

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

DUE TO THE CURRENT COVID-19, THERE MAY BE MODIFICATIONS TO THESE TERMS. PLEASE CONTACT THE INTERNATIONAL STUDENT'S OFFICE FOR CLARIFICATION REGARDING THIS.

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1. Welcome

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

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

Contact persons:

Marie-Therese Asuquo Duke or Maria Sheina, International Students Coordinators, int_students@ukma.edu.ua, +38 044 425 50 16

Oksana Strok, Migration Students Officer, migration_visas@ukma.edu.ua, +38 044 425 70 71

Larvsa Chovnyuk, Erasmus + Coordinator, Head of International Office, larch@ukma.edu.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 [Google map](#)

2. Visa Support, Visa and Temporary Residence Permit

All NaUKMA international students, arriving at the NaUKMA for a period exceeding 90 days, will receive a special kind of the Letter of Invitation, issued by the Ministry of Education and Science

of Ukraine. After receiving the Invitation for Study you should pay for the visa verification procedure (“visa support”) on the web-page of the Ukrainian State Centre of the International Education (ATTENTION!!! Your invitation will not be considered by the Consular Sections of the Ukrainian Embassies unless the visa verification procedure (“visa support”) is completed! Exchange students, participants of the Erasmus+ mobility are exempted from payment of the invitation fee). After receiving of the invitation (exchange and Erasmus+ students) and one

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

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

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

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

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

3. Insurance

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

¹ 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

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

4. Academic issues

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

You are required to have with you the following documents:

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

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

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

3) An original copy of your diploma and accompanying transcripts (Full-time students)

The NaUKMA academic year usually starts on 31 August (Inauguration Ceremony for New Students) and ends 28 June (Graduation Ceremony). The academic year consists of 3 terms – fall, spring and summer (please find the calendar for 2021/22 academic year below). Between the terms students have short vacations. In the middle of fall and spring terms there are reading weeks, when students do not have classes and are expected to prepare papers, presentations etc.

NaUKMA Academic Calendar 2021/2022

Fall Term 1 September through 29 December 2021

Reading Week 23 - 27 October 2021

Winter Examination Period 18 - 29 December 2021

Christmas Holidays – 30 December 2021 - 14 January 2022

Spring Term 15 January 2022 through 13 May 2022

Reading Week 5 March - 9 March 2022

Spring Examination Period 30 April - 13 May 2022

Summer Term 14 May through 28 June 2022

Summer Holidays – 30 June - 30 August 2022

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

60 ECTS credits is equal to the workload of the full academic year for the NaUKMA full-time / degree-seeking students, but **NaUKMA does not have** a minimum or maximum ECTS requirements towards the non-degree or exchange students (please check that the credit requirements for NaUKMA

the NaUKMA International Office if insurance purchased at your home country will be recognized in Ukraine for obtaining a temporary residence permit!

corresponds with credit requirements of your home university and / or the requirements of your scholarship scheme.

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

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

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

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

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

NaUKMA does not have a system of separate registration for the exams, so if you are signing up for the course this means that you automatically registered for the associated 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

NaUKMA Grading System		ECTS
Grade	Explanation	Correspondence
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 fulltime, non-degree (free-movers and research students) and exchange students will get student and library cards during the 1st week of the term.

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

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

5. Accommodation

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

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

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

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

6. Tuition Fees

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

Fulltime students and Free-movers are supposed to pay tuition fees, please request the fees with the NaUKMA International Office (int_students@ukma.edu.ua). The payment should be done by the end of the 1st 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 http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visarequirements-for-foreigners
Visa Verification (“Visa Support”)	324 UAH
Temporary Residence Permit	2000 UAH *
Insurance for emergency medical assistance (bought in Ukraine)	500 UAH per year *
Accommodation (NaUKMA student dormitory)	1870-3740 UAH per month *
Public transport	450-650 UAH per month **
Food	1800-3000 UAH per month **
Personal Needs	2000-5000 UAH per month**

* the costs are preliminary and are subject to change –There is a Kyiv Smart card available that can be purchased at any subway/ metro station used for public transportation.

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

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

NaUKMA International, contact persons:

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