



EU-PC Double Degree Master Program in Automation/Mechatronics MPAM

«Double Master Degree in Automation / Mechatronics at EU-partner-countries»

Manual for Students

on studying within double degree master program in
automation / mechatronics



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Introduction

In 2013 we celebrate twentieth anniversary of Tempus European Union program at partner countries including Ukraine and Russia. Its goal is to support modernization of higher education at EU partner countries (neighbour countries) through intensification of collaboration between higher education establishments of EU countries and partner countries. Tempus program supports balanced collaboration between educational institutions financially. The fourth stage of Tempus program was targeted to be finished at the end of 2016.

United European project «EU-PC Double Degree Master Program in Automation / Mechatronics» is a project within Tempus IV program in which 18 universities from Ukraine and Russia modernize their curricula according to those ones on mechatronics existing in Bulgaria and Czech Republic. This project was selected for getting financial support in 2011 and started operating since October 2011. Technical University of Liberec, Czech Republic (project coordinator), Sofia Technical University (Bulgaria) and Blaise Pascal University of Clermont-Ferrand, France participate on the side of European Union. All these universities have master programs in mechatronics. Two partner countries take part in project — Russian Federation and Ukraine. Russian project participants: Novosibirsk State Technical University, Saratov State Technical University after Yuriy Gagarin, Saint-Petersburg State Electrotechnical University “LETI”, Tambov State Technical University and joint-stock company “Electropult-ASU”. Ukrainian project participants are: National Technical University of Ukraine “Kyiv Polytechnic Institute”, National Technical University of Ukraine “Kharkiv Polytechnic Institute”, Sevastopol National Technical University, Zhytomyr State Technical University, Ministry of education, science, youth and sports of Ukraine, and Research and Production company KIA.

Goals of the project:

- Develop common master programs in automation / mechatronics between Russian / Ukrainian partners, Technical University of Liberec and Sofia Technical University by harmonization of Russian and Ukrainian master programs in “Automation” with European master programs in mechatronics;

- Create a possibility of studying on joint master program in automation / mechatronics for students from four Russian and four Ukrainian universities both at Russian / Ukrainian universities and at EU countries universities since September 2013 with a goal of gaining two master diplomas: Russian / Ukrainian diploma in automation and diploma in mechatronics of one of EU countries: Czech Republic or Bulgaria.

- Accomplishment of the goals must be embodied in the next results:

- Joint master programs in automation / mechatronics between Russian / Ukrainian partners, Technical University of Liberec and Sofia Technical University, that will allow students to receive two diplomas: Russian / Ukrainian in automation and one of EU countries in mechatronics;

- Technology for studies within double diploma program and a contract

between participant universities, to define rules and procedures of study process at partner countries and EU countries universities;

- Trainings for teachers from ukrainian and russian universities;
- Created and implemented system of quality assurance that is based on european educational space quality standards and EU countries universities experience;
- Hybrid learning space that consists of electronic library in automation / mechatronics, virtual learning and students knowledge quality control environment, and an interuniversity laboratory works with a distant access to laboratory equipment;
- Developed and issued (or placed inside electronic library) study and methodological materials for supporting learning withing joint master program, including Manual on quality assurance, Manual on modern european learning methods application at russian and ukrainian technical universities, and Manual on using Hybrid learning space and educational materials on specific courses;
- Creation of regulatory basis that provides participant universities collaboration in order to support gaining double diploma and implementing possibility of common participation in laboratory works in mechatronics;
- Projects results must be shared between other universities from Russia and Ukraine.

Boris Samotokin, professor, project coordinator
Peter Tuma, project coordinator

Chapter 1. How to Become a Participant of Joint Master Program?

Program participation conditions:

- existence of bachelor diploma. Diploma and appendix to diploma must be translated into official language of partner university country (bulgarian of checzh) and) and notarized;

- student must attend master studies in automation / mechatronics at one of 517138-TEMPUS-1-2011-CZ-TEMPUS-JPCR «EU-PC Double degree master program in automation / mechatronics» program participant universities. Ukrainian and russian univerisites sign bilateral aggreements with EU universities;

- learn English language and confirm knowledge in it by the moment of finishing first grade of master studies (June, 30) at a level defined by international tests like: IELTS (bands 6, 7, 8, 9), TOEFEL (with minimum 550, 213 or 100 points), CAE, CPE, PITMAN etc. In 2013/2014 academic year, as an exception within performing pilot studies, exam in english will take place at Sofia Technical University;

- have a pasport that allows foreign travels, which is valid by not less that 2 (2,5 for visiting Checzh Republic) years after master studies beginning. A list of responsible persons at all universities can be found and appendix 11.

Chapter 2. Practical Questions

Students that made a decision to continue studies at Technical University of Liberec or Sofia Technical University, and passed appropriate selection process (look Chapter 1), will find information on admission procedure, required documents preparation, recognition of ukrainian diploma by european university, and hints on getting visa and travel planning in this chapter.

1. Diploma nostrification, admission conditions

Technical University of Liberec, Czech Republic

Student must prepare the next documents: officially notarized copy of diploma and academic reference and their notarized translation into checzh. After that an applicant writes a statement for recognition of his/her diploma by checzh univerisities (in czech language) and passes these documents to department of education and university administration in students' affairs himself or by mail. A decision on student enrollment to the faculty is made by a dean of the faculty that corresponds to the student's speciality. University send to a student's native university a letter with a request to confirm actuality of diploma issued to a student. If a faculty's dean and a student's university give positive answers, student receives a resolution on enrollment. A list of responsible persons from all universities can be found in appendix 11.

Instruction for enrollment at TUL and a list of required documents:

1. Register via electronic statement form 1 (in checzh or english language) (<https://stag-new.tul.cz/wps/portal/uchazec/eprihlaska>)
2. Print a statement and send it to address: TUL – faculty of mechatronics, computer science and interdisciplinary studies.
3. Pay amount of 400 Czech crowns 400 by a bank transfer (about 16 euros)
4. Candidates must successfully pass admission exam. If their bachelor learning results are perfect, this requirement may be canceled by mechatronic faculty dean.
5. Recognition of previous bachelor studies (nostrification). An original diploma is required. For issuing diploma nostrification, Czech Technical University in Prague (CTU) is recommended (look at appendix 1).
6. Recognition of master studies disciplines, learned at native university by Technical University of Liberec (if an applicant wants to start studies at TUL after the first year of master studies at native university), or master's nostrification, finished at univeristy.
7. Confirmation of language knowledge (czech language at level B2, if applicant wants to learn in czech language, or english language as defined by TOEFL. Minimal general mark TOEFL IBT – 80 is required).
8. One recommendational letter.
9. International applicants must prove their possibility to cover expenses on

residence during studies at Czech Republic. Approximate valuation of expenses for one academic year (10 months of residence except detached duty and insurance expenses) at Czech Republic equals 60 000 crowns (2400 euro).

10. Medical insurance at EU zone copy for an amount not less than 30000 euro.

How can higher education received in foreign university be recognized at CTU in Prague(CTU)

1. The next documents are required for a recognition procedure:
 - officially notarized higher education diploma copy,
 - officially notarized list of learned disciplines copy (list of passed exams)
 - officially notarized translation of both documents into czech language.
2. Applicant must submit a request for higher education recognition in written form (request letter in czech language).
3. Applicant must submit all required documents to a department of education and student affairs of CTU administration personally or by mail.
4. If a direction of applicant studies is not taught at CTU, an applicant must send his/hes request to a university/college that offers studies in appropriate speciality. If department of education and student affair does not know about such university/college, CTU gives negative response for a recognition request.
5. If a direction of applicant studies is identical of similar to direction of studies taught at one of CTU faculties, his/her request must be sent for consideration to vice-dean in education work of that faculty.
6. Department of education and student affairs sends a letter into applicant's univerity to receive confirmation that university issued applicant's diploma with appropriate registration number.
7. If vice-dean's and applicant's univeristy answers are positive, applicant receives a resolution of recognition and a diploma.
8. If vice-dean's and applicant's university answers are negative, of if they cannot be received, CTU makes negative decision on recognition.

Note:

In case of negatice resolutions, CTU rector will give a possibility of consultations with Ministry of education, youth and sports of Czech Republic on a possiblity of appealing.

Information on questionnaire form for submitting documents to CTU and contact person can be found at appendix 1.

Sofia Technical University, Bulgaria

Procedure on enrollment at Sofia TU consists of several stages. At the initial stage student fills questionnaire and adds diploma copy with its appendix (document must be translated and notarized by Consular Section of Bulgarian Republic Embassy in Ukraine), academic reference translated into bulgarian language with a list of learned disciplines, number of hours, and received credits, and a copy of certificate that confirms knowledge in english language (if one exists).

On these documents' basis, a committee of four persons that consists of faculty teachers, on which student is admitting, makes a decision on his/her enrollment. University confirms student's diploma and accepts all disciplines learned at student's native university. A list of responsible persons from universities can be found at appendix 11.

After student's enrollment decision, he/she submits the next documents:

- questionnaire (Appendix 2);
- four recent photos at passport's size;
- applicant's passport page (or pages) copy that includes photo, name, place and date of birth, and validity time;
- insurance, issued within a month before application submitting date, notarized by qualified authority in native applicant's country.

Payment for documents processing equals to 30 Leo (about 12 euro).

After application submission student is enrolled to Sofia Technical University.

Statement can be submitted:

- on-line, by filling questionnaire and adding required documents at address: http://www.tu-sofia.bg/eng_new/foreign-applications/application/apply (Appendix 2)
- personally, at Office of Foreign Students' Department at TU – Sofia
- send by mail to address:

Foreign Students' Department

Technical University of Sofia,

8, Kliment Ohridski Blvd, Sofia 1000, Bulgaria.

Student must be fluent in English, because all study process is in English. It is advisable for student to have TOEFL certificate, or similar which will simplify application procedure. If a student doesn't have such certificate, he'll get a possibility to pass an exam to TU — Sofia teachers and receive such certificate directly in Bulgaria. Examination at TU — Sofia is free of charge.

Certificates that are recognized by TU — Sofia:

1. CAE (Cambridge Certificate in Advanced English).
2. CPE (Certificate of Proficiency in English).
3. IELTS (bands 6, 7, 8, 9).
4. PITMAN – Higher Intermediate – Advanced.
5. TOEFEL (with minimum 550, 213 or 100 points).

Study in Bulgaria is paid for foreigners. The amount of payment is specified by annual ministry resolution. For 2012/2013 academic year, full yearly payment for bachelor and master degree equals 3000 EUR; learning for one semestre costs 1500 EUR. Payment can be performed at TU — Sofia cash-desk office, block 1, room 1340; or by a bank transfer.

Academic year 2013/2014 starts on 4-th October, 2013.

Contacts:

Professor Liubomir Dimitrov

tel. 00359-2-965-26-10

E-mail: liubomir_dimitrov@tu-sofia.bg

II. Getting Visa

Czech Republic

Visa arrangement:

For visiting Czech Republic Ukrainian citizen must receive Schengen visa. Visa can be received at Consulate department of Czech Republic Embassy in Kyiv or at General Consulate of Czech Republic in the city of Lviv or the city of Donetsk.

Контактна інформація

Consulate department of Czech Republic Embassy in Ukraine: 58, Bohdan Khmelnytskyi st.

tel: +38 044 238 26 41/43

Documents submission is available on: Monday, Tuesday, Thursday and Friday from 9.00 to 12.30 o'clock.

Visa delivery: Monday, Tuesday, Thursday and Friday from 14.00 to 16.30 o'clock., Wednesday from 9.00 to 12.30 and from 14.00 to 16.30 год.

Website: <http://www.mzv.cz/kyiv>

Ukrainian Embassy in Czech Republic

Charlese de Gaulla 29, 160 00, Praha 6

tel.: +420 227 020 200 (204)

fax: +420 233 344 366

e-mail: emb_cz@mfa.gov.ua

Sign up rules

Statement submission for receiving visa is only possible after the registration online at www.visapoint.eu.

In order to get Czech visa at visa department in Kyiv applicants must be registered in one of next regions: Vinnytsia, Khmelnytskyi, Zhytomyr, Kyiv, Cherkassy, Sumy, Chernihiv, Poltava, Kirovograd, Mykolaiv or Odessa.

In order to get Czech visa in Lviv applicants must be registered in the next regions: Volynska, Zakarpatska, Ivano-Frankivsk, Lviv, Rivne, Ternopil or Chernivtsi region.

In order to get Czech visa in Donetsk, applicants must be registered in one of the next regions: Crimean Autonomous Republic, Dnipropetrovsk, Donetsk, Zaporizhzhia, Luhansk, Kharkiv or Kherson region. Visa which is received in order to get education is free of charge.

Required documents for receiving visa:

- Filled visa questionnaire;
 - Photo 3,5 x 4,5 cm;
 - Passport for traveling to foreign countries and a copy of the first page;
 - Internal passport and a copy of all filled pages;
 - Documents that confirm financial provisioning of the applicant (workplace reference on income, reference on bank account status);
 - Documents on dwelling and financial provisioning of applicant for residence on the territory of Czech Republic (for example: original and a copy of Invite from Czech Republic, travel voucher)
 - Medical insurance with amount not less than 30 000 euro;
 - Document that confirms enrollment at TUL;
 - Visa fee (35 euro) is not paid, because traveling is done with educational goal.
- Visa department may require other additional documents.

Bulgaria

Visa arrangement:

Bulgaria is not a full participant of Schengen zone, thus issuing national visas. Nevertheless if you have actual Schengen visa, it's not required to get Bulgarian national visa in order to visit Bulgaria.

Contacts

Short-term bulgarian visas (less than 90 days) are received via Visa Centers in Kyiv, Lviv, Odessa, Donetsk, Kharkiv, Lutsk, Ivano-Frankivsk and Simferopol.

Visa Center in Kyiv: 60, 5, Frunze st.

Visa Center in Kharkiv: 18A, Chervonoshkilna embankment st.

Visa Center in Simferopol: Office 14, 25A, Peremohy ave.

Call-center: works from 8:00 to 18:00, from Monday to Friday.

+380445949617/+380501179004

E-mail: info@bulgariavisa-ukraine.com

Website: <http://www.bulgariavisa-ukraine.com>

Long-term visas are issued by Bulgarian Embassy in Ukraine:

1, Hospitalna st., Kyiv

tel: (044) 246-72-37

Working days: Monday — Friday from 9.00 to 15.00

E-mail: embbul@carrier.kiev.ua

Ukrainian Embassy in Bulgaria:

29, Boriana st., Sofia, Bulgaria, 1618

tel.: +10-359 (2) 955-94-78

Fax: +10-359 (2) 955-52-47

E-mail: emb_bg@mfa.gov.ua, puvrb@mbox.contact.bg

Sign up rules

You can visit Visa Center during ordinary working hours without preliminary sign up, but online document submission arrangement at <http://www.bulgariavisa-ukraine.com> will help you to save some time.

Required documents for receiving visa:

- tourist visa questionnaire;
- passport for foreign travels and a copy of the first page (passport must be valid at least 3 months after planned stay at Bulgaria and must have at least 2 free pages for adding visa and stamping notes on traveling time);
- 1 photo 3,5x4,5 cm;
- insurance;
- Document on enrollment to Sofia TU;

III. Planning Trip to Study Location

You can get to the study place at European partner university using different ways — by car, by bus, by train or by plane.

Bus

Bus traveling is the cheapest way to get to Prague or Sofia.

To Prague

Buses from Kyiv go to Prague from bust station “Kyiv”, which is located on a train station to bus station "Zhelivskeho" in Prague (near Zhelivskeho metro station) - 850.00 grn.*, spending 24 hour for trip. Some buses from Kyiv to Prague go through Zhytomyr bus station (for example, Regabus <http://www.regabus.cz/>, Transtempo <http://www.transtempo.com.ua/> etc.). A ticket from Zhytomyr will cost about 800 grn). It is also possible to use a bus from Dnipropetrovsk (about 980 grn) or from Lviv (from 400 to 650 grn).

To Sofia

It is possible to move to Odessa from Sevastopol and then from Odessa to Varny (19 hours., about 400 grn.), and then to Sofia (8 hours., about 500 grn). Also there are seasoned charter buses from Kyiv (throughout Zhytomyr) and from Odessa to Varny, at a cost about 780 grn.

Train

There is not direct link between Kyiv, Kharkiv, Zhytomym or Sevastopol, and Liberec, but it is possible to travel with transfers. There is also no direct link between Kharkiv, Zhytomyr or Sevastopol with Sofia.

To Liberec (Czech Republic)

While planning it would be useful to visit official websites of ukrainian and czech railways: <http://www.cd.cz/en> and <http://www.uz.gov.ua/>.

Trains from Kyiv: the most convenient way is to travel from Kyiv by train 15B (15D) Moscow-Bratislava, which works 9/12/2012-29/03/2013 daily. In order to get to Liberec, you have to get off at Žilina station and get by Ex 220 Detvan train to Pardubice, from which there's a direct train to Liberec. A ticket will cost about 1900 grn.

To Sofia (Bulgaria)

There is not direct link between Kyiv, Kharkiv, Zhytomyr or Sevastopol, and Sofia.

There are two regular trains from Kyiv to Sofia: 059 Moscow-Sofia (daily) and 068 Minsk-Sofia (every Friday). A ticket will cost about 1080 grn.

You can get to Kyiv from Kharkiv, Zhytomyr or Sevastopol by train or by bus.

Car

A car travel can be a convenient and not expensive way to get to the study place if you can join with your colleagues.

Czech Republic

Sevastopol-Liberec (23 h., 2000 km): starting to Simferopol, through Kherson, Pervomaisk, Uman, Vinnytsia, move to E50 highway, which goes through Khmelnytskyi, Ternopil, move to H-02 highway, through Lviv, move to E40 highway, cross Poland border, then by regional road to Krakiv, Katowitse, continue moving on E40 highway, through Vroslav, Zhozhelets. Then move by 354 highway to Khrastava and then to Liberec.

Zhytomyr-Liberec (13 h., 1200 km): starting from Zhytomyr through Novohrad-Volynskyi, Rivne, Krupets, Busk to Lviv ringway by M-06. Then by E40 highways cross Poland border, then by regional road through Krakiv, Katowitse, continue moving by E40 highway, through Vroslav, Zhozhelets. Then by 354 highway to Khrastava and then to Liberec.

Kyiv-Liberec (15 h., 1400 km): starting from Kyiv to Zhytomyr by M-06 highway, and then following route written for Zhytomyr-Liberec.

Kharkiv-Liberec (20 h., 1 800 km): starting from Kharkiv by E40 highway through Valky, Lubny, Pyriatyn to Kyiv, then following route written for Kyiv-Liberec.

Bulgaria

Zhytomyr-Sofia (20 h., 1700 km.): starting from Zhytomyr by H-03 road to Liubar, then by P-32 and M-19 roads to Ternopil, then by E-50 highway to

Mukachevo, then to Chop. Cross border with Hungary, through Budapesht, Kechkement, cross border with Serbia, move by M-75 to Belgrad, then by E-80 cross border with Bulgaria, through Dragoman, Slivitsa, enter Sofia.

Kyiv-Sofia (22 h., 1900 km.): starting from Kyiv by M-06 highway to Zhytomyr, then follow Zhytomyr-Sofia route.

Kharkiv-Sofia (28 h., 2300 km.): starting from Kharkiv by P-46 highway move to Ahtyrka, then by T-1907 to Pyriatyn, then by P-40 highway through Boryspil to Kyiv. Then continue moving following route specified for Kyiv-Sofia.

Plain

Czech Republic

Kyiv-Phara of «Czech Airlines» flies daily. Travel time — 2 h. 20 min., cost — from 3700 grn in both directions. It's cheaper to use flights of «Lufthansa» (through Munich), «Austrian» (through Vienna), «Air France» (through Paris), «KLM» (through Amsterdam) — from 2200 grn in both directions.

Bulgaria

Kyiv-Sofia route can be passed with a transfer by «Lufthansa» (through Vienna), «Austrian» (through Munich, Vienna, Frankfurt), «LOT» (through Vienna, Warsaw), «MAU» (through Vienna) and others. Tickets cost starts from 2400 grn in both directions. Also a low-cost company «Wizzair» performs regular flight. It's possible to get tickets starting from 600 grn if bying them early in both directions.

Traveling from Prague to Liberec

How to get to Liberec (Liberec is situated in 109 km North from Prague):

I. From International airport «Prague-Ruzhine»:

a) The simplest way to get to Liberec is by using special microbus for mechatronics master program participants. Exact departure time will be announced for those participans that filled special fields in a registration form. A tour to Liberec costs (125 km) about 20 euro. The bust will be available only if there will be an interest of participants.

б) by individual transport it is possible to get to Liberec in several stages:

- get onto city bus №119 from airport to Dejvicka metro station, which is its last stop. Bus interval is from 10 to 15 minutes, and a trip will take about 20 minutes;
- use metro from station «Dejvicka» to station «Mustek», which is a fourth stop. Metro interval is about 5 minutes, trip will take about 15 minutes;
- use metro B from «Mustek» to «Cerny most» (Black Bridge) station, which is a final stop. Interval on “B” metro line is about 10 minutes, and a trip will take about 30 minutes;
- sit on a bust from «Cerny most» to Liberec (station № 6). Liberec is a final stop and usually bus goes without intermediate stations. Interval between buses

is from 1 to 2 hours and trip will take 1 hours 15 minutes. Tickets cost about 4 euro. You can buy them from a bus driver.

II. From train station in Prague to Liberec:

a) Use Metro C from «Hlavni Nadrazi» (train station) to «Florenc», which is the next station. Trains in metro C move with about 10 minutes interval.

b) Use Metro B from «Florenc» to «Cerny most», which is the final stop. Travel time will be about 30 minutes.

c) From «Cerny most» to Liberec as described in point I.

I. From international autobus station «Praha-Florenc» to Liberec, look point. II, subpoint b, c.

IV. Hostel

Technical University of Liberec

Medical insurance:

Technical University of Liberec pays for annual insurance for its students.

Nutrition:

Nutrition at university dining rooms is cheap: main dish costs about 40 crowns. One euro equals about 25.7 crowns.

Residence:

Residence at hostel costs from 1800 to 2 550 crowns a month, about 90 czech crowns a day, including high-speed Internet connection. Payments are done with cash at a cash-desk. Payment can be done for a month or several months.

Foreign students are placed into new comfortable hostel Harcov. Address: Koleje a Menzy 17. listopadu 584460 15 Liberec 15.

Hostels are situated at picturesque neighborhoods near Liberec barriage at «Harcov» city block. You can get to the city center by foot in 20-30 minutes, also you can use city transport routes № 15, 19, 29.

Technical university is situated in 10-minutes of walk from hostels.

There's a bakery, store, pizza, some restaurants and student clubs at campus (student town), where students can have a rest. Concerts, disco parties and another activities take place at a campus as well.

A great advantage is an open air sports activities (football stadiums, tennis courts) and gyms, where students can perform their sports activities. There's also sauna, gym, and a climbing wall.

A hostel is of housing type. A flat consists of 2-3 rooms, each room for two persons. A flat has a kitchen corner with an electric stove, washer and a fridge. It's also allowed to bring in microwave oven, electric kettle, coffee-machine and other facilities and use them without any additional expenses.

Every flat has a shower, WC, and wardrobes. Rooms cleaning and garbage removal is done by students themselves. There's also a self-serving washing machine at a basement (12 crowns - 30 minutes) and a dryer. It's also possible to rent a vacuum cleaner and an iron. Bus tickets, meals and drinks are also available at hostel. Mail is delivered to a hostel outpost.

Some rooms have a gallery.

Students can also live alone in the room for additional payment of 40 crowns (if there are free places in hostels).

Every room has two sockets (two inputs) for Internet access, which is free. Bedclothes is included into residence fee. Rooms are not provisioned with towels.

There's a big modern student dining room at a hostel where you can eat all the week. Dining room offers very profitable prices (from 15 to 50 crowns) for dinners and suppers. You can choose out of 6 dishes for dinner, one of each is vegetarian, also so called "minutes" are offered (dishes that are cooked in several minutes). During weekends only dinners are offered.

Rooms have two beds, two tables with table lamps and two mounted racks. Floor is covered with a carpet, windows are plastic and heating is regulated.

Foreigners are usually placed with czech students so they could get language practice.

You can book your residence ant TUL Harcov «Гарцов» hostel for 500 euro, which includes gathering of non-returnable 150 euro, and residence payment of 350 euro. Payment amount of 350 euro covers two-room residence during 3 months since arrival.

Residence after first three months every student provides by himself or books it at a hostel or finds another appropriate dwelling.

After residence is paid and exact arrival date is announced, a student receives voucher, based on which he will live at a hostel.

Return of 350 euro is possible in one case, when student won't settle at the hostel because of visa refuse, or because of personal statement till specified date.

If a student won't settle at the hostel for another reasons (for example, he'll find another residence), then 350 euro gathering won't be returned.

If student settles at a hostel, but doesn't live there for the whole paid time, part of the money also cannot be returned.

There are cafes, restaurants and pubs in campus neighborhood offering prices that are lower than in Prague.







There's no possibility to work for foreign students according to Czech Republic law. Though so called «crews» are created for part-working without signing official contracts.

Sofia Technical University

Hostel:

1. Students that arrive to Sofia TU arrange documents, sign up as students of Sofia TU, and take reference that they are enrolled at Sofia TU.
2. Using this reference they go to “Hostels” department and make a statement for allowing them to live in a hostel.

3. Residence must be payed for minimum of 1 month:

- single room with a toilet: 40 euro a month;
- double room with a toilet - 35 euro a month;
- triple room - 31 euro a month.

Foreign students are settled into university hostel. Residence price varies from 30 to 60 euro (depending on the room).

From 22:00 to 6:00 - «silent time», when it is forbidden to invite guests and make noise.

Student spend about 150-200 euro a month.









Dining room:

There's a not expensive dining room at university.

Medical insurance:

Students that study within state and inter-governmental contracts, and those who has SSN (Singe state number — identity code for PVR) has a right of free medical help at university if they are below 26 years old, and do not work.

Other foreign students doesn't have a right of free medical insurance payed by university. In those cases medical insurance is payed by student himself.

Foreign students are allowed to have a temporary work during studies and no special permission is required.

V. Conclusion

Both in Technical University of Liberec and Sofia Technical University student can receive second master diploma in mechatronics. But there are differences in singup procedure, study costs and study time. It is possible to receive diploma after two semesters of studies (10 months) at Technical University of Liberec, and after one semester (3,5 months) studies abroad at Sofia Technical University. At the same time it is free to study at TU of Liberec, and you must pay for studying at Sofia TU.

You can look at a recommended schedule for documents submission in appendices 3 and 4.

Approximate Study Costs:

Cost item / Country, University	Czech Republic, TU of Liberec, Euro	Bulgaria, Sofia TU, Euro
Statement arrangement cost at university	16	12
Insurance	25	25
Visa arrangement	free	free
Costs for studies	free	1500
Residence expenses (hostel, nutrition, etc) during studies	2400 (for 10 months)	850 (for 3,5 months)
Total	2441	2387

*All specified prices are approximate. Data is actual for April, 2013.

Chapter 3. Master Diploma Recognition Procedure

I. Nostrification

In order to get foreign educational document to be valid on a territory of Ukraine, and also for future employment or studies continuation, a recognition procedure must be passed. This procedure is called ***nostrification***.

Nostrification is a confirmation of foreign documents (diploma) about education on the territory of Ukraine. Nostrification is done at a Ministry of education and science of Ukraine. In order to get nostrified documents pass a procedure of recognition and institution of equivalence according to Lisbon convention since 11 April, 1997.

In general nostrification is done in 3 stages:

1. Authenticity audit of state form of document about education or scientific rank. At this stage a document check is performed using state, university (it is defined if university is recognized by competent authority of foreign country) and diploma (it is defined if educational document is recognized by issuing country) criteria.
2. Regulatory audit of receiving educational document of scientific rank. This stage includes a check about reality of study at the specified university, a check for legality of study admission, legality of study and legality of receiving educational document, and also study time scales check and award of educational qualification according to foreign country laws.
3. Matching educational qualification of foreign and domestic country. Inspection of qualification, speciality, specialization, academic and civil rights is done.

Documents preparational works for making a decision by Ministry about recognition of foreign documents is done by State Company “Informational and Image Center” that serves functions of National information center of academic mobility (ENIC-Ukraine) according to Ukraine Ministry Resolution since 31.08.2011. № 924. Recognition procedure of educational documents in Ukraine, issued by educational establishments of foreign countries covers:

1. Authenticity audit of submitted documents about education, audit of certainty of studies and receiving of educational document. If legalized documents with “Apostille” stamp or consulate legalized are presented, this is enough for confirmation. Hence they are not required to be checked for a fact of issuing, and it makes a procedure of recognition much faster. A choice is possible: you can notarize your documents according to international law or pass this work to “Information Image Center” State Company.

2. Educational establishment that issued diploma, official recognition by its country educational system, audit. This stage includes audit of availability of evidence about state accreditation and license at the moment of issuing educational document.

3. Establishing equivalence of qualification, specified in foreign educational document, to demands of qualification and educational qualification level of

Ukrainian educational system (is done involving expert committees in appropriate specialties).

Comparative analysis of curricula — comparison of structure and volume of learning courses, subjects, disciplines (modules), demands to the results of curriculum possessing, at the end of which an educational document was issued in foreign country. If the specialty is absent in Ukraine, then the nearest specialty is chosen from existing ones.

The result of the recognition process can be one of the next:

1. Recognition, which includes issuance of evidence on foreign educational document recognition. If additional conditions for educational document owner qualification recognition are specified (additional training, competence examination, or other actions, that must be performed before continuation of study or employment in Ukraine), a notice is sent to an applicant. In this case educational document owner must pass exams on specified disciplines which are specified by appropriate experts. An applicant chooses higher education establishment for passing examination himself. After that Center staff helps to organize examination at chosen educational institution. In this case recognition procedure period is prolonged until State Company “Informational and Image Center” receives positive results of examination.

2. Refuse in recognition of presented educational document, which is sent to applicant inside an appropriate message with specified reasons that the decision was made after.

As a result of recognition process, applicant receives an evidence that confirm his right to continue studying or perform employment in Ukraine. An example of the evidence of foreign educational document recognition in Ukraine is presented in appendix 5.

It worths mentioning that not all documents are a subject of recognition procedure in Ukraine. Those documents include:

- documents that were issued by educational institutions that are not officially recognized (accredited) in educational system of a country they belong to;
- documents that are issued by affiliate educational institutions if those affiliates are not recognized (accredited) in educational system of the country they perform their educational activities;
- documents that do not include information on receiving full educational or qualification level, professional specialization or professional training by his owner;
- documents that are issued by foreign country educational institution in an inappropriate way;
- non-authentic documents;
- documents that do not conform officially applied foreign country standard for educational documents arrangement, if such standard is accepted in foreign country educational institution belongs to;
- documents that are issued after training on program that cannot be compared with educational or qualification level and training direction (specialty, specialization) in Ukrainian educational system;

- documents that are not recognized in country that educational institution belongs to;
- documents that do not contain enough information on curriculum contents, which makes it impossible to define equivalence of assigned educational or qualification level in Ukrainian educational system.

II. Documents Submission Procedure

To start educational document recognition procedure, it is required:

- 1) arrange a package of document.
- 2) submit arranged package of document in one of the next ways:
 - mail it to address: 01135, Kyiv-147, State Company «Informational and Image Center».

or

- send it using courier to address: 01135, Kyiv, Pavlovska st., 26/41, State Company «Informational and Image Center».

Attention! Originals of educational documents are not mailed but are presented during personal meeting and are returned to an applicant after they are audited by SC «Information and Image Center» specialist.

or

- submit personally: Kyiv, Pavlovska st., 26/41, SC «Informational and Image Center» (adoptive days: Monday, Tuesday, Wednesday, Friday, from 10.00 to 13.00).

Submitted package of documents is processed during 10 working days from the moment of acceptance and registration. During this period SC «Information and Image Center» checks documents consistency and arrangement validity.

If some documents submitted by applicant are missing and (or) bad arranged, they are returned to applicant without further processing with appropriate notice.

If documents are submitted in full volume they are passed to further processing, and applicant is noticed about a need to present originals at a personal meeting.

Attention! It is required to specify active e-mail address, actual contacts and mail address.

Attention! If applicant does not live in Kyiv, it is not required to spend a time on a trip personally for presenting foreign educational documents. He/she can use distant way of submission (without a visit), with additional payment in amount of 240 grn. Details of the procedure are specified by SC «Information and Image Center» after document package acceptance.

III. Documents List

To perform recognition procedure it is required to present the next documents:

1. Statement for recognition procedure performance (statement form and example are shown in appendix 6). The statement must be filled in Ukrainian language clearly without corrections — this information is used during document processing. In order to have a possibility for responsible specialist of fast reaction on application, specify your full contacts for operative communication (phone, e-mail).

2. Approval for usage (audit) of personal data.

Those persons that received educational document in a country with usage of Russian language, are required to fill statement in Russian (statement form and example is shown in appendix 7). For all other applicants it is required to fill statement in English (statement form is shown in appendix 8).

3. Notarized copy of legalized foreign educational document (document that include “Apostille” stamp or consulate legalization, except countries that Ukraine has bilateral or multilateral agreements with, that include points about recognition of documents without additional evidence (without legalization), along with notarized translation of the document into Ukrainian).

4. Notarized copy of legalized appendix to foreign educational document, along with notarized translation into Ukrainian. This document must include information about type and period of study, a list of disciplines (subjects), general (weekly) volume of classroom hours and independent work hours (credits), number of semesters and other component of educational process.

If an appendix to foreign educational document is issued in Russian, translation is not required. But it is required to submit notarized copy of this document.

Attention!

Legalization type depends on country and education institution that issued an educational document. We invite you to get familiar with a list of countries that will help you to define a type of legalization, based on Your educational document.

Attention!

Notarization of document copies (with their translation into Ukrainian) is done either by state, or private notaries in Ukraine. An example of valid copy notarization confirmation with text translation passed along can be found in appendix 9.

5. Previous higher or professional educational documents copies (if those exist).

6. Document that identifies applicant's person and / or foreign educational document owner copy.

7. Document about educational document owner's name change (if one exists).

8. Power of Attorney (in case another person is submitting documents).

9. An application about performing recognition procedure (in case of document package is submitted by Ukrainian educational institution).

10. Invitation copy (in case of persons that received invitation to study in Ukrainian higher education institution).

11. Invoice about payment for administrative service or document copy that approves the right of being free of charge (an invoice form is located in appendix 10).

Заявник має право надати і інші документи, що підтверджують освіту і / або кваліфікацію власника документів, документи про допуск до професійної діяльності, практичний досвід. Такі документи надаються разом з їх нотаріально завіреними перекладами.

An applicant has a right to submit another documents that prove education or / and qualification of the documents owner, documents on employment rights, documents on access to professional activities, documents on practical experience.

These documents are presented along their notarized translations.

Documents for recognition can be submitted by their owner or another person that represents owner's interests in case of recognition process and has a notarized authorization.

Responsibility for documents package arrangement is put on applicant.

Attention!

If submitted documents are not fully gathered and presented or / and invalidly arranged, they are returned by Ministry of Education and Science of Ukraine without processing during 10 working days since registration, and owner is additionally informed about it.

IV. Services, Prices and Terms

Services list for applicants	Price, grn
* Urgent recognition procedure, 80 working days	1320/580
Urgent recognition procedure, 40 working days	2280
** Urgent recognition procedure, 20 working days	2280
** Extra urgent recognition procedure, 5 working days	3200
Recognition procedure for educational institutions, 40 working days	1800
Distant document package submission organization for applicant	240
Document analysis with submission recommendations	120
Courier service delivery organization	60
Translation and notarization organization	100
Translation and notarization	calculated
Administrative service price	51

* - price depends on educational document type (is specified by Center's expert)

** - can be only possible for countries which international agreements specify special recognition procedure (specified by Center's expert).

Attention!

In case of:

1. Fact-finding of unauthentic information, specified in educational documents (non-approval of document issuance fact);
2. Non-completion of actions (additional conditions) that are required for educational document owner's qualification recognition;
3. Refuse in recognition (about which an applicant is notified along with the reasons that led to it).

costs, paid for recognition procedure are NOT RETURNED.

Attention!

Citizen that are related to preferential categories, including:

- disabled of 1-th and 2-nd group;
- disabled and participants of The Great Patriotic War;
- children of The Great Patriotic War;
- citizen of the 1-st category of Chernobyl catastrophe victims;
- orphans below 18 years old;
- persons with a refugee status.

are free of administrative service charge - 51,00 grn.

Preferences are offered directly to foreign country educational documents owners after presenting appropriate document. This category of citizen is capable of getting urgent recognition procedure — 80 working days — for lower price (is specified by Center's expert).

Recognition procedure starts after fulfillment of the next conditions:

- submission of the document package according to the Documents List;
- Center's expert originals audit during personal meeting or during distance way of documents submission;
- recognition procedure payment approval.

A list of The Hague Convention (1961) participant countries that don't require a demand of foreign official documents legalization (educational documents are notarized with “Apostille” stamp, that proves authenticity of the document), includes Bulgaria and Czech Republic.

Besides, Bulgaria and Czech Republic are listed in countries, whose educational documents are not demanded to be notarized with “Apostille” stamp, because of existing bi- or multilateral agreements with Ukraine. But the existing of “Apostille” stamp will make recognition procedure much faster.

V. Readiness Test

In general SC «Informational and Image Center» strictly follows time periods of foreign documents recognition procedure and makes its decisions in time. Though there are cases when a delay can happen during recognition procedure. That's why it worths ensuring in documents readiness before planning a trip to receive them. It can be done by finding your registration number in decision list on SC “Information and Image Center” website.

VI. Issuance Procedure

A decision for foreign educational document recognition by Ministry of Education and Science of Ukraine can be received by applicant by address: 26/41, Pavlovska st., Kyiv. You must bring your passport and a counterfoil with your case's number.

Decisions are issued:

Monday, Tuesday, Wednesday from 14.00 to 18.00

Thursday from 10.00 to 17.00

Friday from 14.00 to 17.00

Saturday from 09.00 to 15.00.

Chapter 4. If Study does not Lead to Receiving Diploma

A student of any level of higher professional education does not receive diploma in case of expulsion from university before defending final qualification work.

Student can be expelled from university in the next cases:

- 1) on his/her own will;
- 2) if transferring to another educational institution;
- 3) for health;
- 4) in case of finishing studies;
- 5) in case of breaking the study contract without an important reason;
- 6) in case of non-fulfillment of curriculum or getting unsatisfactory mark on final state exam;
- 7) in case of court verdict getting into force which makes further studying impossible for student;
- 8) for breaching in-house rules of the university, hostel residence rules and other in-house regulatory documents
- 9) in case of non-leaving sabbatical;
- 10) in case of death, or recognition as missing or dead by a court verdict.

Student's expulsion for reasons covered by first 4 list items, is an expulsion due to reasonable excuse. Student's expulsion for 6-9 list items is an expulsion for non-reasonable excuse. If such situations happen a student returns to Ukraine and discontinues participation in double degree diploma program in actual year.

Student is expelled by Rector's order after faculty dean or institute director submission. Expulsion procedure is maintained by local documents of certain university.

Student can be renovated at university during five years after expulsion for important reasons saving the same study basis (paid or free) he had before expulsion, if there are free places at university.

Student's renovation after expulsion for non-important reason is done by rector of the university after faculty dean or institute director submission during five years after expulsion, but only into paid basis, if vacant places exist, and usually at the beginning of the academic year.

Student, recruited for a military service during study period and expelled from the university, in case of non-leaving sabbatical, has a right to continue studies after military service, saving his study basis (paid or free), according to which he was studied before, in case vacant places exist at university.

Final state exams of accredited university alumnus is a obligatory and is done after fulfillment of curriculum. Final state exam of the university alumnus is done by state attestation committee in order specified by executive authority that maintains state policy and legal regulation of education.

Final state exam consists of state exam and master dissertation defense. University issues a state document to persons that passed final state exam, which is

notarized by a signet, and clarifies appropriate education and (or) qualification level.

Person that didn't fulfill the while curriculum, or any student studying at university, can receive appropriate documents after his/her personal submission.

A person is considered university alumnus if appropriate rector's expulsion order exists.

University alumnus that was expelled before finishing studies for personal reason, receive educational document, based on which he passed university admission. Notarized copy of the document is left inside his/her personal file. All other documents (admission or expulsion order extracts, gradebook, student's ID) are also left for storage inside personal file.

For persons who fulfilled curriculum but didn't passed final state exam during rennovation at university, additional chances to pass final state exam are granded. Second chance to pass exam is appointed not earlier than three months and not later than 5 years after previous attempt. Next attempts to pass final exams cannot be appointed more than two times.

Persons, who didn't passed final state exam for important reasons, can be granted a possiblity to pass it without expulsion.

A list of responsible persons from every university is presented in Appendix 11.

References

1. Constitution of Ukraine (articles 24, 26) - <http://zakon4.rada.gov.ua/laws/show/254%D0%BA/96-%D0%B2%D1%80>.
2. Ukrainian Law «About Foreigners' and Stateless Persons Legal Status» (1994) - <http://zakon4.rada.gov.ua/laws/show/3929-12>.
3. Ukrainian Law «About Education» - <http://zakon3.rada.gov.ua/laws/show/1060-12>.
4. Ukrainian Law «About Education» - <http://zakon4.rada.gov.ua/laws/show/2984-14>.
5. Lisbon Conference 1997 (Convention about recognition of higher education qualifications in European region) - <http://www.mon.gov.ua/ua/activity/recognition-of-foreign-documents/normativno-pravova-baza/>.
6. Order of recognition and equivalence detection of foreign educational documents in Ukraine, issued by foreign educational institutions (approved by Ministry of Education and Science, Youth and Sports of Ukraine Order since 28.05.2012 № 632) - <http://zakon2.rada.gov.ua/laws/show/z0959-12>.
7. Bilateral agreements on mutual recognition and equivalence of educational documents and scientific ranks: Czech Republic - <http://zakon.nau.ua/doc/?uid=1079.902.0>, Bulgaria - <http://zakon.nau.ua/doc/?uid=1079.122.0>.
8. A list of specialties, which are trained in higher educational institutions at levels of specialist and master (approved by Ukrainian Ministry Resolution since 27.08.2010 № 787, including changes and additions) - <http://zakon4.rada.gov.ua/laws/show/787-2010-%D0%BF>.
9. A list of directions, on which specialists are trained at higher educational institutions at bachelor level (approved by Ukrainian Ministry Resolution since 13.12.2006 № 1719) - <http://zakon4.rada.gov.ua/laws/show/1719-2006-%D0%BF>.
10. A list of specialties, which are trained at higher educational institutions at qualification level of younger specialist (approved by Ukrainian Ministry Resolution since 20.06.2007 № 839, including changes and additions) - <http://zakon1.rada.gov.ua/laws/show/839-2007-%D0%BF>.
11. Convention that cancel demand of foreign official documents legalization (The Hague Convention, 1961) - http://zakon4.rada.gov.ua/laws/show/995_082.
12. Order by President of Ukraine since 02.04.1994 № 94 «About Consulate Regulations of Ukraine» (article. 54) - <http://zakon2.rada.gov.ua/laws/show/127/94>.
13. Order by Ministry of Foreign Affair of Ukraine № 113 since 04.06.2002 «About approval of instruction of consulate legalization of official documents in Ukraine and abroad» - <http://zakon.nau.ua/doc/?uid=1029.486.0>.
14. Ukrainian Ministry Resolution since 31.08.2011 № 924 «A Problem of National Information Center for Academic Mobility» - <http://zakon2.rada.gov.ua/laws/show/924-2011-%D0%BF>.
15. Curricula and syllabi - http://mpam-tempus.eu/ukr/files/2013_Curricula%20and%20Syllabi.zip.

16. Agreements between Russian, Ukrainian and European partners http://mpam-tempus.eu/ukr/files/2013_Agreements.zip.
17. Curricula and Syllabi <http://mpam-tempus.eu/news.shtml>
18. Quality Assurance Manual for Master training <http://mpam-tempus.eu/news.shtml>

APPENDIX

Appendix 1. Information for document submission to Czech Technical University in Prague for bachelor diploma nostrification: questionnaire and contact person

Information for document submission to Czech Technical University (CTU) in Prague for bachelor diploma nostrification: questionnaire and contact person.

Application

ŽÁDOST

uznání dokladů o ukončení studia v zahraničí

Statement for documents recognition

Příjmení a jméno držitele diplomu/Surname and name of applicant:

.....
Trvalá adresa držitele diplomu/ Permanent address of diploma owner:

.....
Datum narození/Birth date:.....

Kontaktní údaje (telefon, e-mail)/ Contacts (mobile phone, e-mail).....

.....
Název absolvované vysoké školy/ University name, that issued diploma:

.....
Sídlo vysoké školy (město, země)/Establishment of University – Higher Education Institution (town, country):

.....
Úroveň studia (bakalářské, magisterské)/Qualification level (bachelor, master):

.....
Obor studia (v českém jazyce)/Study direction (in Czech):

.....
Na jaké jméno a adresu žádáte zaslat vyřízení/Name and address that answer will be sent to

.....
Datum/Date:..... **Podpis žadatele**/applicant's signature:.....

Appendices:

- Certificate on getting qualification level
- Officially notarized copy studied disciplines list (list of passed exams)
- Official translation of both documents into Czech language

Contact person:

Eva Huříková, referent

Department: Rectory of CTU / Department of Studies and Student Affairs

Room: RCTU / Žitná 4, 166 36 Praha 6 / B2-212

Tel.: +420-22435-3359 (phone)

E-mail: eva.hurikova@rek.cvut.cz

Appendix 2. Questionnaire for documents submission to Sofia Technical University

Questionnaire for document submission to Sofia Technical University.

Application/Questionnaire

Fields with * are required./Пункти з * обов'язкові

I. General admission requirements/ Загальні вимоги до вступу

Application at the Sofia TU is open to foreign students who hold a Secondary School Diploma, which allows them access to higher education institutions in the respective countries where they have completed their secondary education. / Вступ до ТУ Софія є відкритим для іноземних студентів, які мають атестат про середню освіту, що дозволяє їм отримати доступ до вищих навчальних закладів у тих країнах, де вони завершили свою середню освіту.

II. Personal Data/Особисті дані

Full name */ Повне ім'я

Country */ Країна

Sex */ Стать

Nationality */ Національність

Address */ Адреса

Phone number */ Номер телефону

E-mail */ Е-мейл

III. Studies in Bulgaria/ Навчання в Болгарії

Course */ Курс

Course Language/ Мова курсу

Degree Courses */ Ступінь

IV. Educational Background/ Освіта

Diploma/ Диплом

Translated diploma/ Переклад диплома

The document must be translated, legalized and certified by the Consular Department of the Embassy of the Republic of Bulgaria in the corresponding country. If no such department is available, the documents are legalized according to the general procedure of document legalization, translation and certification - Ministry of Education, Ministry of Foreign Affairs, a diplomatic or consular representation authorized to offer services on behalf of the Republic of Bulgaria.

Документ повинний бути перекладений та нотаріально завірений Консульським відділом Посольства Республіки Болгарія у країні респондента. Якщо такого відділу немає, документи завіряються відповідно до загальної процедури завірвання, перекладу та сертифікації документів - Міністерством освіти, Міністерством закордонних справ, дипломатичними або консульськими представництвами, уповноваженими надавати послуги від імені Республіки Болгарія.

Transcript/Довідка про оцінки

A Transcript of Records - for transfer applicants who want to study for a limited period of time./ Довідка про оцінки – для аплікантів, які хочуть навчатися протягом обмеженого періоду часу.

Document/Документ (прикріплюється до анкети)

A document, issued by competent authorities, which testifies to the right of the applicant to further his /her education at university level in the country where they have completed their secondary school/ college education or a document from the candidate - student exam held in the country. / Документ, виданий компетентними органами, що свідчить про право заявника на подальшу освіту у вищих навчальних закладах в країні, де завершено свої середню освіту або документ від кандидата - студентський іспит складений в країні.

V. Foreign Language/Іноземна мова

Language Level */Рівень знання мови

Statement for admission to master studies at Technical University of Sofia



TECHNICAL UNIVERSITY OF SOFIA

Faculty of Mechanical Engineering

Name and surname of applicant:
Nationality:
Date of Birth:
Contact Data (mob., e-mail):
Permanent Address of Diploma Holder:
Name of Graduated University – Higher Education Institution :
Establishment of University – Higher Education Institution (town, country):
Level of Study (bachelor, master):
Name of the study program/branch (Bachelor degree):
Name and address, where the decision should be sent:

Date:

Signature of applicant:

Appendix 3. Schedule for documents submission, study and defense at TUL

Table 1

Schedule for documents submission, study and defense at TUL

Procedure/Study stage	Recommended/planned dates											
	April	May	June	July	August	September	October	November	December	January	February	March
Підписана заява	30, April/15, August; for 2013 31, May is a recommended date											
Bachelor diploma nostrification submission (submitted to CTU)		X										
Agreement on final exams date transfer at TUL to allow students to pass defense in his native university		X										
Results submission for study at 1st master's course at Ukrainian university to TUL			X									
Admission exams (by invitation)					August, 20							
Procedure of acceptance and dean's decision					August, 21 or earlier							
Enrollment						From September beginning till October, 1						
Receiving visa					X	X						
Start of winter semester							October, 1					

Continue of table 1

Procedure/Study stage	Recommended/planned dates											
	April	May	June	July	August	September	October	November	December	January	February	March
Definition of qualification work topic							October, 15					
Summer semester start											February, 10	
Submission of qualification work		May, 16 next year										
Defense of qualification work and final state exam			Next year									
Diploma delivery ceremony			June, end, next year									

Appendix 4. Schedule for documents submission, study and defense at Sofia Technical University.

Table 2.

Schedule for documents submission, study and defense at Sofia Technical University

Procedure/study stage	Recommended/planned dates											
	April	May	June	July	August	September	October	November	December	January	February	March
Application submission and enrollment		X	X									
Enrollment decision making by committee			X	X								
Receiving visa				X	X							
Receiving full package of documents						Till end of October						
Enrollment at Sofia TU						X						
Study year beginning							October, 14					
Definition of qualification work topic						X						
Submission of qualification work									X			
Defense of qualification work										X	X	
Diploma delivery ceremony											X	

Appendix 5. Certificate of Recognition for foreign educational document in Ukraine



**МІНІСТЕРСТВО ОСВІТИ І НАУКИ,
МОЛОДІ ТА СПОРТУ УКРАЇНИ**

Від _____
№ _____

СВІДОЦТВО
про визнання в Україні
іноземного документа про освіту

Документ про освіту Диплом АА № 010101
виданий 25 серпня 2003 р.
на ім'я Жук Ольга Петрівна
навчальним закладом Среванський Вірменський медичний інститут
(м. Среван, Республіка Вірменія)

спеціальність/напрямок/кваліфікація за документом про освіту
Лікарська справа/лікар
визнано еквівалентним освітньому/освітньо-кваліфікаційному рівню системи освіти України
повна вища освіта/кваліфікація спеціаліст/спеціальність «Лікувальна справа»
зазначений документ дає право на території України на
працевлаштування за фахом та продовження навчання

Рішення прийнято на підставі
Угоди між Кабінетом Міністрів України і Урядом Республіки Вірменія
про взаємне визнання та еквівалентність документів про освіту і вчені звання
від 01 березня 2001 р.

Підпис посадової особи





01135, м. Київ, проспект Перемоги, 10 тел. (044) 468 2442, факс (044) 236 1049, ministry@mon.gov.ua

Appendix 6. Statement for recognition procedure

МІНІСТЕРСТВО ОСВІТИ І НАУКИ,
МОЛОДІ ТА СПОРТУ УКРАЇНИ

ВІД (ПІБ власника українською мовою)	
який діє під підписом доручення	
і представляє інтереси (ПІБ власника документа українською мовою)	
ЗАЯВА	
ПРОШУ ЗДІЙСНИТИ ПРОЦЕДУРУ ВИЗНАННЯ ДОКУМЕНТА ПРО ОСВІТУ (назва документа, серія, №, дата видачі)	
ВИДАНИЙ НА ІМ'Я (і рідництво, ім'я, по батькові) власника документа українською мовою підписав(а) до нотаріального досвідку запису в документі про освіту)	
НАВЧАННЯ ЗДІЙСНЮВАЛОСЬ (вказати місце навчання по-українськи)	
а) В ГОЛОВНОМУ НАВЧАЛЬНОМУ ЗАКЛАДІ (вказати)	б) У ПРЕДСТАВНИЦТВІ (вказати)
в) У ФІЛІАЛІ (вказати)	
ЗА НАСТУПНОЮ ФОРМОЮ (денною/вечірньою/вечірньою/дистанційною/екстернітною тощо)	РОКИ НАВЧАННЯ
НА ТЕРИТОРІЇ КРАЇНИ	
ЗА АДРЕСОЮ (вказати повну у повноті адресу навчального закладу)	
ТЕЛЕФОН (назва навчального закладу)	Е-МАЙЛ (назва навчального закладу)
ФАКС	САЙТ
* ПІДТВЕРДЖУЮ, ЩО НАДАНИЙ МНОЮ ДОКУМЕНТ ПРО ОСВІТУ Є АВТЕНТИЧНИМ І ОТРИМАНИЙ В УСТАНОВЛЕНОМУ ПОРЯДКУ	
ПРОЦЕДУРА ВИЗНАННЯ НЕОБХІДНА З МЕТОЮ	
а) ПРАЦЮВАТИ/НАВЧАТИСЯ (вказати назву установи)	
б) ЛІЯ ПРОДОВЖЕННЯ ОСВІТИ (вказати назву школи/навчального закладу, з якого/з яких освіти, здобуток з якого/з яких планується)	
РІШЕННЯ ПРО ВИЗНАННЯ ПРОШУ ВИДАТИ	
а) ОСОБИСТО МЕНИ (вказати)	б) ДОПОВІРНИЙ ОСОБІ ЗА ПОДЛЯГДАЮЩИМ ДОРУЧЕННЯМ (вказати)
в) ПІДПИСАТИ (вказати ПІБ отримувача)	г) НАДІСЛАТИ КУРСОВИМ СПОСОБОМ (вказати адресу доставки ПІБ та контактний телефон отримувача)
ДАТІ ЗАЯВНИКА	
ДОПОВІРНА КОНТАКТНА АДРЕСА (якщо окремо можна вказати домашню адресу, обласний, район, місто, вулиця, будинок, квартира)	ПАСПОРТНІ ДАНІ (серія, номер, дата, ким виданий паспорт)
КОНТАКТНИЙ ТЕЛЕФОН (власника)	Е-МАЙЛ (власника)

« _____ » _____ 2013 р.
день місяць

Підпис

« _____ »
Прізвище

СЛУЖБОВЕ ПОЛЕ

АДМІНІСТРАЦІЯ НАСЛАННЯ	
ТЕРМІНОВА 80 р. л.	ПРОПЛАТА:
ТЕРМІНОВА 40 р. л.	
ТЕРМІНОВА 20 р. л.	
ЕКСТРЕМА 5 р. л.	
ПРИ ПІДПИСАННІ ВІДПОВІДНО КУРСОВОЮ СПОСОБОМ	

ДОДАТОК

[illegible]

Надані копії з оригіналами звірно

Phidippus cambridgeianus

Оригінали документів отримаю

Πρόταση αρ. 609/2017

« » 2013 г., / /
детей личность Подпись заявителя Прошито

ДОДАТОК

[illegible]

Надати копії з оригіналами звірно

Hydrocorymbium

Оригінали документів отримано

Дізнатися заповнювач

« _____ » _____ 2013 р. / Іванюк /
депутат міський *Підпис заявляючого* *Прізвище*

Appendix 7. Statement for persons that received document in country where Russian language is used

Руководителю

*(название учебного учреждения, которое
выдало иностранный документ об
образовании)*

*(ФИО, адрес, телефон владельца документа об
образовании;*

Паспорт: серия, номер, выдан, дата выдачи)

ЗАЯВЛЕНИЕ

Я, _____,

(Фамилия, инициалы владельца документа об образовании)

даю свое согласие на предоставление информации, касающейся моих
персональных данных, а именно моего обучения в

(название учебного учреждения как в документе об образовании)

и получения _____,

(название, серия, номер, дата выдачи документа об образовании)

запрашиваемых Департаментом научной деятельности и лицензирования
Министерства образования и науки, молодежи и спорта Украины с целью
признания данного документа.

Срок действия согласия: _____

(один год)

« » 2013 г.
день месяц

Подпись владельца

/ /
Фамилия, инициалы владельца

Современное название
учебного учреждения,
которое выдало документ об образовании

ФИО владельца документа об образовании

адрес владельца документа об образовании

телефон владельца документа об образовании

данные паспорта владельца документа об образовании:
серия, номер, кем выдан, дата выдачи

Я, _____ *Фамилия, имя, отчество владельца образовательного документа*,
даю свое согласие на предоставление информации, касающейся моих
персональных данных, а именно моего обучения в _____
название учебного заведения как в образовательном документе

название, серия, номер, дата выдачи документа об образовании

Срок действия согласия: один год

Фамилия, инициалы автора

Appendix 8. Statement for other persons (filled in English)

To whom it may concern

From

(Name, surname, address, telephone number;
Passport data: Serial number,
date of issue, authority of issue).

Application Form

I, _____ (name and surname)

give the consent to send my personal data as for my fact of study at

(name of educational institution)

and receipt of

(name, serial number, date of educational document issue)

required by the Department of Licensing and Accreditation of the Ministry of Education and Science, Youth and Sports of Ukraine for abovementioned educational document recognition in Ukraine.

Period of consent validity: August 01, 2013

“ ” 2012
Date month

Sign

Surname

Appendix 9. Example of right filling of copy validity from original document

Форма № 61

Посвідчувальний напис про
засвідчення вірності копії з оригіналу
документа з одночасним письмовим
перекладом тексту перекладачем

Місто Миколаїв, Миколаївська область, Україна.

27 квітня 2011 року я, _____, приватний нотаріус Миколаївського міського
нотаріального округу, засвідчую вірність цієї копії з оригіналу документа; в останньому
підчисток, дописок, закреслених слів, незастережених виправлень або інших особливостей не
виявлено.

Письмовий переклад тексту документа з _____ мови на _____ мову зроблено
перекладачем _____ прізвище, ім'я, по батькові _____, справжність підпису якого(ї) засвідчую.

Особу перекладача встановлено, його дієздатність та кваліфікацію перевірено.

Зареєстровано в реєстрі за № №

Стягнуто плати: згідно зі ст. 31 Закону України "Про нотаріат"

Приватний нотаріус

Appendix 10. Document of administration service payment or document copying payment that confirms right to be free of charge

Дата здійснення операції:	
Сума:	51,00 (п'ятдесят одна гривня 00коп.)
Платник:	
Ідентифікаційний номер:	
Місце проживання:	
Отримувач:	Назва: УДКСУ у Шевченківському районі ГУ ДКСУ у м. Києві
Код:	Розрахунковий рахунок: МФО банку:
3 7 9 9 5 4 6 6	3 1 1 1 9 1 1 5 7 0 0 0 1 1 8 2 0 0 1 9
Призначення платежу:	Визнання і встановлення еквівалентності документів про освіту
Платник:	Контролер: Бухгалтер: Касир:
Дата здійснення операції:	
Сума:	51,00 (п'ятдесят одна гривня 00коп.)
Платник:	
Ідентифікаційний номер:	
Місце проживання:	
Отримувач:	Назва: УДКСУ у Шевченківському районі ГУ ДКСУ у м. Києві
Код:	Розрахунковий рахунок: МФО банку:
3 7 9 9 5 4 6 6	3 1 1 1 9 1 1 5 7 0 0 0 1 1 8 2 0 0 1 9
Призначення платежу:	Визнання і встановлення еквівалентності документів про освіту
Платник:	Контролер: Бухгалтер: Касир:

**Appendix 11. A list of responsible persons from universities on project
«EU-PC Double Degree Master Program in Automation / Mechatronics»**

Sevastopol National Technical University (Ukraine)

Associate Professor at Department of Instrumentation Systems

Leonid Kartashov

tel. +38 (0692) 545374

e-mail: ninakar@rambler.ru

Associate Professor, Department of Mechanical and Instrumentation engineering
Automation and Transport

Olexandr Kharchenko

tel. +38 (0692) 542404

National Technical University "Kharkiv Polytechnic Institute" (Ukraine)

Professor, Department of Automated Electromechanical Systems

Nikolay Anishchenko

tel. +38057-70-76-445,

e-mail: annikolay@yandex.ru.

Professor, Vice-rector on scientific and pedagogical work

Valeriy Kravets

tel. +38057-706-32-16,

e-mail: vak@kpi.kharkov.ua;

International fund-raising department of NTU “KhPI” director

Irina Porunkova

tel. +38057-70-76-652,

e-mail: consortium@kpi.kharkov.ua;

Professor, Head of Department of Integrated Technologies in Machine Building

Anatoliy Hrabchenko,

tel. +38057-706-41-43, +38057-70-76-143

e-mail: grabchenko@kpi.kharkov.ua;

Associate Professor, Department of Integrated Technologies in Machine Building

Yaroslav Harashchenko,

tel. +38057-70-76-185, +38057-70-76-649

e-mail: yaroslav17@yandex.ua;

Head of Department of Automated Electromechanical Systems

Volodymyr Klepikov,

tel. +38057-70-76-226,
e-mail: klepikov@kpi.kharkov.ua;

National Technical University of Ukraine "Kyiv Polytechnic Institute"

Associate Profession, Department of Technical Cybernetics

Mykhailo Tkach

tel. +380679695051

e-mail: mtkach@tk.kpi.ua

Associate Professor, Department of Technical Cybernetics

Victor Pasko

tel. +380502163298

e-mail: vppas@rambler.ru

Associate Professor, Department of Technical Cybernetics

Oleg Lisovychenko

tel. +380505072943

e-mail: jedak007@gmail.com

Zhytomyr State Technical University (Ukraine)

Professor, Department of Automated and Computer Systems

Valeriy Kyrylovych,

tel. +38 050 3859627

e-mail: kiril_va@yahoo.com

Head of Department of International Connections

Vasyl Mamray,

tel. +38 066 7766909

tel. +38 0412 418541,

fax +38 0412 241422

e-mail: vmamray@rambler.ru

Appendix 12. Example of Medical Certificate

	Код формы по ОКУД _____
	Код учреждения по ОКПО _____
	Медицинская документация форма N 082/у
	Утверждена Минздравом СССР 04.10.80 г. N 1030
_____	наименование учреждения
МЕДИЦИНСКАЯ СПРАВКА (для выезжающих за границу)	
Дана тов. _____	_____ фамилия, имя, отчество
_____ лет,	в том, что он прошел медицинский осмотр в
поликлинике _____	_____
	название и местонахождение учреждения
При осмотре установлено _____	

По состоянию здоровья тов. _____	
может быть направлен в заграничную командировку _____	

название страны	
сроком на _____	
"..." _____ 19... г.	
М. П.	Председатель комиссии _____
	Члены комиссии _____

	В скобках фамилию вписывать разборчиво