

Ministry of Education and Science of Ukraine

Dragomanov National Pedagogical University

APPROVED

on the meeting of the Selection

Commission of the Dragomanov National Pedagogical University
from 24 June 2009

protocol №

THE HEAD OF THE SELECTION COMMISSION

RECTOR of the Dragomanov National Pedagogical University

_____ V.P.Andrushchenko

EXECUTIVE SECRETARY
OF SELECTION COMMISSION

_____ R.M.Vernydub

**STATEMENT
CONVERSION AND RENOVATION
in THE NATIONAL PEDAGOGICAL DRAGOMANOV
UNIVERSITY**

Kyiv – 2009

General Position

These rules governing the conversion and renovation students in educational and skill levels "bachelor", "specialist", "master", to National Pedagogical Dragomanov University regardless of funding their education and meet the "Regulations on the Procedure transfers, allocations and renovation of students in higher education institutions "approved by Ministry of Education and Science of Ukraine in December number 245 dated 15.07.96.

1. Transfer students, as well as renovation of the students, people who were expelled, is usually during summer or winter holidays subject to availability of seats in the respective specialty.
2. Those who entered higher educational institutions of Ukraine and study by the budget, are the priority right on the translation and restoration of places of public order in terms of availability of seats.
3. In the absence of seats, which funded the state budget, said the person, their consent may be translated or updated in the training pay for the expense local budget, line ministries, departments, enterprises, organizations, institutions and individuals or entities subject to the availability licensed in the seats.
4. Persons who are trained (educated) in accredited private higher Educational institutions may be transferred to the University conditions provided for persons who are enrolled in public higher educational institution on a contractual basis.
5. Students who are enrolled in accredited private higher educational institutions do not enjoy the right to transfer the name to National Pedagogical Dragomanov University.

CONVERSION

1. Transfer students of the National Pedagogical Dragomanov University. one specialty, which provides training to another or from one form of training on another within the university rector carries.
2. Transfer students with educational qualification levels of "specialist" and "master", from one profession to another is not allowed.
3. Admission may be considered as an exception, the question transfer from one university to another education or from one form to another training students for educational qualifying levels "specialist" and "master", only if transfer to the same specialty, which carried them preparation.
4. Those who study in higher educational institutions of Ukraine contractual basis with payment at the expense of local budget sectoral ministries, departments, enterprises, organizations, institutions, natural and legal persons can be transferred to the school to University under the same conditions. Such transfer may be made subject to availability of seats

- licensed in the. These persons may be transferred and the vacant space public order in this or other educational institutions to competitive basis and subject to the consent of customers.
5. Transfer students in the first year the University is prohibited. By provided exceptional circumstances these issues can look by Ministry of Education and Science of Ukraine.
 6. A student who wishes to be transferred to National Pedagogical Dragomanov University first submits to the rector of the university education in where he studied, a statement of transfer and receiving his written agreement, drawn from this statement to the rector NEA Dragomanov. The application for transfer, which the student writes the reception committee, added:
 - 1) a statement of approval of the university, where students learn;
 - 2) incorporated Record Book (stamp, signature Dean) in the original;
 - 3) document confirming the cause of the transfer;
 - 4) two postal envelopes.
 7. The procedure of transfers:
 - at the university from which a student leaves, issued documents 1) and 2);
 - all the student papers and a passport in person submits to Admission by June 29 to August 21 2009.;
 - Documents of persons who are transferred to the National Pedagogical Dragomanov University, considered in the appropriate structural units for set of possible conditions of transfer to August 27 2009.;
 - August 28, 2009 announced the decision on the selection committee transfer.
 8. When considering the positive and eliminate the conditions of academic difference, rector of the university issued a decree, under which a student is allowed classes and to school, where he was still directing request to obtain his personal file by mail. Subject transfer to a paid form of education is pre-contract and paid tuition fees.
 9. Rector of the university, where students studied previously, having received the request, issuing an order of dismissal of the student in connection with to transfer them to the National Pedagogical Dragomanov University in a week sends the personal file of the student to the University (Kyiv, str. Pirogova, 9). The highest educational institution in which students studied previously, remaining copies of academic certificates, educational card student Record Book and the list forwarded documents. Order preserving these documents is the same as the personal files of students.
 10. Rector 3a the National Pedagogical Dragomanov University after receiving personal file gives the order for his transfer.

RENEWAL TO THE STUDENTS

1. Renewal of students makes Admissions National Pedagogical Dragomanov University regardless of the duration of the break in training, reasons for

- exclusion, employment and learning and taking into account the applicant's ability to successfully implement the schedule educational process
2. Renewal of students in the first year the National Pedagogical Dragomanov University prohibited. Admission is entitled to renew for a second course students who were expelled from the first course, subject to liquidation their academic debts to the training sessions.
 3. Students who are enrolled in accredited private schools Education does not enjoy the right to update them to the National Pedagogical Dragomanov University.
 4. Persons expelled from the university for academic failure, the right to update training for the state budget is used.
 5. For renewal to the National Pedagogical Dragomanov University the examining board must submit the following documents:
 - 1) a statement by established norm;
 - 2) academic certificate in original (Record Book for Students National Pedagogical Dragomanov University);
 - 3) copy of work books (for those with experience). Passport (lodging in person).
 6. The order and timing of renovation such as for students transfer.