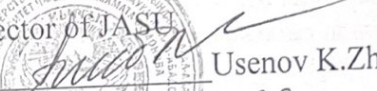


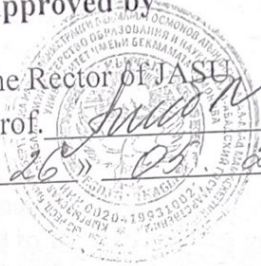
MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
JALAL-ABAD STATE UNIVERSITY NAMED AFTER B.OSMONOV

Accepted by

The scientific council of JASU
Protocol No. 10 of 26.05.2023

Approved by

the Rector of JASU
Prof.  Usenov K.Zh.
« 26 » 05. 2023 - g.



REGULATION ON ACADEMIC MOBILITY
(Approved by Protocol №7 of the Scientific Council of JASU
named after B.Osmonov on 28.04.2017)

Jalal-Abad, 2023

1. General provisions

1.1. This Regulation defines the general rules of academic mobility of students and staff of Jalal-Abad State University named after B.Osmonov (hereinafter referred to as JASU). The regulation is intended to improve the quality of education by expanding and strengthening cooperation with foreign and the Kyrgyz universities. The regulation uses references to the following regulations and documents:

- The Law of the Kyrgyz Republic "On Education";
- The Collection of normative documents on the application of ECTS in the Kyrgyz Republic approved by the Ministry of Education and Science of the Kyrgyz Republic;
- Order of the Ministry of Education and Science of the Kyrgyz Republic No. 7 dated April 28, 2017 "On the procedure for recognition by universities of Kyrgyzstan of the learning outcomes of students studying at foreign universities".

1.2. Transportation expenses of students and staff associated with traveling to foreign countries or other universities of Kyrgyzstan under academic mobility programs, at the expense of budgetary and/or extra-budgetary funds of JASU, as well as business trips funded by the inviting party or paid for at their own expense, are carried out only on the basis of the order of the rector of JASU.

1.3. **Academic mobility** - transfer of students to study for a certain academic period: a semester or an academic year to another higher educational institution (within the country or abroad) with mandatory transfer of mastered educational curricula in the form of credits at their higher educational institution or to continue their studies at another higher educational institution; transfer of students, teachers-researchers for conducting research and internships in foreign higher educational institutions for a period of 10 days to 1 academic year.

1.4. Forms of academic mobility:

1) *Educational (academic) internship* – training, advanced training or retraining based on an individual plan, a student or an international (including joint) educational program, which specifies the disciplines that are supposed to be studied in another domestic or foreign university.

2) *Scientific (research) internship* is the activity of collecting, analyzing information and materials of a scientific-theoretical and scientific-practical nature for the preparation of a textbook and a textbook based on the library fund and other resources of other universities and countries.

1.5. *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.

Individual academic mobility is the transfer of a student for a certain period to another educational or scientific institution (in their own country or abroad) for training, teaching, research or advanced training (with mandatory transfer of mastered educational programs in the form of loans at their university or to continue their studies at another university with long-term academic mobility);

Group (collective) academic mobility is the transfer 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 own country or abroad) for training, teaching, research or advanced training (with mandatory transfer of mastered educational programs in the form of credits at their university or for continuing studies at another university with long-term academic mobility);

Internal academic mobility is the movement of students, teachers and researchers to study with mandatory transfer of mastered educational programs in the form of credits at their university or to continue their studies at another university, as well as to conduct research for a certain academic period: semester / academic year to another higher educational institution in Kyrgyzstan.

External (international) academic mobility is the transfer of students, research teachers for training or research for a certain academic period: a semester or an academic year to a foreign higher education institution with mandatory transfer of mastered educational programs in the form of credits at their university or to continue their studies at another university.

Incoming (international) academic mobility is the movement of foreign students of foreign educational institutions for training, research and internship for a period of 10 days to 1 academic year (with the development of educational curricula in the form of credits with grades for long-term academic mobility).

Short-term academic mobility is the movement of students to and from foreign educational institutions for a period of 10 days to 4 months, and teachers for period of 20 hours to 4 months.

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

1.6. *The information database* is a catalog of courses in the state, official and English languages. The information database covers the educational, organizational, methodological, scientific and other important areas of the university's activities, as well as contains additional information (sports and cultural events, material and technical part).

1.7. University students have the right to study in foreign (domestic) universities, as well as to go on research trips and internships.

1.8. The general rules, goals and objectives of the implementation and maintenance of academic mobility of students comply with the basic principles of the Bologna Declaration.

1.9. Academic mobility in JASU is carried out within the framework of interuniversity agreements or joint projects.

2. Coordination of academic mobility

2.1. In order to coordinate academic mobility, the University appoints a coordinator for the university and coordinators for each faculty. Coordination of internal academic mobility is carried out by the training department.

2.2. Communication with foreign universities is carried out jointly with the Department of International Relations of JASU.

2.3. The Coordinator for Academic Mobility of JASU oversees and coordinates the work of coordinators in all departments of the Institute, ensuring compliance with the principles and mechanisms of ECTS. At the faculties, a special adviser is appointed as a coordinator for academic mobility. The coordinators of the Institute and faculties advise students and teachers on academic mobility.

2.4 The Academic Mobility Coordinator of the JASU coordinates and monitors academic mobility programs (international and domestic) on the basis of interuniversity agreements, trilateral agreements on training and invitations from foreign educational institutions.

2.5 Coordinator of Academic Mobility and ECTS programs at the Faculty:

- monitors educational programs and organizes the conclusion of cooperation agreements with partner universities on academic mobility of students (in agreement with the training department);
- 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 departments;
- together with the head of the graduating department, determines the list of disciplines to study and issues an application request for registration of a student for the disciplines of a foreign university;
- concludes a tripartite agreement between the applicant (student) and two universities on studying at a foreign university;
- conducts extensive information and explanatory work (at least once a month) among students about the possibilities of studying under academic mobility programs, publishes information on the website of JASU, as well as through the university media;
- provides comprehensive assistance to students in choosing a university from among partner universities with which there is an agreement on academic cooperation (except in some cases in agreement with the management);
- organizes and carries out competitive selection of applicants for participation in the academic mobility program on a grant basis (with the creation of a commission);
- develops the information base of the faculty in the state, English and Russian languages;
- carries out, together with the departments, constant correspondence with students and official representatives of a foreign university: about academic performance, living conditions, implementation of an individual plan, student, etc.
- together with the heads of departments and teachers at the faculty in the relevant disciplines, performs the transfer of credits mastered by students at a foreign university;
- prepares a monthly report to the IRD on the implementation of academic mobility at the faculty.

2.5. The coordinator of the academic mobility program of the faculty is responsible for the quality of the implementation of academic mobility programs.

2.6. *The head of the graduating department* is responsible for the compliance of the content of disciplines mastered by students under academic mobility programs with the curriculum of the JASU and the individual curriculum of the student.

2.7. Academic mobility is financed from the following sources:

- funds of the republican budget;
- extra-budgetary funds of JASU;
- grants from international foundations, national companies, social partners;
- funds of the host party, including grants from international and private foundations;
- student's personal funds.

2.9. The basis for academic mobility is an official invitation from a foreign (domestic) university and a tripartite agreement signed by the host university for training.

2.10. A mandatory appendix to the agreement is the individual curriculum of the student, which specifies all disciplines mastered at the host university.

2.11. Students traveling abroad under academic mobility programs must study the disciplines specified in the individual curriculum, while students have the right to study some of the disciplines through distance learning technologies (DLT). When teaching with the use of DLT, the responsibility for the distance learning process is borne by the coordinator of the faculty for academic mobility programs.

2.12. Teachers who conduct lessons using DLT are obliged to be in constant contact with students sent on business via the AVN JASU information system, to provide educational and methodological materials, to conduct current and interim inspections in a timely manner and to make final scores in the statement.

2.13. The head of the graduating department carries out a constant analysis of the implementation of academic mobility programs for students, provides monitoring of the implementation of individual plans of foreign business trips by students sent under the academic mobility program.

2.14. Each application of a person making a foreign business trip under the academic mobility program is considered individually.

2.15. The main criteria for competitive selection for those leaving:

- 1) completion of one academic period in JASU with high academic performance (grades "A", "B");
- 2) when traveling abroad, fluency in a foreign language in which he is studying at the host university;
- 3) the existence of a tripartite training agreement.

2.16. The final document confirming the student's training under the mobility program is a transcript of training issued by the host university.

2.17. The transcript of the training contains information about the program of study (discipline code), the name of the discipline, the duration of the study of the discipline (year, semester), the assessment for training, the number of ECTS credits awarded.

2.18. The scholarship in full (no more than one semester) is maintained for students who study under a state grant, who go on a business trip / internship abroad.

2.19. Departments should take into account the contingent of students who are abroad under academic mobility programs when forming the staff schedule of teaching staff and distributing the teaching load.

2.20. The head of the department, the dean of the faculty, the coordinator and the student are responsible for providing invalid data and falsifying documents for traveling abroad under academic mobility and recovery programs after returning.

2.21. The International Relations Department has the right to request information about students at the host university orally or in writing, if necessary.

3. Organization of academic mobility.

3.1 Students traveling for the purpose of academic mobility must submit the following documents to the Dean's Office (coordinator):

- student's application (Appendix 1);
- a copy of the invitation with translation into the state or the Russian language (indicating the duration of stay, the purpose of the trip and the list of subjects studied at the host university);

- current transcript;
- tripartite training agreement (appendix 2);
- study schedule (the study schedule should include a list of disciplines according to the individual curriculum: the disciplines studied at the host university and the disciplines on DLT) (appendix 3);
- a document confirming knowledge of foreign languages (certificate).

Students who wish to participate in academic mobility programs must submit an application 30 days prior to their intended departure.

Prior to the conclusion of the contract, the Associate Dean determines the difference of disciplines in the curriculum of the student. The 3-party agreement must be concluded no later than 2 weeks prior to the intended departure. The order on the direction of the academic mobility program is issued.

3.2 The student's application for mobility is agreed in the following order:

- head of the department;
- dean;
- training department;
- department of International Relations;
- vice-rector for Academic Affairs;
- rector's order

3.3 After all the documents are ready, with the consent of the coordinator for academic mobility programs at the university (academic department), the dean of the faculty notifies the rector about sending students on a business trip/internship to a foreign (domestic) university and the use of DLT by students (Appendix 4). The report is accompanied by the schedule of study approved at the faculty for each student (Appendix 3) and an invitation from the host party.

3.4 Students submit additional documents in accordance with the rules and regulations of the host university and undergo administrative enrollment procedures in accordance with the rules of the host university.

3.5 For students who have returned under the academic mobility program, it is necessary to provide the following documents to the registrar office:

- certificate of graduation issued by the host university where the mobility program was implemented;
- transcript of the disciplines mastered and the grades received (appendix 5);
- syllabuses of disciplines studied at a foreign university (must be signed by a supervisor or teacher and stamped by the host university);
- a written report on the student's trip / internship abroad, certified by the signature of the supervisor or consultant and the head of the graduating department (Appendix 6).

3.6 After returning from a business trip, students, teaching staff and employees are obliged to submit an advance report on the actual expenses of funds to the accounting department within 5 (five) working days (subject to the financing of the trip by the educational institution), as well as a report on the results of the trip after discussion at the department to submit to the educational department.

3.7 The main supporting document for those leaving for scientific internships and advanced training is a letter of recommendation or a review of the internship supervisor at the host university, a certificate of completion of courses.

3.8 In order to transfer credits and grades, the number of ECTS credits awarded, mastered in each discipline (for each type of practice), must correspond to the number of credits in the working curricula of the JASU. Otherwise, the discipline (practice) is counted as academic debt and is mastered by students in an additional semester on a fee basis.

3.9. In order to master the credits and grades accrued for the disciplines completed using DLT, the registrar office (dean's office) prepares admission and a statement for the final examination (exam) based on the modular rating points scored.

3.10 The Dean's Office of the faculty is obliged to organize a graduation check according to the schedule within (two) weeks after the student's return.

3.11 Students who have academic debts and differences must master and eliminate them in an additional (summer) semester on a fee basis.

3.12 Admission of foreign citizens to JASU is carried out within the framework of the incoming academic mobility program.

3.13 Foreign citizens are accepted to study under the academic mobility program in accordance with interuniversity academic exchange agreements and tripartite agreements for training from the second year (semester).

3.14 Foreign students within the framework of academic mobility send the following documents to the Department of International Relations of JASU by e-mail, fax or in person before the start of the academic quarter:

- student's application in the prescribed form (appendix 1);
- certificate from the place of study;
- current transcript of education;
- the working curriculum of the sending educational institution in the appropriate direction;
- a copy of the identity document;
- motivation letter;
- a letter of recommendation from the sending institution.

3.15 On the basis of the documents received, the Department of International Relations, the educational department and the relevant faculties review the documents for compliance with the subjects studied at JASU. If the decision is positive, the coordinators of the receiving and sending parties sign a tripartite training agreement (Appendix 2).

3.16 On the basis of the above documents, a tripartite study agreement concluded with each foreign student, as well as with the consent of the Dean's office of the relevant faculty, the Department of International Relations and the Training Department, a report is prepared addressed to the rector for permission to attend classes (Appendix 7) and an enrollment order.

3.17 The academic mentor (adviser) of foreign students on academic mobility is the head of the department, who monitors the implementation of the individual curriculum and promptly informs the academic department about the implementation of the academic mobility program.

3.18 At the end of the academic period (semester), the registrar office (Dean's office) issues a transcript to foreign students indicating the completed curricula in the form of credits with grades (Appendix 5).

3.19 The Dean of the relevant faculty, in coordination with the Department for International Relations and the Training Department, prepares a report for the issuance of certificates and transcripts to foreign students who have successfully completed the academic mobility program (Appendix 9), on the basis of which an order is issued.

3.20 Foreign students admitted to JASU under academic mobility programs are required to comply with the Law of the Kyrgyz Republic "On the procedure for the stay of foreign citizens in the Kyrgyz Republic", as well as the internal regulations established in JASU.

3.21 Organization of academic mobility of teaching staff and employees

1) Organizational support for academic mobility of teaching staff and employees - Organizational support and coordination of external and internal academic mobility program in the university (search for academic mobility programs, informing and advising teachers and staff about the possibilities of academic mobility; negotiating with foreign partners, signing agreements (memorandums) with partner universities on cooperation, etc.) carries out the international relations department by order of the rector. International relations department together with deans and heads of departments determines the partner universities and organizes the conclusion of agreements with partner universities.

- Departments coordinate internal academic mobility programs according to academic mobility plans that are approved by the Dean of the Faculty for each academic year. Faculties carry out:
- planning, monitoring, and analysis of academic mobility;
- Faculty/staff members in their departments;
- coordination of the preparation and implementation of academic mobility plans;
- teaching staff in the relevant educational programs;
- Preparation of proposals for draft agreements with partner universities, which define the order and conditions of the practical implementation of academic mobility programs of teachers and staff
- coordination of academic programs of the University with the relevant academic programs of the partner University;
- Development of information package (course catalog);
- conducting an analysis of academic mobility programs of teaching staff/staff.

For teaching staff and employees of JASU who are carrying out a business trip abroad for the purpose of conducting research, internships, advanced training and participation in international conferences/symposiums, the following documents must be submitted to the International Relations Department:

- an application addressed to the rector, drawn up with his own hand;
- a copy of the invitation;
- presentation from the department about the replacement of classes for the period of the teaching staff's assignment abroad with the consent of the dean.

3.22 Applications of teaching staff and employees traveling abroad are agreed in the following order:

- head of the department;
- dean of the faculty;
- training department;
- project manager (with funding from scientific projects);
- vice-rector for Academic Affairs;
- international Relations Department;
- the rector's order.

3.23 Upon returning from a business trip abroad, the employee is obliged to provide an advance report on the actual expenses of funds (if the business trip is funded by an educational institution) within five working days.

3.24 Upon returning from a business trip, employees are required to submit a report on the results of the trip in the prescribed form to the International Relations Department within a week (Annex 6).

3.25 In addition to short-term business trips, the results of which affect the university's rating system, business trips of teaching staff and university staff to other universities or organizations on their own

initiative are usually organized in the form of personal trips. In this case, the university administration assists in the preparation of documents and provides leave without maintenance.

3.26 Departure of teaching staff, employees and administrative staff abroad without registration of the above relevant documents is qualified as a violation of the labor order and entails disciplinary punishment. This clause does not apply to travel during vacation or leave without pay.

3.27 Internal academic mobility is carried out on the basis of contracts of domestic universities, all of the above rules apply to foreign citizens who arrived in JASU under academic mobility programs, taking into account the citizenship of Kyrgyzstan, as well as the state and official languages.

3.28 Documents are prepared on the basis of Appendices 1-6.



Appendix 1

Sample

Application form for students

MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
Jalal-Abad State University named after B. Osmonov
APPLICATION

Photo

20__/20__ - academic year

Training direction:

Directing University:

Name and address: Jalal-Abad State University 715600, 25 Lenin Street, Jalal-Abad Faculty coordinator's name, phone, fax, e-mail:..... Name of university coordinator, phone, fax, e-mail:.....

Personal student information

Name:	Name:
Date of birth:	Father's name:
Gender:.....	Permanent address (if not the same):
Citizenship:.....
Place of birth:
.....
Current residential address:
.....
Tel:	Tel:
.....
e-mail:

A list of universities to which this application is sent (in order of priority):

HIGHER EDUCATION	Country	Duration of training		Duration of distribution	Number of ECTS credits expected
		beginning	end	(months)	
1.....
2.....
3.....

Briefly explain your desire to study at other universities

.....
.....

Language skills

Mother tongue:

University language (if different):

Other languages	The language I am currently learning		I have enough skills to study		Additional training will give me the skills I need	
	Yes	no	Yes	no	Yes	no
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work experience related to studies (if any)

Work experience	Firm/Enterprise	Date	Country
.....
.....

Previous and current education

Your current degree / diploma

.....
Number of years of higher education before going abroad:.....

Have you been abroad? Yes no

If so, where and at what university?

A transcript describing all details of previous and current education is attached. Information not provided at the time of application may be provided at a later date.

If you do not qualify for a scholarship, can you cover the cost yourself? Yes No

Participation in public affairs of the university, city, region, republic

Achievements of the student (certificates, diplomas, diplomas, sports categories)

.....
.....

Participation in scientific conferences

.....
.....

Contact information for parents

NAME.

Sample

Learning Agreement

2022/2023-academic year Area of study: 550700-Pedagogy and Methodology of
Preschool Education

Name of student **Gulamidinjan kyzy Omatkhan**
 Directing Institution: **Jalal-Abad State University named after
 B. Osmonova**
 Country: **Kyrgyz Republic**
 Information / contract for an educational program offered abroad
 Host University: **Central Asian Innovation University**
 Country: **Republic of Kazakhstan**

Item Code	Name of subjects in the curriculum of the sending institution	Number of ECTS credits	Semester
			3-semester
			3-semester
			3-semester
			3-semester
			3-semester
			3-semester
			3-semester
			3-semester
			3-semester
			3-semester

If necessary, the list is attached on an additional sheet

Подпись студента _____ Дата: _____

Sending University: Confirm approval of the proposed program of study/learning agreement.

Signature of department coordinator (office-registrar) _____ Дата _____	Signature of the coordinator from the university (head of the educational program) _____ Date _____
--	--

The host university
 Confirm approval of the proposed training program/training agreement.

Signature of department coordinator (office-registrar) _____ Дата _____	Signed by the coordinator from the university _____ Дата _____
--	---

студента: _____
 Sending University _____ Country: _____

Amendments to the proposed educational program/educational contract (to be completed only when the case arises)

Item Code	Subject Name	Exclude from the list of subjects	Added items	Number of ECTS credits
_____	_____	O	O	_____
_____	_____	O	O	_____
_____	_____	O	O	_____
_____	_____	O	O	_____
_____	_____	O	O	_____
_____	_____	O	O	_____
_____	_____	O	O	_____
_____	_____	O	O	_____
_____	_____	O	O	_____
_____	_____	O	O	_____

If necessary, the list is attached on an additional sheet
 Student's handwriting _____ Date: _____

Directing Institution of Higher Education

We confirm that the above changes have been made to the proposed training program/training agreement

Signature of department coordinator (office-registrar) _____ Дата _____	Signature of the coordinator from the university (head of the educational program) _____ Дата _____
--	--

The host university

We confirm that the above changes to the proposed curriculum/learning agreement have been approved.

Signature of department coordinator (office-registrar) _____ Дата _____	Signature of the coordinator from the university (head of the educational program) _____ Дата _____
--	--

Sample

Approved by

Dean: _____ Name

" _____ " 20__ г.

Training schedule

20__ - 20__ - academic year, (fall, spring, summer) semester

Student of ____ year _____ faculty in the direction of

« _____ »

(student's full name)

Group: _ E-mail: _____

- 1) Under the academic mobility program _____ (at the host institution) _____ the following disciplines are mastered:

Item Code	Name of subjects in the curriculum of the sending university	Number of ECTS credits	Item Code	Name of subjects taught at the host institution	Number of credits of the host institution	Number of ECTS credits

- 2) The following disciplines are taught using distance learning technologies (DLT): *

№	Name of discipline	Number of credits	Name of the teacher.	Teacher's signature

Signing:

- Name of the student.* _____ [Signature]
- Head of **Department*** _____ [signature]
- Faculty **Coordinator*** _____ [signature]

* Teachers who conduct lessons using DOT are required to be in constant contact with seconded students through the information system AVN JAGU, to provide educational and methodological materials, conduct timely current and interim checks and enter the final grades in the statement. The head of the department regularly analyzes the implementation of academic mobility programs for students and monitors the implementation of individual plans of students who are sent on academic mobility

Sample report

To the Rector of JAGU

Dean _____ Faculty _____

RAPORT

As part of the academic mobility program in (fall, spring, summer) semester 20__ - 20__ academic year on the basis of the letter of invitation of the host institution and the approved schedule of each student (attached), I ask your permission to send the following students to study at _____ (name of the host institution):

№	NAME AND SURNAME.	Direction	Course

Oblige teachers who conduct lessons using the DOT to be in constant contact with seconded students through the information system AVN JAGU, provide educational and methodological materials, conduct timely current and interim checks and enter the final grades in the statement.

Oblige the Dean's Office to organize a final review according to the schedule within two weeks of the student's return.

Dean:

FULL NAME.

Date _____

Subject	Duration of training (semester course)	Prerequisites	ECTS credits

Date

Signature of the Dean (Faculty representative) (name of the institution)

Sample

Examination results sheet

ECTS Academic Handbook(transcript)

Название направляющего вуза
_____Факультет/Кафедра

ECTS Coordinator _____

Тел.: _____ факс _____ e-
mail _____

Фамилия студента: _____

Имя: _____

Place and date of birth: _____

(gender:)

Submission date: _____ Student Registration Number _____

Name of the host institution:
_____Факультет/Кафедра

Координатор по

ECTS: _____

Тел.: _____ факс _____

e-mail _____

Item Code	Subject Name	Duration of training (semester, course)	Evaluation	ECTS credits
Results				

Date	Signature of the university coordinator (head of the educational program) Date
------	---

Print: _____

Sample

Sample report form

INTERNSHIP REPORT*

NAME
AND
SURNAME.
ME.

Position: _____

Faculty and
Department: _____

Duration of
internship: _____
(city, country, university of internship)

The purpose of the
internship: _____

Objectives: _____

Meetings (university, person related to the internship / full name, position) _____

Results: _____

Suggestions: _____

" " _____ r.

(signature) (full name)

* The report of the visit or internship must be prepared taking into account the following requirements:

- 1) Prepare a text report with photos and a presentation of your trip or internship.
- 2) In the main content of the report, emphasize the main results related to the topic of your field (specialty), teaching and research.
- 3) Specify the specifics of the organization of training in foreign universities and useful sides for JAGU.

Sample

To the Rector of JAGU

декан _____ факультета _____

RAPORT

As part of the academic mobility program in the (fall, spring, summer) semester of academic year 20__ - 20__ on the basis of the curriculum assigned to each student and the tripartite agreement on training (attached), I ask you to allow the following students, who arrived from _____ (name of sending university), to attend classes:

№	NAME AND SURNAME.	Direction	Course

Dean:

Date _____

FULL NAME.

Sample

Appendix 8

To the Rector of JAGU

декан _____ факультета _____

RAPORT

I ask you on the basis of studying at JASU in the (fall, spring, summer) semester 20__ - 20__ academic year, successfully passing exams, received grades and accumulated credits in the program _____ within the implementation of the academic mobility program, to provide transcripts and certificates of graduation to the following students who came from _____ (name of the sending university)

№	NAME AND SURNAME.	Direction	Course

Dean:

FULL NAME.