIVERSITY**

RATIFIED

Decision of the Academic Council

West Ukrainian National University

August 30, 2023

Minutes No. 1

Ternopil 2023

1. GENERAL PROVISIONS

Participation in academic mobility programmes for undergraduate, graduate, and postgraduate students and academic staff is provided for in the Internationalisation Strategy of West Ukrainian National University and is carried out in accordance with Resolution No. 579 of the Cabinet of Ministers of Ukraine of August 12, 2015 ‘On Approval of the Procedure for Exercising the Right to Academic Mobility’ (as amended by Resolution No. 599 of the Cabinet of Ministers of Ukraine of May 13, 2022), WUNU's Procedure for Exercising the Right to Academic Mobility and the rules of competitive selection set in each individual case in accordance with the stated requirements of WUNU's HEI partners.

1.1. The competitive selection is conducted within the framework of academic mobility programmes between West Ukrainian National University and its partner universities.

1.2. General selection parameters: number of scholarships and programmes, target group, duration of the academic mobility programme, specialisation/internship, funding, additional selection conditions, deadlines for submission of documents, etc. are defined in inter-university agreements between WUNU departments (faculties, institutes) and each individual partner and/or in correspondence between the persons responsible for the agreement.

1.3. In terms of the place of implementation, academic mobility is divided into:

- internal mobility, implemented by Ukrainian participants of academic mobility at partner universities within Ukraine, and
- external mobility, implemented by Ukrainian participants of academic mobility in partner universities outside Ukraine.

1.4. Main principles of the competitive selection process include honesty, transparency, academic integrity and ensuring equal opportunities for all participants.

1.5. Information and supporting documentation for each individual competition (announcement, general selection parameters, terms and conditions of the competition and selection results) are posted on the official website of West Ukrainian National University in the ‘International Activity’ section.

2. PURPOSE OF SELECTION

2.1. Select candidates for participation in the academic mobility programme subject to the number of available placements (with a reserve list) provided under the programme as reflected in the applicable agreement (a separate procedure is established for each partnership).

3. SELECTION REQUIREMENTS AND CRITERIA

3.1. The competition is open to undergraduate students (starting from the third semester of study), graduate students (starting from the second semester of study), and full-

time postgraduate students of all faculties/institutes or structural units specified in the selection parameters for each individual project.

3.2. The selection of participants for academic mobility programmes under each individual agreement is carried out by the University's selection committee (hereinafter referred to as the Committee).

3.3. The members of the Committee are appointed by the Rector of WUNU. The mandate of the Committee is established for the duration of the selection process for a particular project.

3.4. The Committee shall take it into consideration if the candidates belong to any of the following privileged social groups:

- Orphans, children and persons deprived of parental care;
- Persons recognised as combatants, persons with disabilities incurred as a result of the war, and those affected during the Revolution of Dignity in accordance with the Law of Ukraine ‘On the Status of War Veterans and Guarantees of Their Social Protection’;
- Children of persons recognised as combatants, persons with disabilities incurred as a result of the war, and those affected during the Revolution of Dignity in accordance with the Law of Ukraine ‘On the Status of War Veterans and Guarantees of Their Social Protection’;
- Children, one of whose parents was (a) killed (went missing) in the territory where the anti-terrorist operation is being conducted, where measures are being taken to ensure national security and defence, repelling and deterring the armed aggression of the Russian Federation in Donetsk and Luhansk regions, or where military operations or armed conflicts are taking place, (b) died as a result of injury, contusion or mutilation sustained in the territory where the anti-terrorist operation is being conducted, where measures are being taken to ensure national security and defence, repelling and deterring the armed aggression of the Russian Federation in Donetsk and Luhansk regions, or where military operations or armed conflicts are taking place, or (c) died as a result of illness contracted while participating in the anti-terrorist operation, when taking measures to ensure national security, while repelling and deterring the armed aggression of the Russian Federation in Donetsk and Luhansk regions;
- Children of persons who were killed or died as a result of wounds, mutilation, contusion or other injuries sustained during participation in the Revolution of Dignity, as well as children of persons who were posthumously awarded the title of Hero of Ukraine for civic courage, patriotism, heroic defence of the constitutional principles of democracy, human rights and freedoms, selfless service to the Ukrainian people, demonstrated during the Revolution of Dignity;
- Children registered as internally displaced persons;
- Children living in frontline areas.

Such candidates shall be given priority for selection in case of the same selection rank as other applicants.

3.5. For undergraduate, graduate, and postgraduate students participating in academic mobility programmes:

An undergraduate, graduate, or postgraduate student applying to participate in an exchange at a partner university under the academic mobility programme must meet the following requirements:

1) Study under the same degree programme that they plan to pursue during the exchange programme at the time of applying for the competition. Moreover, the undergraduate, graduate, or postgraduate student must remain enrolled at WUNU for the entire period of study at the partner university.

2) Have an average academic grade (for the entire period of study) of at least 75 on a 100-point grading scale (for undergraduate and graduate students). In accordance with the ranking (taking into account all forms of semester control), the competition score is calculated using the following table:

Average academic grade	Competition score
75-77	2
78-80	4
81-83	6
84-86	8
87-89	10
90-92	12
93-94	14
95-96	16
97-98	18
99-100	20

3) Speak a foreign language at a level not lower than that specified in the inter-university agreement on the implementation of the programme or specified in the requirements of the host institution.

Level	Competition score	Level	Competition score
B1	4	C1	8
B2	6	C2	10
Internationally recognised language proficiency certificates are worth an additional 5 points.			

4) To demonstrate achievements in research work accomplished during their studies at WUNU (articles published in professional journals, participation in conferences, academic competitions):

- Article published in a Ukrainian professional journal - 5 points,
- Article published in a professional journal indexed by international scientometric databases - 10 points,
- Participation in an all-Ukrainian conference or competition of scientific papers - 5 points;

- Participation in an international conference or research competition - 10 points;
 - Prize-winning place at an all-Ukrainian academic or research competition - 5 points;
 - Prize-winning place at an international academic or research competition - 10 points;
 - Prize-winning place at other academic competitions / contests - 5 points.
- 5) Pass an interview with the members of the Committee. Based on the results of the interview, the selection participant is assigned a competition score (maximum score - 30).

Documents to be submitted for participation in the competition

1. Application for participation in the competitive selection;
2. A standardised questionnaire;
3. Language certificates if available;
4. Motivation letter;
5. Extended CV.

3.6. The competition is open to academic staff of West Ukrainian National University

For academic staff:

1) Speak a foreign language at a level not lower than that specified in the inter-university agreement on the implementation of the programme or specified in the requirements of the host institution.

Level	Competition score	Level	Competition score
B1	4	C1	8
B2	6	C2	10
Internationally recognised language proficiency certificates are worth an additional 5 points.			

2) Present a teaching/internship plan approved by the head of the department (2 additional points) and, if possible, accepted by the host institution (4 points).

3) a letter of support from the host institution provides an additional 2 points, except for projects where such documents are required.

Documents to be submitted for participation in the competition

1. Application for participation in the competitive selection;
2. A standardised questionnaire;
3. Language certificates if available;
4. Motivation letter;
5. Extended CV.

4. PROCEDURE FOR HOLDING THE COMPETITION

4.1. The candidate prepares the required documents by filling out an application form and attaching all the necessary documents in hard copy (or in electronic form if it is impossible to submit them in hard copy) to the International Relations Office within the

established deadlines.

4.2. The International Relations Office conducts a technical examination of the documents and registers them. Documents that do not meet the established requirements or are submitted after the deadline shall not be accepted and registered.

4.3. The registered sets of documents are forwarded to the Committee, which evaluates them in accordance with the criteria, interviews the participants of the competitive selection and draws up the selection report.

4.4. Following the work of the Committee, the main and reserve lists of candidates recommended by WUNU for participation in mobility programmes are compiled. The International Relations Office sends the selection results to the project coordinators of the partner universities and notifies each candidate by email, and posts the results on the International Relations Office's website.

5.5. The final decision on the involvement of a particular selection participant in the programme remains up to the partner university.

6. APPEALS PROCEDURE

6.1. The candidate has the right to appeal against the decision of the Committee within 5 (five) days of the announcement of the selection results. The appeal must be sent to the Chair of the Committee, who must consider the appeal within three working days and inform the candidate of the results. The Committee's judgement on the appeal is final and not subject to repeated review.

STANDARDIZED APPLICATION FORM OF THE SELECTION PARTICIPANT

Document submission date: _____

Registration No.: _____

Information about the candidate	
Full name	
Email address	
Phone number	
Foreign passport series and number (with expiry date)	
Faculty / institute	
Year and academic group	
Study programme (specialty, major)	
Pursued degree	
Host institution	
Average academic grade	
Have you participated in academic mobility programmes before?	
Belonging to a privileged social group	
Foreign language skills	
Candidate signature	