

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

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## 1. Welcome

NaUKMA non-degree (free-movers) and exchange international students, already submitted applications and enrolled to NaUKMA, are expected to arrive by the beginning of the term - 30 August for the fall term, 8 January for the spring term and 12 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 315, Voloska Street 8/5 (“Kontraktova Ploshcha” Metro Station)**

**Contact persons:**

**Olha Fedotkina, International Students Coordinator, [register@ukma.kiev.ua](mailto:register@ukma.kiev.ua),**

**+38 044 425 50 16**

**Larysa Chovnyuk, Erasmus Mundus Coordinator, Head of the International Office, [larch@ukma.kiev.ua](mailto:larch@ukma.kiev.ua),**

**+38 044 425 77 70, mobile +38 050 446 52 94**

**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 <http://goo.gl/maps/TIkN>**

## 2. Visa and Temporary Residence Permit

All NaUKMA international students, arriving to NaUKMA for the period longer than 90 days, will receive the Invitation for Study, prepared by the NaUKMA International Office and issued by the Ministry of Education and Science of Ukraine. Having this invitation you can apply for the D-type visa (“long-term”), for the details please contact the Consular Section of the Embassy of Ukraine in your country. D-type visa should be exchanged for the Temporary Residence Permit within 45 days upon your first arrival to Ukraine (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 this document 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. Those of you arriving from the courtiers 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 D-type visa for that.

*! Think about your plans. You will not be able to leave Ukraine until you will receive the Temporary Residence Permit, which is about 40 days after your first arrival to Ukraine!*

*! Ukraine has a non-visa policy for up to 90 days stay with many countries, please find information here <http://www.mfa.gov.ua/mfa/en/publication/content/1865.htm>.*

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

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

- return ticket OR insurance of deportation costs (the second should be purchased in Ukraine);
- medical certificate (can be obtained in your country of residence, please find the advised form of the certificate attached. Certificate has to have the doctor's stamp, has to be issued within 2 months before your arrival and should to be translated into Ukrainian upon your arrival to Ukraine<sup>1</sup>. Certificate can also be obtained upon your arrival to Ukraine at the local hospital, please refer to the **Other Costs** table at the end of this document);
- photocopy of passport including the visa and the entry stamp to Ukraine
- 4 passport size photos (size 4.5\*3.5)
- please refer to the **Academic questions** section for the other documents you will be requested for academic registration.

### **3. Insurance**

All NaUKMA international students are requested to have two types of medical insurance:

- insurance for emergency medical cases – to be purchased in Ukraine (this is required for obtaining Temporary Residence Permit)<sup>2</sup>;
- medical health plan to cover non-emergency medical cases( can be purchased in Ukraine or in your home country. If purchased in the home country, copy has to be submitted to the NaUKMA International Office before arrival).

Additionally you should purchase insurance of deportation costs if you will not have a return ticket available (Please refer to the Section 2, **Visa and Temporary Residence Permit**).

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

### **4. Academic questions**

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

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<sup>1</sup> Please note that you can be requested to present medical certificate while applying for Ukrainian visa. In this case you could be requested the document to be translated into Ukrainian and bear an apostil. Please check the information of the Ukrainian Consular Section where you plan to obtain visa!

<sup>2</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!

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).

*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) You will also be requested to fill in the registration form for international students

NaUKMA academic year usually starts 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 2013/14 academic year below). Between the terms students have short vacations. In the middle of fall and spring terms there is a traditional reading week, when students do not have classes and are expected to write their course papers, prepare presentations etc.

### **Academic Calendar 2013/2014**

**Fall Term** – 2 September till 27 December 2013

**Reading Week** – 21– 25 October 2013

**Winter Examination Period** – 16– 27 December 2013

**Christmas Holidays** – 28 December 2013 till 8/13 January 2014

**Spring Term** – 8/13 January till 12 May 2014

**Reading Week** – 3 – 7 March 2014

**Spring Examination Period** – 28 April – 8 May 2014

**Summer Term** – 12 May till 28 June 2014

**Summer Holidays** – 30 June till 31 August 2014

NaUKMA uses the European Credit Transfer System (ECTS) to calculate the amount of students' work on the course. One credit equals to 36 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, **THOUGH 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, e.g. EMERGE Erasmus Mundus program requires 3 ECTS per month for the entire duration of the EMERGE scholarship).

NaUKMA students may have 1-6 classes per day, which means 2-3 classes of each course you have signed up for per week. 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.

Your classes can start at 8.30 a.m. and end at 6.00 p.m. One class continues 80 minutes, which means 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>	4.20 – 6.00 p.m
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Course schedules are usually posted on the announcement boards next to the appropriate dean's offices. International Office staff will help you to find 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 purposes). After this date you will 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, if you're signing up for the course this means that you are automatically registered 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 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 a non-degree (free-mover) or exchange student you will receive such documents:

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

## **5. Accommodation**

NaUKMA international non-degree and exchange students can request accommodation (single, double or triple rooms with other international or with Ukrainian student(s) in 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 № 51 and metro; bus № 31) to get to NaUKMA

from the dorm. The dormitory is divided into accommodation units with 7 simple rooms, mostly double or triples, in each unit. The rooms of one unit share a common kitchen and 2 bathrooms. Dorm rooms are furnished with a desk, chairs, and beds. Linens are provided. The dormitory offers laundry facilities as well.

*! Please note that accommodation requests to be considered should be received by the NaUKMA International Office not later than 1 month before your arrival to NaUKMA*

*! 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 Mundus 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 ([register@ukma.kiev.ua](mailto:register@ukma.kiev.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://www.mfa.gov.ua/mfa/ua/publication/content/59466.htm">http://www.mfa.gov.ua/mfa/ua/publication/content/59466.htm</a>
Temporary Residence Permit	300 UAH *
Insurance for emergency medical assistance (obligatory bought in Ukraine)	500 UAH per year *
Medical health plan (including medical examination for obtaining medical certificate, bought in Ukraine)	500 UAH *
Accommodation (NaUKMA student dormitory)	500-1000 UAH per month *
Public transport	90-180 UAH per month *
Food	1500 UAH per month *
Personal Needs	About 2000-3000 UAH per month, depending to your needs *

\* the costs are preliminary and are subject to change

Erasmus Mundus students should agree all the financial issues related to their stay at NaUKMA with their home Universities

**We are looking forward to welcome you at NaUKMA!**

**Please contact us if you have any questions.**

**NaUKMA International, contact persons:**

**Olha Fedotkina, International Students Coordinator, [register@ukma.kiev.ua](mailto:register@ukma.kiev.ua),  
+38 044 425 50 16**

**Larysa Chovnyuk, Erasmus Mundus Coordinator, Head of the International Office,  
[larch@ukma.kiev.ua](mailto:larch@ukma.kiev.ua),  
+38 044 425 77 70, mobile +38 050 446 52 94**

**[www.dfc.ukma.kiev.ua](http://www.dfc.ukma.kiev.ua)**

**[www.ukma.edu.ua](http://www.ukma.edu.ua)**

**Medical Certificate for International Student**

**Institutions: National University of “Kyiv-Mohyla Academy”**

**Name of the Student:**

**Date of Birth:**

**Laboratory tests:**

General blood test results \_\_\_\_\_  
\_\_\_\_\_

General urine test results \_\_\_\_\_  
\_\_\_\_\_

HIV/AIDS test results \_\_\_\_\_  
\_\_\_\_\_

Chest photofluorography results \_\_\_\_\_  
\_\_\_\_\_

**Doctors examinations:**

Urologist / gynecologist examination results \_\_\_\_\_  
\_\_\_\_\_

Surgeon examination results \_\_\_\_\_  
\_\_\_\_\_

Neurologist examination results \_\_\_\_\_  
\_\_\_\_\_

Ophthalmologist examination results \_\_\_\_\_  
\_\_\_\_\_

Otolaryngologist examination results \_\_\_\_\_  
\_\_\_\_\_

Therapist examination results \_\_\_\_\_  
\_\_\_\_\_