

**LIMITED LIABILITY COMPANY  
"HIGHER EDUCATIONAL INSTITUTION  
"AMERICAN UNIVERSITY KYIV"**

**APPROVED**

By the Academic Council  
LLC «American University Kyiv»  
Protocol No. 06 dated May 30, 2025

**PUT INTO EFFECT**

By order of the Rector  
LLC «American University Kyiv»  
dated May 30, 2025 No. 33-OD

**REGULATIONS  
EXPULSION, INTERRUPTION OF STUDIES,  
TRANSFER AND RENEWAL OF APPLICANTS FOR  
HIGHER EDUCATION AMERICAN UNIVERSITY KYIV  
(new edition)**

**Kyiv, 2025**

## I. GENERAL PROVISIONS

1.1. These Regulations on the Procedure for Expulsion, Interruption of Studies, Resumption and Transfer of Persons Studying at the American University Kyiv and Granting Them Academic Leave (hereinafter referred to as the "Regulations") approved on the basis of Article 12.2 of the Charter of the Limited Liability Company

"Higher Educational Institution "American University Kyiv" (hereinafter – "University", "AUK" or "American University Kyiv") in accordance with Article 46 of the Law of Ukraine "On Higher Education" of 01.07.2014, No. 1556-VII, the Regulation on the Procedure for Expulsion, Interruption of Studies, Renewal and Transfer of Persons Studying at Higher Education Institutions and Granting Them Academic Leave, approved by the Order of the Ministry of Education and Science of Ukraine dated February 7, 2024 No. 134, other acts of the current legislation of Ukraine and internal documents of the University.

1.2. The Regulation regulates the procedure for expulsion, interruption of studies, resumption of studies, transfer, granting of academic leave to persons who receive a certain level of higher education at the American University of Kyiv.

1.3. In this Regulation, the following terms are used in the following meanings:

**academic leave** – interruption of studies by a higher education applicant on the grounds and reasons determined by this Regulation, which make it impossible to fulfill the educational program. For the period of academic leave, persons belonging to certain categories determined by law retain certain rights of a higher education applicant in accordance with this Regulation;

**expulsion from the list of students** (hereinafter referred to as expulsion) – loss of the status of a higher education applicant by a person in the manner determined by this Regulation, which results in the termination of the rights and obligations of a higher education applicant;

**requirements for entrants to the relevant educational program** – previously obtained level of education, specialty(s), on the basis of which admission to study is carried out, results of entrance tests, the list of which is determined *by the Conditions (Procedure) of admission to study for higher education and the Rules for admission to a higher education* institution when entering the relevant competitive offer (in the form of an appropriate set of certificates and results of external independent assessment, national multi-subject test, entrance exams, unified professional entrance test, unified entrance exam, interview), taking into account the minimum value of the number of points of entrance tests (competitive

ball), Sources Funding Acquisition Higher education, citizenship and special conditions for participation in the admission campaign, etc.);

**University study agreement** – an agreement on study at a higher education institution concluded between the University and the entrant in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education";

**agreement on the provision of paid educational services** – an agreement between the University and an individual (legal entity) who orders a paid educational service for himself or for another person, assuming financial obligations to pay for it, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education";

**transfer** – change by a higher education applicant in the manner determined by this Regulation:

- educational program,
- forms of higher education,
- sources of funding for higher education,

**final control** – control measures that provide for the establishment of compliance (measurement, evaluation) of the learning outcomes obtained by a person with the requirements of the educational program in terms of the relevant educational component;

**resumption of studies** – restoration of the status of a higher education applicant after expulsion, acquisition of rights and obligations of a person receiving higher education.

Other terms are used in the meanings defined in the Laws of Ukraine "On Higher Education" and "On Education" and other legislative acts.

1.4. Expulsion, interruption of studies, as well as extension of its term, resumption of studies, transfer, admission to continue studies are carried out on the basis of the order of the Rector of the University. The relevant information is entered by the University into the Unified State Electronic Database on Education within the time limits and in the manner determined by law.

1.5. Control over the implementation of the Regulations is carried out by officials of the University within the powers defined in the Statute and internal documents of the University.

1.6. Changes and additions to this Regulation are approved by the Academic Council of the University and put into effect by the order of the Rector of the University in accordance with the requirements of the Statute and internal documents of the University.

## II. EXPULSION OF APPLICANTS FOR HIGHER EDUCATION

2.1. The grounds for expulsion of applicants are determined [by part one of Article 46 of the Law of Ukraine "On Higher Education"](#) and [part six of Article 42 of the Law of Ukraine "On Education"](#).

2.2. The list of circumstances that are considered non-fulfillment of the individual curriculum and academic failure is determined *by the Regulations on the organization of the educational process at the American University Kyiv (new edition)* in compliance with the following requirements:

1) the fact of non-fulfillment of the individual curriculum and academic failure is established based on the results of the final control or certification of applicants;

2) expulsion due to non-fulfillment of the individual curriculum in terms of obtaining an unsatisfactory grade based on the results of the final control is possible only if, in accordance with the *Regulations on the organization of the educational process at the American University of Kyiv*, the applicant for higher education was given the opportunity to appeal (appeal) in accordance with the procedure established by the University of the decision, action or inaction of pedagogical, scientific and pedagogical, scientific workers, officials the University regarding the organization and conduct of the final control, but the applicant for higher education did not take advantage of such an opportunity within the period established by the University or his complaint was reasonably rejected;

3) A higher education applicant cannot be expelled for non-fulfillment of the individual curriculum before the expiration of the final control period of the current academic period or before the beginning of the certification of applicants, if such non-fulfillment is the result of force majeure circumstances.

2.3. A person who is expelled from the University in the manner prescribed by this Regulation (except for expulsion in connection with the completion of studies in the relevant educational program, as well as if the person has not started classes) is issued an academic certificate.

2.4. A person expelled from the University before completing his studies under the educational program receives an academic certificate containing information about the results of training, names of disciplines, grades received and the number of ECTS credits obtained.

### III. RENEWAL FOR TRAINING

3.1. Persons expelled before the completion of studies under a certain educational program can be renewed for on-site studies at the expense of individuals (legal entities) on the basis of a personal request submitted to the University.

3.2. The request for resumption of studies is considered by the University within five working days, after which the applicant must be informed in writing (including by electronic mail) about the terms, procedure and conditions of resumption of studies or the reason for refusal.

3.3. A person can be reinstated for study regardless of the reasons for expulsion, the duration of the break in study, the form of higher education, the educational program, the source of funding, the form of ownership and the sphere of management of the higher education institution under the following conditions:

1) fulfillment of the requirements for entrants to the relevant educational program in accordance with paragraph 3.8 of this Regulation;

2) a positive assessment of the learning outcomes obtained by a person during previous periods of study, the ability of a person to successfully complete the relevant educational program. A person may be denied resumption of studies if a negative assessment of his/her ability to successfully complete the relevant educational program is established. Assessment is carried out in the manner prescribed by *the Regulations on the organization of the educational process at the American University Kyiv (new edition)*

3) recognition of the results of previous periods of study is carried out in accordance with paragraph 3.9 of this Regulation.

3.4. Resumption of studies under an educational program in the specialty necessary for access to professions for which additional regulation has been introduced is carried out if the person studied in the same specialty before expulsion.

3.5. Resumption of studies for the first year of study on the basis of complete general (profile) secondary education is prohibited. Resumption of studies for the second year of study on the basis of complete general (profile) secondary education of persons expelled from the first year of study is possible provided that they fully fulfill the requirements of the curriculum of the first year of study of the relevant educational program within the period established by the University.

3.6. Renewal of studies can be carried out for educational programs of the same level of higher education for the same or lower year of study, or for educational programs of a lower level of higher education, for the same or another form of education.

3.7. When resuming to study for an educational program in another specialty within the University or from another higher education institution, as well as when resuming from a foreign higher education institution, regardless of the specialty, it is mandatory to fulfill the requirements for entrants to the relevant educational program, established in the year of the beginning of study of the contingent of students at the appropriate level of education to which the person joins, or in one of the following years, but not later than the year when the person submits the request for renewal.

3.8. Fulfillment by a person who has submitted a request for renewal of studies of the requirements for applicants to the relevant educational program can be carried out:

1) before resumption of training; or

2) during the first year of study at the University after resumption of studies, but not later than the date of admission to the certification of applicants for higher education. In case of failure to fulfill this requirement within the established period, the applicant for higher education is expelled for violation of the terms of the contract for study at the University, and is not allowed to attestation of applicants for higher education.

3.9. The procedure for recognizing the results of previous training, ECTS credits, enrollment of educational components, and other conditions for resumption of studies (hereinafter referred to as the conditions for renewal) are determined in *the Regulations on the organization of the educational process at the American University Kyiv*.

At the same time, the prerequisites are:

- implementation of uncredited educational components of the curriculum of previous periods of study (while the volume of uncredited educational components on the day of renewal may not exceed 20 ECTS credits);
- inclusion in the individual curriculum of the applicant for higher education of the mandatory educational components determined by the educational program of the University for previous periods of study and/or the volume of selective educational components provided for by it (if necessary);
- passing the stages of certification of higher education applicants provided for by law (if necessary).

3.10. Enrollment of compulsory educational components or their components is carried out in accordance with the procedure specified in the *Regulations on the Organization of the Educational Process at the American University of Kyiv*, provided that during the previous periods of study the person has obtained the educational or similar learning outcomes provided for by the educational program. As selective, at the request of the applicant for higher education, in particular, the

educational components of previous education are enrolled, which cannot be counted as compulsory.

3.11. The order on resumption of studies is issued after the conclusion of the agreement on study at the University, as well as the agreement on the provision of paid educational services.

#### **IV. TRANSFER OF HIGHER EDUCATION APPLICANTS**

4.1. Applicants Higher Education On the other hand on the basis of a personal statement can be transferred:

- 1) from one educational program to another;
- 2) from one form of higher education to another;
- 3) from one source of funding to another.

4.2. Applicants for higher education are transferred with the consent of the person who has assumed such financial obligations, with appropriate amendments to the agreement on the provision of paid educational services.

4.3. The transfer of applicants for higher education (hereinafter referred to as the transfer) is carried out to educational programs of the same level of higher education, for the same or lower year of study, taking into account the requirements for entrants to the relevant educational program and the analysis of the learning outcomes obtained by the person during the previous periods of study, regarding his/her ability to successfully complete the educational program specified in the transfer request. A person may be denied transfer, if a negative assessment of his/her ability to successfully complete the relevant educational program is established. The assessment is carried out in accordance with the procedure provided for *by the Regulations on the organization of the educational process at the American University Kyiv*.

4.4. Transfer within the University from one educational program to another or from one form of higher education to another is carried out by the order of the Rector of the University.

4.5. When transferring, it is mandatory to fulfill the requirements for entrants to the relevant educational program, established in the year of the beginning of the person's studies at the relevant educational level or in one of the following years, but not later than the year of submission of the request for transfer by the person.

4.6. Fulfillment of the requirements for entrants to the relevant educational program can be carried out before the transfer or during the first year of study at the University after the transfer, but not later than the date of admission to the certification of applicants for higher education. In case of failure to fulfill this requirement within the established period, the applicant for higher education is expelled for violation of the terms of the contract for study at the University, and is not allowed to attestation of applicants for higher education.

4.7. Procedure for Recognition of Results of Previous Education, ECTS

## Credits, Enrollment of Educational Components, Other Conditions for Transfer of Applicants

Higher Education organization are determined by in *Regulations About of the educational process at the American University Kyiv (new edition)*.

At the same time, the mandatory conditions for the transfer are:

- implementation of non-enrolled educational components of the curriculum of previous periods of study (at the same time, the volume of unenrolled educational components on the day of admission to classes may not exceed 20 ECTS credits, for applicants for higher education of the first year of study, the volume of unenrolled educational components on the day of admission to classes may not exceed 0 ECTS credits);
- inclusion in the individual curriculum of the applicant for higher education of the mandatory educational components determined by the educational program of the University for previous periods of study and/or the volume of selective educational components provided for by it (if necessary);
- passing the stages of certification of higher education applicants provided for by law (if necessary).

4.8. When transferring applicants for higher education, enrollment of compulsory educational components or their components is carried out in the manner determined by the University, provided that during the previous periods of study the person has obtained the educational program or similar learning outcomes. At the request of the higher education applicant, in particular, the educational components of previous periods of study, which cannot be counted as compulsory, are counted as selective.

4.9. Transfers, as a rule, are carried out in the inter-semester period. At the same time, transfer during the first year of study is prohibited, except for the absence of non-enrolled educational components of the curriculum of previous periods of study (the volume of non-enrolled educational components on the day of admission to classes does not exceed 0 ECTS credits).

4.10 An order on the transfer of a higher education applicant to another educational program and/or form of education, and/or a source of funding, is issued after the conclusion of an agreement on study at the University, as well as an agreement on the provision of paid educational services.

## **V. INTERRUPTION OF HIGHER EDUCATION STUDENTS**

5.1. Interruption of higher education applicants is carried out by granting them academic leave. Such persons are not expelled from the number of applicants for higher education.

5.2. The agreement on the provision of paid educational services is suspended for the period of academic leave.

5.3. Academic leave may be granted in accordance with this Regulation for the following reasons:

1) for medical reasons that make it impossible to combine rehabilitation treatment with training (in case of decreased working capacity due to disorders of body functions caused by acute diseases, which requires long-term restorative treatment); exacerbation of chronic diseases or frequent illnesses (more than one month within six months); anatomical defects that do not allow for restorative treatment during training;

2) in connection with participation in the academic mobility program – if training or internship in an educational or scientific institution (including a foreign state) makes it impossible for the participant of academic mobility to fulfill an individual curriculum at the main place of study;

3) in connection with conscription for military service (conscription for military service during mobilization, for a special period, conscription for military service, entry into military service by conscription of officers, entry into military service under a contract in accordance with the law);

4) in connection with a long-term business trip of an applicant who combines study with work;

5) due to family circumstances – a break in study, which is provided to a higher education applicant on the basis of his/her motivated request for a period of no more than one year for the entire period of study at the relevant level of higher education. For applicants for higher education in the first year of study at the University after enrollment, this reason does not apply.

Resumption of studies for the first year of study on the basis of complete general (profile) secondary education is prohibited.

6) in connection with pregnancy and childbirth; caring for a child until he reaches the age of three;

7) if a child of a higher education applicant, according to a medical report, needs home care until the child reaches the age of 6, 16, 18 years in the cases established [by paragraph 3](#) of part one of Article 25 of the Law of Ukraine "On Leave".

5.4. Academic leave is granted by order of the Rector of the University, which indicates the reason, reason for granting and duration, including reference to the duration of leave established by law (if necessary). At the same time, the duration of academic leave for the reason specified in paragraph seven of paragraph 5.3 of this Regulation may not exceed the duration of social leave granted in accordance with [the Law of Ukraine "On Vacations"](#), but at the request of the applicant for higher education, it can be granted for a period less than such social leave.

5.5. To grant academic leave, applicants for higher education apply to the University with a request in electronic form, in which they indicate the reason, the period of academic leave, as well as the grounds.

5.6. The following documents are attached to the application:

1) for the reasons specified in subparagraph 1 of paragraph 5.3 – medical documents, on the basis of which the need for academic leave for medical reasons is determined. Academic leave for medical reasons to applicants for higher education from among foreigners can be granted on the basis of a legalized (except for cases provided for by international treaties, consent to the binding nature of which is provided in accordance with the procedure established by law) medical certificate obtained in a foreign state, which is submitted to the University together with a notarized translation into Ukrainian;

2) for the reasons specified in subparagraph 2 of paragraph 5.3 – documents certifying the participation of a higher education applicant in the academic mobility program implemented in accordance with the legislation;

3) for the reasons specified in subparagraph 4 of paragraph 5.3 – a supporting document from the place of work of the applicant for higher education regarding a long-term business trip, indicating its term;

4) for the reasons specified in subparagraph 5 of paragraph 5.3 – documents that can confirm the circumstances set out in the reasoned application for obtaining academic leave (if any);

5) for the reasons specified in subparagraph 6 of paragraph 5.3 – one of the documents: a certificate of incapacity for work due to pregnancy and childbirth; child's birth certificate;

6) for the reasons specified in subparagraph 7 of paragraph 5.3 – a medical report stating that the child needs home care (until he/she reaches the age of 6, 16, 18 years in cases established [by paragraph 3](#) of part one of Article 25 of the Law of Ukraine "On Leave"), or another document that is the basis for granting academic leave for family reasons.

5.7. After the expiration of the period of interruption of education provided to the applicant for higher education in the manner prescribed by this Regulation, a person may be reinstated for study by admission to the educational process.

5.8. Admission to the educational process of applicants for higher education, whose period of interruption of studies has expired, is carried out by the order of the Rector of the University on the basis of the request of the applicant for higher education, submitted in electronic form no later than five days before the end of the academic leave.

5.9. Applicants for higher education who have not submitted documents for admission to the educational process or extension of the period of academic leave within the period specified by this section shall be expelled from the University for violation of the terms of the agreement on study at the University.