

# GUIDELINES FOR INTERNATIONAL STUDENTS

## Study-related issues, key terms and definitions

<b>(Higher education) Student</b>	A person studying at a higher educational institution at a certain educational level.
<b>Student's right</b>	<p><u>A student has the right to:</u></p> <ul style="list-style-type: none"> <li>• choose the mode of studies when entering the university;</li> <li>• safe and harmless conditions of study, work and living;</li> <li>• free use of libraries, information depositories, and the university's academic, scientific and sports facilities;</li> <li>• free provision with information for study in available formats using technologies that provide for limiting health conditions (for people with special educational needs);</li> <li>• use industrial, cultural, educational, household, and health care facilities of the university as specified in the university's statute;</li> <li>• be provided with accommodation at the dormitory during the period of study as provided for by the legislation;</li> <li>• take part in R&amp;D and engineering projects, conferences, symposia, exhibitions, competitions and submit their works for publication;</li> <li>• take part in educational, scientific, R&amp;D, sports, artistic and public events taking place in Ukraine as provided for by the legislation;</li> <li>• take part in the discussion and resolution of matters concerning the improvement of the educational process, R&amp;D activities, leisure, living conditions, and health;</li> <li>• put forward propositions regarding study terms and fees;</li> <li>• participate in civic associations;</li> <li>• participate in the activity of the International Student Council;</li> <li>• select study disciplines within the respective study program and curriculum to the extent equivalent to at least 25 % of total ECTS credits for the respective level of higher education;</li> <li>• study under several study programs or at several higher educational institutions at the same time provided only one higher educational degree is obtained full-time;</li> <li>• an academic leave or break with all other higher education student's rights reserved, and to resume studies as provided for by the Ministry of Education and Science of Ukraine;</li> <li>• take part in designing their individual study plan;</li> <li>• moral encouragement for high academic performance or achievements in research, community service, art, sports, etc.;</li> <li>• protection from any kind of exploitation, physical or mental violence;</li> <li>• free on-the-job practical training at enterprises, institutions, establishments and organizations according to the legislation;</li> <li>• a holiday leave for the period of at least eight calendar weeks per academic year;</li> <li>• appeal against the actions of university administration and its officials, academic and teaching staff;</li> <li>• specialized didactic and rehabilitation assistance and free access to the university infrastructure according to medical and social indications on condition of limiting health conditions;</li> </ul>

	<ul style="list-style-type: none"> <li>• allocation and payment of academic grants is carried out on an equal basis for undergraduate, post-graduate and doctoral students from among foreigners and stateless persons with permanent residency in Ukraine, <i>persons who have been granted the refugee status in Ukraine, persons who require additional or temporary protection, persons who have been granted the status of an overseas Ukrainian</i>, who stay in Ukraine on legal grounds, in case they seek higher education within quotas specified by the Cabinet of Ministers of Ukraine.</li> </ul>
<b>Student's obligations</b>	<p><u>Students at the university are obliged to:</u></p> <ul style="list-style-type: none"> <li>• observe the legislation, Statute and Internal Rules of the university, as well as generally accepted rules of social life, moral, and ethics;</li> <li>• meet occupational safety, health safety, fire safety and sanitary requirements provided for by the applicable rules and guidelines;</li> <li>• meet the requirements of the study program, follow the schedule and the curriculum, attend classes;</li> <li>• systematically and profoundly master professional skills and raise their general cultural level;</li> <li>• take care of the university property, including at dormitories.</li> </ul>
<b>Group leader's rights and obligations</b>	<p>The group leader represents the group's interests at the dean's office and at the departments.</p> <p>The group leader is responsible for the fulfillment of obligations and the exercise of rights provided for by the Guidelines on the Study Process at V.N. Karazin Kharkiv National University.</p> <p>In Year 1, the group leader is appointed by the dean (academic institute director) upon his/her consent. Henceforth, the group leader is re-elected at the meeting of the academic group. The group leader's candidacy is approved by the dean's (academic institute/center director's) order. The group leader is dismissed by the dean's (academic institute/center director's) order in the following cases: voluntarily; on the initiative of the administration or student self-government bodies (upon agreement with group members); by the decision of the students of a given group.</p> <p><u>A group leader is obliged to:</u></p> <ul style="list-style-type: none"> <li>• timely inform students of the organization and implementation of the educational process at the university and the faculty (academic institute), organization of university events that may concern students from the group;</li> <li>• timely inform the dean's office of the disruption of classes, potential misunderstandings concerning the schedule, etc.;</li> <li>• timely inform the International Student Council and faculty (academic institute/center) administration of the violation of students' rights, possible conflicts with academic and teaching staff, and other problems that may be important for students;</li> <li>• participate in the meetings of group leaders;</li> <li>• after the final semester tests, obtain information about its results and pass this information over to students.</li> </ul> <p><u>A group leader has the right to:</u></p> <ul style="list-style-type: none"> <li>• take part in the planning, organization and execution of measures related to the educational process, cultural and didactic events involving group leaders;</li> <li>• nominate top students from the group for moral encourage-</li> </ul>

	<p>ment for high academic performance, active involvement in research, civic activities, sports, cultural and mass activities, etc.;</p> <ul style="list-style-type: none"> <li>• put forward propositions concerning the imposition of sanctions on students for the violation of study discipline and internal rules;</li> <li>• represent the interests of the group during the check-in at the dormitory;</li> <li>• coordinate group members' activity related to the educational process and extra-curricular activities.</li> </ul>
<p><b>Group supervisor's responsibilities</b></p>	<p><u>A group supervisor is obliged to:</u></p> <ul style="list-style-type: none"> <li>• familiarize students with the history, structure, activity and development prospects of the university and the faculty;</li> <li>• inform of the arrangement of the educational process at the university and the faculty;</li> <li>• familiarize with the arrangement of the Central Scientific Library (introduce the library staff);</li> <li>• inform students of the decisions of university and faculty academic councils, rector's office, rector's orders and dean's instructions concerning the student life;</li> <li>• familiarize students with the regulatory and methodological materials regulating the educational process;</li> <li>• make recommendations to students concerning individual plans and the organization of self-study;</li> <li>• control students' execution of the study plan: attendance, deadlines for tests and exams, academic performance;</li> <li>• encourage students' involvement in the activity of the Scientific Association of Undergraduate, Post-Graduate and Doctoral Students, and Young Scholars, scientific conferences and workshops, competitions and scientific project contests;</li> <li>• provide assistance in the organization of cultural and educational events;</li> <li>• encourage the students' participation in university events: contests, festivals, concerts, etc.;</li> <li>• hold didactic sessions student dormitories;</li> <li>• cooperate with student councils at the dormitories in order to improve living conditions;</li> <li>• ensure the necessary contacts with students' parents, inform them of students' performance and difficulties.</li> </ul>
<p><b>Individual study plan</b></p>	<p>It is a document containing the information about the list and sequence of study disciplines; amount of academic load for all types of learning activities; types and terms of final semester control and attestation; and, if necessary, changes to the individual study plan.</p> <p>The individual study plan is designed personally by the student with the supervisor's assistance and approved by the faculty dean.</p>
<p><b>Can an international student make changes to the individual study plan?</b></p>	<p>In order to make changes to the individual plan and arrange an individual academic schedule, a higher education student files an application to the dean with an indication of an appropriate reason. The student should not have academic arrears when filing the application.</p> <p>The main reasons for making changes to the individual study plan are:</p> <ul style="list-style-type: none"> <li>• medical indications (certified by respective documents);</li> <li>• family circumstances (with written justification).</li> </ul>

<b>Academic arrears</b>	<p>The list of study disciplines, practical trainings and other teaching activities, for which a student has not received a grade due to his failure to fulfil the individual study plan and schedule, in particular due to the student's absence at the final semester control or his/her receiving the "fail" or "unsatisfactory" grade at the final semester control.</p>
<b>What is the deadline for settling the academic arrears?</b>	<p>A student, who has scored less than 50 points in more than three disciplines from his/her individual study plan for a given semester is expelled by the rector's order for non-performance of the academic plan.</p> <p>A student, who has scored less than 50 points in three or fewer disciplines from his/her individual plan for a given semester, is established a deadline to settle his/her academic arrears by the rector's (vice-rector's) order. If the academic arrears have not been settled by this deadline, the higher education student is expelled from the university for non- performance of the academic plan.</p> <p>A student, who has academic arrears as of the last working day before the beginning of a new academic year, is expelled from the university for non- performance of the academic plan.</p>
<b>What will happen if a student does not come to an exam (final test) without a reasonable excuse?</b>	<p>If a student does not come to an exam without a reasonable excuse, the exam is taken after the examination session before a commission appointed by the rector's (first vice-rector's) order upon the faculty dean's (academic institute director's) request.</p> <p>The commission includes at least five persons, mandatorily including the head (deputy head) of the Faculty Student Council and the head (representative) of the student's trade union.</p> <p>If a student's performance is assessed below 50 points in total, the higher education student may re-sit the exam (final test) in this discipline and/or re-take the test and/or re-do the individual task.</p>
<b>How many times can an exam (final test) be re-taken?</b>	<p>If a student's performance in a discipline is assessed below 50 points, he/she may re-sit the semester exam (final test) and/or re-take the test and/or re-do the individual task before the end of the examination session.</p> <p>The semester exam (final test) can be re-sit, the test can be re-taken and the individual task can be re-done no more than three times. The first two times performance is assessed by the teaching staff member, and the third attempt is assessed by a commission appointed by rector's (first vice-rector's) order upon the faculty dean's (academic institute director's) request. The grade awarded by the commission is final.</p>
<b>Academic malpractice</b>	<p>It is non-independent performance at exams, final tests, tests, course projects, and individual tasks; cheating, use of learning and reference materials prohibited during control sessions, reproduction of others' published findings (texts) in one's works without proper citation of the author, and fabrication of results.</p>
<b>What will happen if academic malpractice-</b>	<p>If an academic malpractice is exposed during a control session, the teaching staff member holding the session informs the faculty dean</p>

<p><b>es are exposed?</b></p>	<p>(academic institute/center director) and the head of the department of the academic malpractice in an official note. The guilty student can be asked to leave the classroom where the control session is delivered, and his/her grade for this work must be reduced to 0 points.</p> <p>If an academic malpractice is exposed when checking the examination paper, final or current test, course project or any other individual task, the student's grade for the exam, final or current test, course project or individual task must be reduced to 0 points.</p> <p>If, after the defense of a diploma paper (project), it is found that the student reproduced other published findings (texts) without proper citation or fabricated the findings, the examination committee gives an unsatisfactory grade for the defense of the diploma paper and resolves that the student must cover another topic as determined by the respective department for re-attestation. The decision and reasons for its approval are recorded in the minutes of the examination committee.</p> <p>If a student's academic malpractice is exposed when checking the written paper of an attestation exam, the examination committee gives the student an unsatisfactory grade for the attestation exam. The decision and reasons for its approval are recorded in the minutes of the examination committee.</p>
<p><b>What can be done if a student does not agree with the exam (final test) grade?</b></p>	<p>If a student does not agree with a grade, he/she can file a written appeal to the head of the department on the day of grade announcement indicating concrete reasons for disagreement.</p> <p>The head of the department, together with the examiner and, if necessary, with other experts, shall examine the appeal within three days and orally informs the student of the outcome.</p>
<p><b>What are the possible reasons for student's expulsion?</b></p>	<p>Possible reasons for student's expulsion are as follows:</p> <ul style="list-style-type: none"> <li>• completion of the respective educational (academic) program;</li> <li>• voluntary withdrawal;</li> <li>• transfer to another educational institution in Ukraine;</li> <li>• non- performance of the academic plan (in particular, due to the student's failure to attend more than 25% of classes (lectures, seminars, practical or laboratory classes) provided for in the individual study plan without a reasonable excuse, which is confirmed by official notes of teaching staff members delivering the classes, and/or extracts from the minutes of teaching department meetings;</li> <li>• breach of the agreement (contract) between the university and the student or the natural (legal) person paying for the tuition;</li> <li>• other cases as provided for by the law.</li> </ul>
<p><b>What should an international student do in case of expulsion or upon completion of studies?</b></p>	<p>In case of expulsion from the university or upon completion of studies, an international student should:</p> <ul style="list-style-type: none"> <li>- check out from the place of residence (dormitory or apartment);</li> <li>- return the residence permit to the passport office of the Center of International Students Training (room 3-83).</li> </ul>
<p><b>Can one return to study at the universi-</b></p>	<p>As a rule, readmission of expelled students and transfer of students is carried out during the vacation period by the rector's order provid-</p>

<b>ty after expulsion?</b>	<p>ed the academic difference is not more than 20 credits.</p> <p>Students are readmitted upon agreement with the student self-government bodies and primary trade union (if the student is a member of the trade union) of undergraduate, postgraduate and doctoral students.</p> <p>Students cannot be readmitted to the first year.</p>
<b>Is it necessary to have educational documents of complete secondary, secondary vocational and vocational training issued by foreign educational institutions recognized in Ukraine?</b>	<p>Yes, it is obligatory. In order to have these documents recognized, the student should turn to the competent authority during the first month of training (order of the Ministry of Education and Science of Ukraine No. 504 dated 02.02.2015).</p> <p>How to do it?</p> <p>a) turn to the Center of International Students Training of V.N. Karazin Kharkiv National University (room 5-65, tel. 707-52-59);</p> <p>b) turn directly to the State Enterprise “Information and Image Center” (Kyiv, 25 Chornovola Str. Tel.: 00 380 44 486 20 43; 00 380 44 48625 43; E-mail: centre@naric.in.ua)</p>
<b>How can a second (further) degree be obtained?</b>	<p>A second (further) degree is obtained under the same procedure as the first degree according to the selected study program and the approved curriculum in the respective major.</p> <p>When studying for a second (further) degree, students prepare an individual study plan that may provide for the recognition of previous learning outcomes (transfer of credits for previously taken final tests, exams and practical trainings).</p> <p>The period of training for a second (further) degree is determined by the total number of credits provided for by the curriculum for the respective major (specialty) taking into account credits transferred from previous studies based on the standardized number of credits for an academic year.</p>
<b>Academic leave</b>	<p>An academic break that a student is entitle to due to the circumstances making it impossible to pursue the study program (health conditions, family circumstances, study or internship at educational and scientific (incl. foreign) institutions, etc.).</p>

### **Information about student documents**

<b>What documents should be submitted to obtain the diploma and diploma supplement?</b>	<p>To have the diploma and diploma supplement issued, the following documents should be submitted to the dean’s office for international students (room 3-85, main building):</p> <ul style="list-style-type: none"> <li>- notarized passport translation into Ukrainian;</li> <li>- certificate of recognition of a foreign educational document (school-leaving certificate, academic transcript, diploma) in Ukraine.</li> </ul>
<b>What are the terms of diploma issuance?</b>	<p>Students cannot receive the diploma until 20<sup>th</sup> July of the current year.</p> <p>To issue a diploma, the following steps are required:</p> <ul style="list-style-type: none"> <li>• complete information is added to the diploma supplement;</li> <li>• the diploma and diploma supplement are printed out in the university typography;</li> <li>• the diploma is legalized and endorsed with an apostille at the</li> </ul>

	Ministry of Education and Science and the Ministry of Foreign Affairs of Ukraine (Kyiv).
<b>How to receive a diploma duplicate?</b>	<p>To have a duplicate of the diploma and diploma supplement issued, students should turn to the dean's office for international students (room 3-85, main building).</p> <p>The following documents are required:</p> <ul style="list-style-type: none"> <li>- a certificate from the police that your diploma has not been found;</li> <li>- newspaper with an announcement about the lost diploma (the following announcement should be published: "The lost diploma (full information about the diploma) shall be deemed invalid");</li> <li>- passport copy;</li> <li>- two applications according to the form;</li> <li>- receipt of payment for the duplicate from any Ukrainian bank.</li> </ul> <p>A duplicate of the graduation document is issued within 1 (one) month after the submission of documents and applications. A duplicate can be collected by the person concerned with a passport or another person with a passport and a notarized power of attorney in his/her name.</p>
<b>What to do if you have lost your student card?</b>	<ol style="list-style-type: none"> <li>1. Turn to the faculty member responsible for the issuance of student cards.</li> <li>2. Write an application to the Vice-Rector for Science and Education requesting the permission to have a student card duplicate issued.</li> </ol>
<b>What to do if you have lost your university entry pass?</b>	<ol style="list-style-type: none"> <li>1. Notify the dean's office of the loss and write a statement of loss.</li> <li>2. Pay for the entry permit. It can be made at the bank to the details provided by the university accounting office.</li> <li>3. Dean's office specialists submit an official note to the Vice-Rector for Safety and Security applying for the issuance of a new entry pass.</li> </ol>
<b>What to do if you have lost your gradebook?</b>	<ol style="list-style-type: none"> <li>1. Turn to the dean's office and receive a new one.</li> </ol>

#### **How to submit documents to receive (renew) a temporary residence permit**

<b>How many days before the visa expiry date should the documents for the temporary residence permit be submitted?</b>	30 days before the visa expiry date, documents for the temporary residence permit should be submitted to the passport office of the Center of International Students Training (room 3-83).
<b>What documents are required to have a temporary residence permit issued?</b>	<p>The following documents are required to have a temporary residence permit issued:</p> <ul style="list-style-type: none"> <li>- 3 passport copies with the visa page (stamp);</li> <li>- passport with a notarized translation into Ukrainian;</li> <li>- statement of the place of residence (rent agreement);</li> <li>- 6 photos, 3.5x4.5 (colored matt);</li> <li>- receipts: <ul style="list-style-type: none"> <li>• payment for the issuance and the price of the permit form;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• state fee;</li> <li>• administrative fee;</li> <li>• health insurance policy.</li> </ul>
<b>What is required to renew the residence permit?</b>	<ul style="list-style-type: none"> <li>- 3 passport copies (first page and page with the stamp indicating the residence permit number);</li> <li>- 3 copies of the residence permit with registered place of residence;</li> <li>- 2 photos, 3.5x4.5;</li> <li>- administrative fee payment confirmation;</li> <li>- health insurance payment receipt;</li> <li>- statement of the place of residence (rent agreement).</li> </ul>
<b>What an international student should do after receiving a new residence permit?</b>	If an international student receives a new residence permit, he/she must have the stamp confirming the place of residence (dormitory or apartment) affixed within 30 days.
<b>What is required to register residence in an apartment?</b>	In order to get registered, an international student needs to: <ul style="list-style-type: none"> <li>- receive a residence permit and an accompanying letter at the Chief Administration of the State Migration Service of Ukraine in Kharkiv Region;</li> <li>- turn to the registration authority or the administrative service center.</li> </ul>
<b>What are the consequences if a student fails to meet the deadlines for the registration of the place of residence?</b>	If it is found at the submission of documents that an international student has come to register the place of residence later than within 30 days, the officer of the registration authority or the administrative service center executes a protocol of administrative offense provided for in Article 197 of the Code of Administrative Offenses, pursuant to which a fine shall be paid in the amount specified in the protocol.
<b>What to do if you have lost your residence permit?</b>	If an international student has lost the residence permit, he/she must: <ul style="list-style-type: none"> <li>- submit a statement of loss to the nearest district police department;</li> <li>- turn to the passport office of the Center of International Students Training with the protocol issued by the police (room 3-83).</li> </ul>
<b>What to do if you have lost your passport?</b>	If an international student has lost the passport, he/she must: <ul style="list-style-type: none"> <li>- submit a statement of loss to the nearest district police department;</li> <li>- turn to the embassy of his/her country with the protocol issued by the police.</li> </ul>
<b>Does a student have to notify the university if he/she has changed the place of residence?</b>	If an international student changes the place of residence, he/she must make changes to the residence permit within 30 days and submit a copy of the document with the new stamp confirming the registration of the place of residence to the passport office of the Center of International Students Training (room 3-83).
<b>What to do if an international student has decided to leave the city?</b>	If an international student has a passport and a temporary residence permit, he/she can leave the city previously advising the passport office of the Center of International Students Training (room 3-83) concerning the term of validity of his/her documents.

### **Housing and household matters**



**What is the procedure of checking in at the dormitory?**

- The check-in of students who have come to study from foreign countries is only possible after medical examination and signing of the study contract with the university. An accommodation agreement is concluded specifying the dormitory living conditions, fees and term of stay.

- Foreign citizens studying at the university at the expense of natural and legal persons are checked in to the dormitory according to the Regulations on the Check-In, Stay and Internal Rules of the Dormitories of V.N. Karazin Kharkiv National University and taking into account the number of places available for international students as notified to the Director of the Center of International Students Training.

- Students of the preparatory department, first-year students and first-year post-graduate students who have arrived in Ukraine for the first time enjoy the right of first check-in. They are provided with a place at the dormitory according to the rector's order of admission and based on the application submitted to the Center of International Students Training (hereinafter referred to as the CIST).

- Foreign students and post-graduate students of the second or later year who need dormitory accommodation, graduates of the preparatory department who are applying for admission to the first year of studies shall submit a standard form to the CIST before 1<sup>st</sup> June. Documents confirming the priority right to dormitory accommodation shall be attached to the application (if applicable).

- Based on the applications and taking into account the international students recruitment plan for the following academic year, the CIST Director drafts the list of students with the priority right to dormitory accommodation before 5<sup>th</sup> June and agrees it with the Vice-Rector for International Cooperation.

- The CIST Director, before 1<sup>st</sup> July, submits the list of students recommended for check-in to the administration of the student quarters. This list is the basis for the administration of the student quarters to prepare an order on the accommodation of international students at the dormitory.

- Before they obtain medical examination results, students who have been provided with a place at the dormitory, check in to the rooms based on the temporary entry pass issued by the CIST. If a student who previously lived in the dormitory arrives during off hours at the CIST, he/she must produce a temporary entry pass issued by the CIST to the head of the dormitory not later than the following working day.

- International students may move rooms in the dormitory during the academic year based on the joint decision of the administration of the student quarters, dormitory student council, CIST Deputy Director for International Students and pursuant to an CIST order.

- Irrespective of the date of order on the accommodation of international students in the dormitory, places in the dormitory are provided until the end of the academic year.

After the end of the academic year, a foreign citizen who has lived in the dormitory must do cosmetic repairs of his/her room if its condition has deteriorated through the tenant's fault.

- When checking out of the dormitory (termination of the

	<p>accommodation agreement) graduates and expelled students shall, within 14 days after the issuance of the respective order, bring in order their room and other facilities they have been using, have the property accepted by materially liable persons (superintendent, housekeeper) and free the rooms. If the property has not been accepted or has been damaged, the person who is checking out of the dormitory shall reimburse the damage according to the applicable legislation.</p>
<p><b>Rights of dormitory tenants</b></p>	<p><u>Dormitory tenants have the right to:</u></p> <ul style="list-style-type: none"> <li>• enter the dormitory 24/7;</li> <li>• use educational, cultural, housing and sports facilities, storage rooms, other dormitory equipment, devices and property according to the established procedure;</li> <li>• demand from the administration of the student quarters to timely repair or replace equipment, furniture, linen and other dormitory property, and remedy shortcomings of household supplies;</li> <li>• elect dormitory student council and be elected its member;</li> <li>• through the dormitory student council, to take part in the resolution of matters related to the improvement of housing conditions, organization of cultural and pedagogic activities and leisure, equipment of dormitory facilities, work of dormitory staff, etc.;</li> <li>• address the university administration with complaints, proposals regarding the work of dormitory staff, and housing conditions that do not meet the requirements of the Regulations on the Student Dormitory and dormitory equipment and maintenance standards.</li> </ul>
<p><b>Obligations of dormitory tenants</b></p>	<p><u>Dormitory tenants are obliged:</u></p> <ul style="list-style-type: none"> <li>• to timely pay due amounts for accommodation, use of linen and other additional services they personally use;</li> <li>• not to have other people after 11 p.m. without a written authorization of the head of the dormitory;</li> <li>• to know and strictly follow the internal rules of university dormitories, as well as health and fire safety;</li> <li>• to execute the instructions of the university and dormitory administration;</li> <li>• to strictly keep the rooms and common facilities clean and orderly and to be actively engaged in all types of work related to self-service; to clean rooms and blocks daily, to thoroughly clean dormitory and nearby premises every month following health safety rules and upon the student's consent;</li> <li>• to take care of the public property – facilities, equipment, dormitory property; to save energy, gas, heat, and water;</li> <li>• to do maintenance repairs in the rooms and blocks upon consent;</li> <li>• to reimburse material damage according to the applicable legislation;</li> <li>• to keep personal belongings that are not used daily in the storage room. The administration is not liable for the belongings that are not kept in the storage room;</li> <li>• to switch off the light and close the windows when leaving the room;</li> <li>• to timely submit applications to the repairs of electrical and plumbing equipment and furniture;</li> </ul>

	<ul style="list-style-type: none"> <li>• to immediately notify the deputy dean for educational affairs, head of the dormitory and the dormitory student council of any emergency;</li> <li>• to follow health and fire safety rules when using electrical and gas devices; not to install additional electrical devices (personal household appliances, audio and radio devices shall be registered with the head of the dormitory) without the authorization of the head of the dormitory and the administration of the student quarters;</li> <li>• when leaving the dormitory for a long time (more than one week), on vacation or on an internship, to notify the head of the dormitory in writing (indicating the destination address), to hand over the received property and room keys to the head of the department and to check in personal belongings at the storage room;</li> <li>• after completion of studies, expulsion or premature deprivation of the right to live in the dormitory, to check out of the dormitory within two weeks;</li> <li>• in case of a temporary departure, to notify the head of the dormitory providing the destination address;</li> <li>• to ensure that the head of the dormitory has a copy of the room keys.</li> </ul>
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#### **Extracurricular matters**

<b>Where in the university is medical assistance provided?</b>	<p>There is a medical center in the university, where students can consult a physician, gynecologist, and dentist (room 2-2, main building). All services for students are <u>free of charge</u>. <u>Working hours</u>: Mo-Fr – from 8 a.m. to 6 p.m. (no off hours).</p>
<b>Is legal assistance be provided at the university?</b>	<p>There is a legal center at the university providing university students with qualified legal assistance on various matters free of charge (room 145, Northern building). <u>Working hours</u>: Mo, We, Fr – from 3 p.m. to 5 p.m. Consultations of students on study-related matters are provided by the university legal department (room 2-47, main building). <u>Office hours</u>: Mo-Fr – from 1.30 p.m. to 3.30 p.m.</p>
<b>Is psychological assistance be provided at the university?</b>	<p>At the Academic Center of Social, Educational and Extracurricular Activities, psychologists provide free qualified psychological assistance to university students on various matters (room 621, Northern building). Consultations are confidential. <u>Working hours</u>: Mo-Fr – from 9 a.m. to 4 p.m. Tel. 063-824-09-95</p>
<b>What is the tuition fee payment procedure?</b>	<p>Tuition fees can be paid monthly before the 10<sup>th</sup> day of each month (payment in U.S. dollars). If a student violates the terms of the contract, he/she is expelled. The Department of Contract-Based Study (room 3-26a, main building) controls the timely payment of tuition fees according to the contract concluded with contract-based students. <u>Working hours</u>: Mo-Th– from 9.30 a.m. to 4 p.m.; Fr – from 9.30 a.m. to 3 p.m. <u>Off hours</u>: from 12.00 noon to 1 p.m.</p>

#### **Student organizations at the university**

<p><b>What is the International Student Council?</b></p>	<p>The International Student Council was created on December 6, 2017. It included representatives from each faculty training international students.</p> <p>The International Student Council decides on relevant matters and problems concerning the study process, ensures the protection of the rights and interests of international students enrolled in the university, and caters to their needs related to studies, everyday life, health, leisure, etc.</p> <p>Details:  <a href="http://www.univer.kharkov.ua/ua/student/students_goverment/int_student_council">http://www.univer.kharkov.ua/ua/student/students_goverment/int_student_council</a></p>
<p><b>How can students do sports at the university?</b></p>	<p>There are 18 sports clubs at the university that work for students <u>free of charge</u>.</p> <p><u>Working hours:</u> Mo-Fr – from 8.00 to 5 p.m. (some clubs to 9 p.m.).</p> <p>Details: <a href="http://sport.univer.kharkov.ua/">http://sport.univer.kharkov.ua/</a></p>
<p><b>Is it possible to join drama, dancing and other university clubs?</b></p>	<p>There is a cultural center at the university where every student can choose an extracurricular activity.</p> <p>The administration of the center is in room 5-49a of the main building.</p> <p>Artistic teams of the cultural center make classes for university students free of charge; the classes take place in the Northern building. Students can fulfil themselves in the following clubs:</p> <ul style="list-style-type: none"> <li>• University student choir (3<sup>rd</sup> floor, choir room). Call for registration: 050-302-47-49</li> <li>• Sontsevorot dancing group (rooms 18-19, ground floor).</li> <li>• Drama club (rooms 2 and 18, ground floor).</li> <li>• Karazin University student theatre;</li> <li>• University student orchestra (3<sup>rd</sup> floor, choir room). Call for registration in the orchestra: 050-302-47-49.</li> </ul>

### References

1. Law of Ukraine On Higher Education.
2. Order of the Cabinet of Ministers of Ukraine No. 251 dated 28.03.2012 On the Approval of the Procedure of Execution, Preparation and Issuance of Permanent and Temporary Residence Permits and Technical Specifications of their Forms and Modifications to the Order of the Cabinet of Ministers of Ukraine No. 1983 dated 26<sup>th</sup> December 2002.
3. Law of Ukraine On the Legal Status of Foreigners and Stateless Persons.
4. Order of the Ministry of Education and Science of Ukraine No. 1541 dated 1<sup>st</sup> November 2013 On Certain Matters Concerning the Recruitment and Training (Internships) of Foreigners and Stateless Persons.
5. Regulations on the Organization of Educational Process at V.N. Karazin Kharkiv National University.
6. Regulations on the Check-In, Stay and Internal Rules of the Dormitories of V.N. Karazin Kharkiv National University.
7. Rules of Admission to V.N. Karazin Kharkiv National University in 2018.
8. Rules for the Allocation and Payment of Grants at V.N. Karazin Kharkiv National University.

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*Designed by:*