

# **Practical Information for the NaUKMA International Non-Degree and Exchange Students**

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## **1. Welcome**

NaUKMA non-degree (free-movers and research students) and exchange international students, who already submitted their applications and were enrolled to NaUKMA, who are planning to stay at NAUKMA for a semester (term) or an academic year are expected to arrive by the beginning of the term – 25-31 August for the fall term, 6-12 January for the spring term and 5-11 May for the summer term. You can request to be met at the airport or railway station by the International Office staff (contact Office for the details and costs). You are expected to contact the NaUKMA International Office immediately upon arrival.

**NaUKMA International Office is located at the NaUKMA Building 5, room 314/315, Voloska Street 8/5 (“Kontraktova Ploshcha” Metro Station)**

**Contact persons:**

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**Work hours: 9.30 a.m. - 5.30 p.m., Monday to Friday.**

**You can find our locations on the Google map using this web address [Google map](#)**

## **2. Visa Support, Visa and Temporary Residence Permit**

All NaUKMA international students, arriving to NaUKMA for the period longer than 90 days, will receive special kind of the Letter of Invitation, issued by the Ministry of Education and Science of Ukraine. After receiving the Invitation for Study you should to pay for the visa verification procedure (“visa support”) on the web-page of the [Ukrainian State Centre of the International Education](#) (ATTENTION!!! Your invitation will not be considered by the Consular Sections of the Ukrainian Embassies without visa verification procedure (“visa support”) completed! Exchange students, participants of the Erasmus+ mobility are exempted from payment of the invitation fee). Having the invitation (exchange and Erasmus+ students) and approximately in about a week after payment for visa verification procedure /“visa support” (all other international students) you can apply for the D-type Ukrainian visa (“long-term, multi-entry”), for the details please contact the

Consular Section of the Embassy of Ukraine in your country. Upon arrival to Ukraine D-type visa should be exchanged for the Temporary Residence Permit within its validity (90 days), but not later than 2 weeks before its expiration date (please refer to the ***Other Costs*** table at the end of this document for the costs, related to obtaining Temporary Residence Permit). Our staff will help you to prepare an application for the Temporary Residence Permit and will explain further steps to be done (e.g. registration at the place of residence etc.). Temporary Residence Permit is valid for a period of your study at NaUKMA and will allow you to leave and enter Ukraine without any additional documents needed during this period. Those of you arriving from the countries with non-visa regime with Ukraine still have to obtain Temporary Residence Permit, if you plan to stay at NaUKMA longer than 90 days, though you do not need to get D-type visa.

*! Ukraine has a non-visa policy for up to 90 days stay (though visa is required for longer stays) with many countries, please find information here <http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners>*

*Please notice, though, that we shall not be able to prolong your stay after 90 days, if you are a citizen of one of the countries and would arrive to Ukraine without D-type visa!*

For obtaining Temporary Residence Permit and official registration at the University as an international student you should submit to the NaUKMA International Office the following documents:

- insurance, covering emergency medical cases (should be purchased in Ukraine. If you have your international one, we check if it can be accepted by the Ukraine' Migration Authorities, but in most of the cases the one, purchased in Ukraine is needed);
- photocopy of passport including the visa, translated into Ukrainian language with notary certification and the entry stamp to Ukraine
- 6 passport size photos (size 4.5\*3.5)
- please refer to the ***Academic issues*** section for the other documents you will be requested for academic registration.

### 3. Insurance

All NaUKMA international students are requested to have insurance for emergency medical cases – to be purchased in Ukraine (this is required for obtaining Temporary Residence Permit, please see above)<sup>1</sup>;

NaUKMA International Office staff will help you with purchasing the insurances required in Ukraine.

### 4. Academic issues

Upon arrival to Ukraine all international students should approach the NaUKMA International Office not later than 2 day after the arrival / 2<sup>nd</sup> day of the academic term.

You are required to have with you the following documents:

- 1) An original of your university transcript documenting your academic work (an official document issued by your university/college which lists courses, course hours and grades received, and an explanation of the grading system).

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<sup>1</sup> Please note that you can be requested to present insurance for emergency medical cases while applying for Ukrainian visa. Please check the information of the Ukrainian Consular Section where you plan to obtain visa! Please consult with the NaUKMA International Office if insurance purchased at your home country will be recognized in Ukraine for obtaining a temporary residence permit!

*Documents must be translated into English or Ukrainian. The translated document must be signed and stamped by an officially certified translator. Both the original language copy and the translated version are needed.*

2) Registration form for international students – to be filled in at the Office.

NaUKMA academic year usually starts on 31 August (Inauguration Ceremony for New Students) and ends 28 June (Graduation Ceremony). Academic year consists of 3 terms – fall, spring and summer (please find the calendar for 2017/18 academic year below). Between the terms students have short vacations. In the middle of fall and spring terms there are reading weeks, when students do not have classes and are expected to prepare papers, presentations etc.

### **NaUKMA Academic Calendar 2017/2018**

**Fall Term** 1 September through 29 December 2017

**Reading Week** 23 - 27 October 2017

**Winter Examination Period** 18 - 29 December 2017

**Christmas Holidays** – 30 December 2017 - 14 January 2018

**Spring Term** 15 January 2018 through 13 May 2018

**Reading Week** 5 March - 9 March 2018

**Spring Examination Period** 30 April - 13 May 2018

**Summer Term** 14 May through 28 June 2018

**Summer Holidays** – 30 June - 30 August 2018

NaUKMA uses the European Credit Transfer System (ECTS) to calculate the amount of students' work on the course. One credit equals to 30 academic hours of in-class and independent work, usually 1/2 or 1/3 of this time takes place in class.

60 ECTS credits equal to the workload of the full academic year for the NaUKMA full-time / degree-seeking students, but **NaUKMA does not have** a minimum or maximum ECTS requirements towards the non-degree or exchange students (please check the requirements towards the amount of credits you are supposed to get during your studies at NaUKMA with your home university or / and check the requirements of your scholarship scheme).

NaUKMA students may have 1-6 classes per day, which means 2-3 classes per week of each of the courses you have signed up for. Please note that the NaUKMA courses are usually run in parallel during entire period of the semester, they are not arranged in the consecutive shorter modules, though there are could be exceptions.

NaUKMA classes can start at 8.30 a.m. and end at 6.00 p.m. One class continues 80 minutes, which stands for 2 academic hours.

<b>1 class</b>	8.30-9.50 a.m.
<b>2 class</b>	10.00-11.20 a.m.
<b>3 class</b>	11.40 a.m-1.00 p.m.
<b>4 class</b>	1.30 -2.50 p.m.
<b>5 class</b>	3.00 – 4.20 p.m
<b>6 class</b>	4.30 – 5.50 p.m

Course schedules are usually posted on the announcement boards next to the appropriate dean's offices. International Office staff will help you to find and **TO READ / UNDERSTAND** the schedule of the courses you are interested in.

During the first week of the term international non-degree and exchange students can attend classes without official registration for the courses to get an idea of the course content, faculty member, course requirements etc. You are expected, though, to confirm to the NaUKMA International Office the final list of courses for the current term by the end of the 1<sup>st</sup> week of the term. This equals to the procedure of signing up for the course (NaUKMA is not using electronic system for these purpose). After this date you will NOT be able NEITHER to sign up for the new courses NOR to drop the course you have already chosen. Therefore you are strongly advised to be very attentive during the 1<sup>st</sup> introductory week. International Office staff, if needed, can arrange additional consultations with the faculty members, teaching the courses you are interested in, during the 1<sup>st</sup> week of the term.

NaUKMA does not have a system of separate registration for the exams, so if you are signing up for the course this means that you automatically register for the course exam. Please note that the NaUKMA course final grade is usually made of the grades for the class work, paper / presentation and an exam / pass-fail exam, please check the syllabus of every course for details.

NaUKMA does not have a system of auditing the courses.

### **Explanation of Grading and Credit System Used at NaUKMA**

<b>NaUKMA Grading System</b>		<b>ECTS</b>
<b>Grade</b>	<b>Explanation</b>	<b>Correspondence</b>
91-100	Excellent / Pass	“A”
81-90	Very Good / Pass	“B”
71-80	Good / Pass	“C”
66-70	Satisfactory / Pass	“D”
60-65	Sufficient / Pass	“E”
30-59	Fail	“F”
0-29	Fail	“FX”

All NaUKMA international non-degree (free-movers and research students) and exchange students will get student and library cards during the 1<sup>st</sup> week of the term.

Upon the completion of your studies at NaUKMA as non-degree (free-mover and research students) or exchange student you will receive such documents:

- Transcript of studies in English language;
- Explanation of Grading and Credit System Used at NaUKMA (in English).

## **5. Accommodation**

NaUKMA international non-degree and exchange students can request accommodation (single or double rooms with other international student(s) at the NaUKMA student dormitory). International office will try to satisfy all the requests. Exchange students are strongly recommended to consider staying at the NaUKMA student dormitory rather than in the rented apartments, which is related with difficult procedure of obtaining Temporary Residence Permit and further registration for those staying in the rented apartments.

The NaUKMA student dormitory is located on Kharkivske shosse (avenue), on Kyiv's left bank. It takes about 40 minutes by public transport (bus № 115) to get to NaUKMA from the dorm. The dormitory consists of 2 accommodation units per floor with 7 simple rooms, mostly double or triples, in each of the units. The rooms of one unit share a common kitchen and bathroom. Dorm rooms are furnished with a desk, chairs, and beds. Linen is provided. Wi-Fi is available.

*! Please note that accommodation request should be received by the NaUKMA International Office not later than 1 month before your arrival to NaUKMA. Accommodation request forms are usually sent to the new students along with this guide or can be requested with the International office.*

*! Please contact the NaUKMA International Office prior to your arrival if you have different plans about your accommodation in Kyiv!*

## **6. Tuition Fees**

Most of the international exchange non-degree students (please check with your home university) and Erasmus + non-degree students are granted a tuition waiver for the non-degree studies at NaUKMA.

Free-movers are supposed to pay tuition fees, please request the fees with the NaUKMA International Office ([int\\_students@ukma.edu.ua](mailto:int_students@ukma.edu.ua)). The payment should be done by the end of the 1<sup>st</sup> week of the current term the latest.

*! Please note that there are some courses (e.g. some foreign languages, special tuition-based courses for international students etc) that are taught at NaUKMA only on the tuition fee basis both for the local and for international students. International Office will provide you with the list of such courses!*

## **7. Other Costs Related to Your Stay**

Student Visa to Ukraine	Check the visa fee for your country here <a href="http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners">http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners</a>
Visa Verification (“Visa Support”)	324 UAH
Temporary Residence Permit	267 UAH *
Insurance for emergency medical assistance (bought in Ukraine)	500 UAH per year *
Accommodation (NaUKMA student dormitory)	1500-3000 UAH per month *
Public transport	200-300 UAH per month **
Food	1600-2000 UAH per month **
Personal Needs	1600-2000 UAH per month**

\* the costs are preliminary and are subject to change

\*\* these are approximate figures, the exact amounts will depend on your needs and habits.

**We are looking forward to welcome you at NaUKMA!**  
**Please contact us if you have any questions.**

**NaUKMA International. contact persons:**

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