

APPROVED
by the Board of JSC 'International
Information Technology
University'
Protocol No. ____ dated ____
_____ 20____

REGULATIONS ON ORGANIZING ACADEMIC MOBILITY

P-40

Edition 5

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1 GENERAL PROVISIONS

1.1 This Regulation was developed by JSC ‘International Information Technology University’ to define the general procedure for organizing the academic mobility of students and to improve the quality of education, as well as to further expand and strengthen cooperation between foreign and Kazakhstani universities and higher education institutions.

1.2 In order to increase the effectiveness and efficiency of foreign trips, and to use financial resources rationally, the Academic Mobility Commission (hereinafter - the Commission) operates on a regular basis at the university. The procedure for creating the Commission and organizing its activities is regulated by relevant statutory acts of the university.

1.3 All trips of professors, teachers (hereinafter referred to as Faculty), university staff, and students to foreign countries — whether near or far — at the expense of the university budget, extra-budgetary funds, funds of the inviting party, or at their own expense under academic mobility programs, are based on the recommendation of the Commission and implemented solely by its decision. The Commission is chaired by the Vice Rector for Global Partnerships and Continuous Education. The Commission consists of:

- Vice Rector for Academic Affairs;
- Director of the Department of International Cooperation and Academic Mobility;
- Faculty Deans;
- Department Heads.

2 GOALS AND OBJECTIVES

2.1 The goals, objectives, and general rules for ensuring and implementing academic mobility are aligned with the core principles of the Bologna Declaration of June 19, 1999.

2.2 Purpose of academic mobility:

- To ensure the quality of Kazakhstani education in accordance with international standards, enhancing its attractiveness and competitiveness.

2.3 Objectives of academic mobility:

- Enhancing internal mobility among students, faculty, and staff;
- Facilitating the integration of Kazakhstani education into the international educational sphere;
- Improving the quality of education and fostering human capital development;
- Comparing and aligning Kazakhstani educational programs with those of foreign higher education institutions;
- Strengthening the internationalization of higher education;

2.4 The regulations for the implementation of academic mobility apply to the University's faculty, staff, and students.

2.5 The academic mobility of university faculty, staff, and students must comply with the Labor Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan "On Education", relevant normative documents of the Ministry of Science and Higher Education of the Republic of Kazakhstan, and the University Charter.

2.6 Ensuring the academic mobility of foreign students, university staff, and students must be conducted in accordance with the Laws of the Republic of Kazakhstan "On the procedure for departing from and entering the Republic of Kazakhstan", "On the legal status of foreign citizens in the Republic of Kazakhstan", "On the procedure for migration registration of foreign citizens and stateless persons".

3 STATUTORY REFERENCES

3.1 Law No. 319-III of the Republic of Kazakhstan ‘On Education’ dated July 27, 2007,

3.2 Order No. 152 of April 20, 2011 of the Minister of Education and Science of the Republic of Kazakhstan on the approval of the principles of the organization of the educational process based on the credit education system

3.3 Order No. 613 of November 19, 2008 of the Minister of Education and Science of the Republic of Kazakhstan on the approval of the rules for sending students to study abroad, including within the framework of academic mobility

3.4 With the Bologna Declaration of June 18-19, 1999

3.5 'Development Strategy of the University for 2022-2025' dated March 25, 2022 (Protocol No. 2)

4 BASIC CONCEPTS

4.1 Academic mobility involves the transfer of university faculty, staff, and students for a specified academic period (a semester or academic year) to study or conduct research at another higher education institution, whether domestically or abroad, or continue their studies at another institution. This requires the recalculation of credits for educational programs completed at their home institution to transfer to another institution. It also includes the exchange of students and teacher-researchers for a period of 10 days to 1 academic year at foreign higher education institutions for research, internships, or professional practice.

4.2 Forms of academic mobility:

- Educational internship
- Scientific internship:

1) Educational (academic) internship: This involves training, skill enhancement, or retraining based on a student's individual curriculum or an international (including joint) educational program, which specifies the subjects to be studied at other domestic or foreign higher education institutions.

2) Scientific (research) internship: This encompasses writing a thesis, dissertation, or monograph in a specific field and/or gathering scientific-theoretical and scientific-practical materials for preparing textbooks or educational resources using library resources and data from other institutions, along with analytical services.

4.3 Types of academic mobility:

- Personal
- Group (collective)
- Internal (within the country) academic mobility
- External (international) academic mobility
- Incoming (international) academic mobility
- Outgoing (international) academic mobility
- Short-term academic mobility
- Long-term academic mobility

1) *Personal academic mobility*: This involves the transfer of a student to another educational or scientific institution (either domestically or abroad) for a certain period to study, teach, conduct research, or improve qualifications, with the mandatory recalculation of completed credits at their home university or for continuing studies at another institution in cases of long-term mobility;

2) *Group (collective) academic mobility*: This includes travel to another educational or scientific institution (domestically or abroad) for a specified period under the supervision of a faculty member or as part of a group to teach, study, conduct research, or improve students' qualifications, with credits recalculated at their home institution or for continued studies during long-term academic mobility;

3) *Internal academic mobility*: This refers to the movement of students and teacher-researchers for study with the compulsory recalculation of completed credits or to continue studies at another university within Kazakhstan. It also includes transfers for a semester or academic year to conduct research.

4) *External (international) academic mobility*: This entails the transfer of students and teacher-researchers for a specific academic period (a semester or academic year) to teach or conduct research at foreign institutions, with credits recalculated at their home university or at the foreign institution where they continue their studies.

5) *Incoming (international) academic mobility*: This is the exchange of foreign students from educational institutions abroad for study, research, or internships for a period ranging from 10 days to 1 academic year, with the recalculation of credits and grades for long-term academic mobility.

6) *Outgoing (international) academic mobility*: This involves sending students of "IITU" to foreign institutions for study, research, or internships for a period of 10 days to 1 academic year, with credits recalculated and graded during long-term academic mobility.

7) *Short-term academic mobility*: This involves the transfer of students to or from foreign educational institutions for a period ranging from 10 days to 4 months.

8) *Long-term academic mobility*: This includes the transfer of students to or from foreign educational institutions for a period ranging from 4 months to 1 academic year.

4.4 The principles and procedures for implementing academic mobility apply to undergraduate, master's, and doctoral students (hereinafter referred to as "students"), as well as to the faculty and staff of the University.

4.5 Terms, definitions, and abbreviations.

ECTS (European Credit Transfer and Accumulation System) is a method of assigning credit units (credits) to the components of educational programs (subjects, courses, modules), using them to compare the subjects studied by students (with credits and grades), with recalculation carried out as necessary.

Individual Curriculum (IC) is a document that displays the educational trajectory of a specific student; it is created independently by the student for the academic period based on the basic or model curriculum and catalog of subjects and includes adjustments as needed.

Recalculation of credits is a procedure for recognizing the equivalence of the content of subjects studied at another educational institution or under a different curriculum, aligning with the subjects of the current approved curriculum. This process involves entering the subject and the grade received into the student's transcript.

GPA (Grade Point Average) is a weighted average assessment of a student's educational achievements, defined as the ratio of the sum of the products of credits and the numerical equivalent of the evaluation scores from intermediate certifications, to the total number of credits for subjects during one academic year of the selected program.

Transcript (Academic Transcript) is a document containing a list of subjects completed during the relevant period of study, indicating the credits and grades received in both letter and numerical formats.

5 PROVIDING THE ORGANIZATION OF THE ACADEMIC MOBILITY PROGRAM

5.1 The Department of International Cooperation and Academic Mobility (hereinafter referred to as the DICAM) is responsible for ensuring and coordinating the organization of the academic mobility program at the university.

5.2 Academic mobility refers to the organization of student relocation, taking into account the following aspects:

5.2.1 The basic duration of academic mobility is 1–2 semesters (from 5 to 10 months) for undergraduate students, and 1 semester (5–6 months) for master's and PhD students. The DICAM is responsible for providing organizational support and coordination of the academic mobility program at the university.

5.3 Funding for academic mobility can be provided through the following sources::

- At the expense of the republican budget;
- At the expense of university funds, within the budget approved for the current academic year;
- At the expense of grants from national companies, social partners, or international funds;
- At the expense of the receiving party, including grants from international organizations and private funds;
- At the expense of students' personal funds.

5.3.1 The selection of candidates to be funded by the republican budget is determined by a competition commission, formed at the time of allocation of grant funds.

5.3.2 The competition commission reviews the submitted applications and creates main and reserve lists of students through open voting, in accordance with the rules governing the sending of students to study abroad as part of the academic mobility program, including those approved by the Ministry of Science and Higher Education of the Republic of Kazakhstan.

5.3.3 The selection of candidates for funding through university funds, personal student funds, or the receiving party's funds is determined by a commission formed at the beginning of each academic

year and approved by an order from the Chairman of the Board – Rector.

5.4 The organization and coordination of the academic mobility program at the university is carried out by the **Department of International Cooperation and Academic Mobility** (hereinafter referred to as the DICAM).

5.5 The DICAM implements:

- Strategic and operational planning, monitoring, and analysis of academic mobility for university faculty, staff, and students;
- Searching for academic mobility programs;
- Coordinating the preparation and implementation of academic mobility plans for students in educational programs;
- Preparing proposals for draft contracts with partner higher education institutions, outlining the procedures and conditions for the practical implementation of academic mobility programs for the university's faculty, staff, and students;
- Informing and advising the university's faculty, staff, and students about available opportunities in academic mobility;
- Concluding agreements (or memorandums) of cooperation with partner universities;
- Coordinating the university's educational programs with the corresponding programs at partner universities;
- Coordinating the preparation and execution of academic mobility programs for faculty and staff.

5.6 DICAM works closely with the following departments:

Registrar's Office:

- Coordinating the university's educational programs with those of partner universities;
- Developing and maintaining the course catalog;
- Determining which subjects need to be retaken at the university and which must be completed upon return;
- Comparing the curriculum and schedule of the partner university, noting subjects to be retaken at the university and subjects to be passed upon return;
- Comparing the schedules;
- Formulating the student's transcript;
- Recalculation of credits (or hours);
- Creating individual curriculum;
- Transferring grades from the transcript to the university platform.

Deans's Office:

- **Issuing** official orders for the admission of foreign students to the university for academic mobility programs;
- **Issuing** orders for the admission of students from other Kazakhstani higher educational institutions to participate in academic mobility programs;
- **Issuing** orders for students to depart to partner universities for academic mobility;
- **Issuing** official orders for the departure of university students to other higher education institutions within Kazakhstan for academic mobility;
- Issuing orders and official decrees for students who leave for academic mobility programs;
- Distributing orders and decrees to faculty departments;
- Coordinating the development of curricula for academic mobility programs.

Financial Directorate:

- Consulting on financing matters;
- Monitoring the advance reports of the faculty, staff, and students;
- Providing information related to financing upon request;
- Controlling the advance reports for travel tickets, accommodation documents, and related expenses.

Personnel Management and Documentation Department:

- **Issuing** orders for the admission of students and staff from abroad and other Kazakhstani higher educational institutions for academic mobility.

With the Marketing and PR Department:

- Posting announcements about academic mobility program openings on the university website and social media.

6 PROCEDURE FOR IMPLEMENTATION OF STUDENT'S OUTGOING ACADEMIC MOBILITY

6.1 Students (bachelor's, master's, and doctoral) can apply for participation in the academic mobility program, except for those studying in the first semester (for bachelor's students) or the last semester (for all levels) at the time of submission of documents, unless otherwise provided by the decision of the authorized body in the field of education.

6.2 Academic mobility of university students is carried out within the framework of inter-university contracts/agreements, international grants, or joint projects: a tripartite contract between the student, the sending university, and the host university.

6.3 The candidate for participation in the academic mobility program uploads the necessary documents (Appendix 1.2) to the university's electronic portal within the specified period and, if necessary, submits them to the DICAM.

6.4 The candidate for participation in the academic mobility program selects a partner university with the help of the advisor from the graduating department and determines the list of subjects for study. The graduating department is responsible for coordinating the individual curriculum with the partner university.

6.5 After receiving the complete package of documents, the DICAM organizes the work of the commission to hold a competition among students within the specified period.

6.6 The main criteria for competitive selection are:

- Completion of at least one academic semester at the university,
- GPA progress according to the requirements of the host institution,
- Proficiency in a relevant foreign language (having a certificate of passing a foreign language test).

The selection of candidates is carried out in the following order:

- GPA not lower than 3.0,
- English language proficiency (minimum Intermediate level),
- Academic achievements.

6.7 After the announcement of the results of the competition, the specialist of the DICAM organizes the work of sending the students' documents to the partner universities. The decision to enroll a student at a partner higher education institution is made by the receiving party, and its confirmation is an official invitation. After receiving the invitation letter from the partner university, the specialist of the DICAM will assist in issuing and submitting the application to send the candidates to the partner institution under the academic mobility program.

6.8 If the number of students applying for the academic mobility program with personal funding exceeds the number of available places, an interview with the candidates will be conducted to select the participants.

6.9 When determining the difference in educational components, the candidate for participation in the academic mobility program has the right to choose educational components using **MOOCs (Massive Open Online Courses - Coursera)** in case relevant subjects are not available at the partner university. However, the number of **MOOC** courses should not exceed 50% of the total number of credits taken at the university in the relevant academic period.

6.10 If necessary, the graduating department, in cooperation with the DICAM, will provide the conclusion of a Learning Agreement according to the approved sample of the partner university (or according to Appendix 3 if no sample is available). This agreement specifies the names of subjects, ECTS credits, study semester, and/or mobility period. All changes made to the Learning Agreement must be agreed upon by the student, the graduating department, and the host university, and if necessary, these changes will be made with the consulting support of the DICAM.

6.11 The head of the graduating department and the DICAM will regularly analyze the progress of the academic mobility programs and ensure the monitoring of student performance according to the

program.

6.12 Academic mobility program deadlines are determined individually according to the academic calendar of the partner universities.

6.13 Upon arrival at the partner university, the student must inform the head of the department, the advisor, and the DICAM specialist about their arrival and registration.

6.14 Students studying at the military department must submit an application to the head of the military department to request individual learning term, specifying the period of study under the academic mobility program.

6.15 Students are required to observe the dates of departure and return to the university as specified in the order for sending them to study at the partner university. Leaving or returning without proper documentation or beyond the specified dates constitutes a violation of academic policy. If the travel and study period needs to be changed for a valid reason, the student must submit an application to the Chairman of the Board - Rector and attach supporting documents. An appropriate order will then be issued based on the application.

6.16 The student must familiarize themselves with the rules of the academic mobility program and sign the **Information Sheet** (Appendix 4).

6.17 A student returning from external academic mobility must submit the following documents:

- Transcript of mastered subjects and credits received, approved according to the principles of the educational process on the credit-based education system, as outlined in the order of the Minister of Education and Science of the Republic of Kazakhstan No. 152, dated April 20, 2011. Based on the evaluation of the student's transcript, the graduating department prepares a protocol, after which the manager of the Registrar's office assigns a grade to the Platonus system.
- Learning Agreement, signed by the responsible coordinator at the partner university.
- If the academic mobility is fully or partially financed by the university, the student must submit a report with supporting documents to the DICAM after returning from the partner university.

7 STUDENT ACTIVITIES AFTER GRADUATION FROM THE OUTGOING ACADEMIC MOBILITY PROGRAM

7.1 Within 5 (five) working days after returning, students are required to submit an advance report on the funds actually spent (if the program is financed from the Republican budget) to the DICAM, along with a final report and a transcript of the trip.

7.2 The main supporting documents for students include a transcript, a letter of recommendation, a certificate of course completion, or an report from the partner university. Master's and doctoral students must submit one copy of the report to the Registrar's office.

7.3 The transcript must include information about the educational program (course code), the name of the subject, the duration of the subject (year, semester, trimester), the study grade (according to both the national scale and the ECTS scale), and the number of ECTS credits awarded. If the transcript does not include grades on the ECTS scale, the partner university must provide additional documents or syllabi to facilitate the credit recalculation.

7.4 Credits earned for each subject (and each type of practical work) included in the individual curriculum are recalculated.

7.5 In the event of changes to study conditions at the partner higher education institution or re-enrollment in another subject, the student must promptly notify the coordinator and update the individual curriculum accordingly.

7.6 A student with academic debt while studying at a partner higher education institution must resolve it on a paid basis during the summer semester. The scholarship under the state education order will not be retained during this period.

7.7 MOOC subjects (Coursera) are counted without exams based on the results of midterm and end-of-term control.

8 PROCEDURE FOR IMPLEMENTING INCOMING ACADEMIC MOBILITY OF A STUDENT

8.1 Incoming mobility is carried out based on agreements between higher education institutions.

8.2 The DICAM or the sending department coordinates work with the university coordinators of partner institutions in accordance with the terms of the agreement between the institutions.

8.3 To study at the university under the academic mobility program, the student submits the following documents::

- Student's application;
- Transcript;
- Letter of recommendation or motivational letter from the partner university (if required);
- Identity document (international passport, translated into Russian or Kazakh)
- Tripartite contract.

8.4 After the document collection process, by order of the Chairman of the Board - Rector of JSC IITU, the student is officially admitted to the university for one academic period.

8.5 Based on the order and decision of the dean of the relevant faculty, the Registrar's office enters the student's data into the system and registers them for subjects.

8.6 Coordinators of the academic mobility department perform the following functions:

- In collaboration with the head of the graduating department, determines the list of subjects, showing the corresponding credits;
- Within 3 days of the student's arrival, coordinates accommodation and issues a temporary permit for access to classrooms and the library, as arranged by the curator;
- Notifies the educational department of all changes in the educational process in a timely manner;
- The advisor explains the main rules of the university's academic policy to the visiting student, and monitors the student's academic performance and living conditions;
- After the end of the academic period and the exam session, the Registrar's Office provides the student with a transcript;
- The visiting student receives a transcript or certificate (in the case of short-term mobility) after submitting the completed exit sheet with all required visas and stamps to the Registrar's Office.

9 ORGANIZING THE ACADEMIC MOBILITY OF FACULTY AND STAFF

9.1 The preferred method of academic mobility for professors and university staff is to send them to partner universities and organizations for the following purposes:

- a. Conducting lectures, classes, consultations, and master classes
- b. Participating in scientific research within joint topics
- c. Participating in training programs
- d. Internships during vacation periods.

9.2 Under the framework of agreements on inter-university cooperation and professional development, the financing of faculty and staff business trips is carried out through the following sources:

- From the republican budget (hereinafter referred to as budget funding);
- From university funds (hereinafter referred to as off-budget financing), within the approved budget limits for the current academic year;
- Through grants from national companies, social partners, or international funds;
- At the expense of the receiving party, including grants from international organizations and private funds;
- From the personal funds of staff and faculty.

9.3 The decision to send faculty or staff on a business trip under academic mobility programs is made based on the decision of the Chairman of the Board - Rector.

9.4 A report on the results of sending a faculty member or staff on an academic trip must be submitted to the Chairman of the Board - Rector.

Documents required for participation in the academic mobility competition.

1. Application to the Chairman of the Board - Rector (Appendix 2)
2. Transcript of all academic study periods;
3. Document confirming proficiency in the English language;
4. Letter of recommendation from the head of the department or a professor;
5. Copy of passport.

All documents must be scanned and uploaded online at <https://mobility.iitu.edu.kz/home>.

INTERNATIONAL INFORMATION TECHNOLOGY UNIVERSITY

To: A.K.Khikmetov, Chairman of the Board
– Rector of JSC IITU

From:

(student's full name)
the ___ year full-time student, educational
program _____

(code and name)

Group _____

Student ID: _____

Student's IIN: _____

Form of payment: _____

(grant / paid)

Contact Numbers: _____

Application

Please consider my application to participate in the academic mobility program at **(name of university, country)** -----

(Student's signature)

(Date)

A sample of IC

Халықаралық ақпараттық технологиялар университеті / Международный университет информационных технологий/ International Information Technology University

2023 – 2024 оқу жылына білім алушының жеке оқу жоспары /

Индивидуальный учебный план обучающегося по академической мобильности на 2023 – 2024 учебный год /

Individual curriculum of the student for the academic years 2023-2024

Білім алушының аты-жөні/ Ф.И.О. обучающегося/ Student name: _____

Білім алушының Id/Id студента / Student Id: _____

_____2_____курс/курс/course тобы/группа/group

Білім беру бағдарламалар тобының шифры және атауы / Шифр и наименование группы образовательных программ / Code and name of the group of educational programs: _____

Білім беру бағдарламасы/Образовательная программа /Educational program: _____

№	Хату-дағы пән атауы/ Наименование дисциплины в МУИТ/ Course name in ITU	Наименование дисциплины в зарубежном ВУЗе/Course name in host University	Кредит в ВУЗ партнере/ Credit	Кредит в МУИТ	Лектор/ Lecturer	МООС
Весенний семестр/Көктемгі семестр/ Spring semester						
1						
2						

Жазғы семестр/ Летний семестр/ Summer semester

№	Пән атауы / Наименование дисциплины/ Course name	Кредит/ Credit	Лектор/ Lecturer
1			
2			

Білім алушының қолы/Подпись обучающегося/ Student Signature _____

КТКФ деканы / Декан ФКТК / Dean of CTCS faculty _____ /

БМБФ деканы / Декан ФБМУ / Dean of BMM faculty _____ /

Кафедра меңгерушісі/Заведующий кафедрой/ Head of department _____ /

Эдвайзер /Эдвайзер /Adviser _____ /

Күні/Дата/Date _____

КТ қабылданды/ Принято ОР/ Accepted by OR: _____

Academic mobility rules information sheet

1. General rules

This fact sheet has been developed to identify the rights and obligations of participants in the academic mobility program.

Participation in the academic mobility program is voluntary and compliance with the internal rules of the university is mandatory for participation in the program.

2. Requirements for participation

To participate in the academic mobility program, a student must meet the university's approved requirements.

Participants must meet the admission requirements of the partner university.

A complete package of documents must be submitted on time.

3. Registration of documents

All necessary documents must be completed in full and accurately.

The Learning Agreement at the partner higher education institution is made jointly with the graduating department and the DICAM.

All changes made to the documents are agreed between the student, the graduating department and the receiving party, and if necessary, they are carried out with the consulting support of the DICAM.

4. Study periods

Academic mobility program deadlines are determined individually according to the academic calendar of partner universities.

Students are obliged to observe the departure and return times according to the terms specified in the order.

If the travel and study period is changed for a valid reason, the student must write an application to the Chairman of the Board - Rector and attach supporting documents.

5. Notification

Upon arrival at the partner higher education institution, the students must inform the head of the department, the advisor, and the specialist of the DICAM about their arrival and registration.

Students studying at the military department should write an application to the head of the military department by indicating the period of study within the framework of academic mobility.

6. Academic integrity

Students are obliged to observe the rules of academic integrity.

7. Order and security

Students must observe the internal rules and safety rules of the partner higher education institution and the university.

The property of the university must be carefully treated and order is not violated.

8. Feedback

In case of any questions or problems that arise during the program, it is obligatory to contact the DICAM. All important information related to studies must be communicated in a timely manner.

In case of failure to report on time, all responsibility rests with the student!

9. Signature

All participants must sign to confirm that they have read the information sheet.

By signing, participants undertake to abide by these rules.

These rules are an integral part of the information sheet, and violation of it may lead to disciplinary measures up to the restriction of participation in the educational process.

Signatures:

I, the undersigned student, have read and agree to abide by the academic mobility rules.

Student's name: _____

Signature: _____ Date: _____