



REGULATIONS

**on the titles of "Visiting Professor"
and "Non-resident Scholar"
of Ivan Kozhedub Kharkiv National
Air Force University**



**The Air Force of the
Armed Forces of Ukraine**

APPROVED

By the decision of the Academic Council
of Ivan Kozhedub Kharkiv National
Air Force University
Protocol 15.06.2021 № 8

REGULATIONS

on the titles of "Visiting Professor" and "Non-resident Scholar"
of Ivan Kozhedub Kharkiv National Air Force University

Enacted by the order of the Commandant
of the Ivan Kozhedub Kharkiv National
Air Force University 18.06.2021 № 1004

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1. General Provisions

1.1. These Regulations define the general principles for awarding the titles of "Visiting Professor" and "Non-resident Scholar" at Ivan Kozhedub Kharkiv National Air Force University, aimed at expanding the University's connections with leading scholars and higher education institutions. The regulations establish the procedure and conditions for inviting and employing renowned scientists, lecturers, and respected specialists in various fields of knowledge, representing both Ukrainian scientific institutions and higher education establishments as well as foreign countries.

1.2. A "Visiting Professor" or "Non-resident Scholar" is a scholar (citizen of Ukraine or other countries) with significant pedagogical or scientific-research achievements recognized at the international level, who is not an employee of the University but, under a separate agreement (contract), conducts scientific, scientific-technical, or educational activities at the University.

1.3. The titles of "Visiting Professor" and "Non-resident Scholar" at the University are introduced for the purposes of:

- integrating the University into the global scientific-educational space and achieving a leading position;
- developing academic mobility and cooperation with Ukrainian and foreign universities;
- integrating scientific research in priority areas of development and implementing the University's educational activities;
- enhancing the quality of scientific research and educational activities by involving leading domestic and international scholars;
- familiarizing the University's academic and research staff, researchers, cadets (students) with the results of advanced scientific research and modern technologies.

1.4. The decision to award the title of "Visiting Professor" or "Non-resident Scholar" at Ivan Kozhedub Kharkiv National Air Force University is made by the University Academic Council and approved by the University Chief.

1.5. The titles of Visiting Professor and Non-resident Scholar at Ivan Kozhedub National Air Force University are awarded for a period of five years with the possibility of extension for a similar period, as determined by order of the University Commandant.

1.6. Amendments and additions to these Regulations shall be introduced based on the decision of the University Academic Council and shall enter into force after approval by the University Commandant.

2. Requirements for Candidates for the Title of "Visiting Professor" and "Non-resident Scholar" at Ivan Kozhedub Kharkiv National Air Force University

2.1. Candidates for the title of "Visiting Professor" and "Non-resident Scholar" at Ivan Kozhedub Kharkiv National Air Force University may be persons who:

- possess an appropriate academic degree (academic title) and/or significant achievements in a particular field of science;
- have an extensive list of published scientific works with a high citation rate (Hirsch index), inventions, textbooks, manuals, or other methodological materials;
- actively participate in scientific research;
- are members of international professional or scientific communities;
- are willing to apply their knowledge and experience to address the University's tasks.

2.2. There are no restrictions on gender, age, nationality, or religious beliefs for candidates applying for the title of "Visiting Professor" or "Non-resident Scholar" at Ivan Kozhedub Kharkiv National Air Force University.

3. Procedure for Awarding the Title of "Visiting Professor" and "Non-resident Scholar" at Ivan Kozhedub Kharkiv National Air Force University

3.1. Candidates for the title of Visiting Professor or Non-resident Scholar at Ivan Kozhedub Kharkiv National Air Force University shall submit the following documents to the University's official email address:

- copies of diplomas confirming the candidate's academic degree and academic title with translation into Ukrainian (if available);
- a résumé in the EuroPass format;
- a list of the candidate's scientific works over the last five years;
- a list of the candidate's main professional achievements.

3.2. The right to petition for awarding the title of Visiting Professor or Non-resident Scholar at Ivan Kozhedub Kharkiv National Air Force University is granted to the University leadership, faculties, interfaculty departments, and the scientific center (scientific-research institute).

3.3. Petitions from faculties are considered at meetings of the faculty academic council, from university-wide departments at department meetings, and from the Research center (scientific-research institute) at meetings of the academic council of the Research center (scientific-research institute). The final decision is made by the Academic Council of the University.

The petition must include:

- surname, first name, patronymic;
- citizenship;
- date and place of birth;
- position;

- which HEI (MHEI) was graduated from and when;
- date of conferment of the academic degree (academic title);
- length of scientific-pedagogical (scientific) service;

The petition form is provided in Annex 1.

3.4. The faculty academic council, the scientific council of the Research center (scientific-research institute), or the meeting of the university-wide department, after discussing the petition for the conferment of the title "Visiting Professor" and "Non-resident scholar" of the Ivan Kozhedub Kharkiv National Air Force University, adopts an appropriate decision. The petition and the extract from the minutes of the council (or university-wide department meeting) are submitted to the Academic Council of the University.

The form of the extract from the minutes is provided in Annex 2.

3.5. For the consideration of petitions for the conferment of the title "Visiting Professor" and "Non-resident scholar" of the Ivan Kozhedub Kharkiv National Air Force University, an expert committee is established, consisting of no fewer than three Doctors of Science in the candidate's field of activity.

The expert committee, within one month and based on the review of the submitted materials, prepares a conclusion, which serves as a recommendation for the Academic Council of the University to make a decision. The conclusion of the expert commission is formalized in writing.

The form of the conclusion is provided in Annex 3.

Representatives of the departments, faculties, or the Research center (scientific-research institute) that submitted the petition must be present at the meeting of the expert committee.

3.6. The decision of the Academic Council of the University on conferring the title "Visiting Professor" and "Non-resident scholar" of the Ivan Kozhedub Kharkiv National Air Force University shall be considered positive if, as a result of a secret ballot, no less than 50% of the members of the Academic Council present at the meeting vote in favor.

The decision of the Academic Council of the University on conferring the title "Visiting Professor" and "Non-resident scholar" of the Ivan Kozhedub Kharkiv National Air Force University shall be approved by an order of the Commandant of the University and published on the official website of the University.

4. Rights of Persons Awarded the Title "Visiting Professor" and "Non-resident scholar" of the Ivan Kozhedub Kharkiv National Air Force University

Persons who have been awarded the titles "Visiting Professor" and "Non-resident scholar" of the Ivan Kozhedub Kharkiv National Air Force University are entitled to:

- participate in the scientific, scientific-technical, or educational activities of the University;
- take part in scientific and scientific-methodological conferences and

workshops;

- discuss at the meetings of the Academic Council of the University issues related to scientific, educational, and methodological activities, as well as the preparing of scientific and scientific-pedagogical personnel;
- participate in competitions for the best scientific works;
- use the libraries, educational-laboratory facilities, scientific-research and experimental bases of the University;
- publish their scientific and methodological works in the University's publications, dedicated to the development of science and technology, the improvement of education, as well as other issues in the interests of the University's activities, and act as reviewers of scientific works.

5. Procedure for Inviting Persons Awarded the Title “Visiting Professor” and “Non-resident scholar” to the Ivan Kozhedub Kharkiv National Air Force University

The planning and implementation of measures concerning the reception and cooperation with foreign citizens awarded the title “Visiting Professor” and “Non-resident scholar” of the Ivan Kozhedub Kharkiv National Air Force University shall be conducted in accordance with the requirements of the Procedure for the Organization and Ensuring of the Secrecy Regime in State Authorities, Local Self-Government Bodies, Enterprises, Institutions and Organizations, approved by Resolution of the Cabinet of Ministers of Ukraine dated December 18, 2013 No.939 (as amended) (paragraphs 713–733), and the Order of the Ministry of Defense of Ukraine dated December 15, 2017 No.655 “On the Implementation of International Cooperation by the Ministry of Defense and the Armed Forces of Ukraine” (as amended).

Based on the submission of the chief of the University's structural unit (Annex 4), the Scientific-Organizational Department shall prepare and distribute invitations (Annex 5) and issue a University Order regarding the reception of person awarded the title “Visiting Professor” and “Non-resident scholar” of the Ivan Kozhedub Kharkiv National Air Force University.

The chief of the University's structural unit, receiving persons awarded the title “Visiting Professor” and “Non-resident scholar” of the Ivan Kozhedub Kharkiv National Air Force University, shall prepare:

- an individual work plan for the persons awarded the title “Visiting Professor” and “Non-resident scholar” of the Ivan Kozhedub Kharkiv National Air Force University for the implementation of scientific-research or educational activities (Annex 6);
- a reception program for the foreigner (Annex 7).

The meeting, assistance with document processing for employment and temporary stay in Ukraine, hotel accommodation, and cultural program for the persons awarded the title “Visiting Professor” and “Non-resident scholar” of the Ivan Kozhedub Kharkiv National Air Force University shall be conducted by the staff of the structural unit hosting them.

6. Procedure for Employment of Persons Awarded the Title “Visiting Professor” and “Non-resident Scholar” at Ivan Kozhedub Kharkiv National Air Force University

Before employment at the University, persons awarded the title “Visiting Professor” and “Non-resident Scholar” of the Ivan Kozhedub Kharkiv National Air Force University who are foreign nationals shall obtain the following documents:

for a stay in Ukraine of up to 90 days:

- identification code (taxpayer ID);

for a stay in Ukraine of more than 90 days:

- long-term Ukraine visa type D;
- identification code (taxpayer ID);
- employment contract with the University (Annex 8);
- temporary residence permits in Ukraine.

The procedure for obtaining these documents is provided in Annex 9.

For employment at the University, persons awarded the title “Visiting Professor” and “Non-resident Scholar” shall submit the following documents to the University’s Personnel and Staff Department (through the relevant structural unit of the University):

- application in the prescribed form;
- résumé in the EuroPass system;
- notarized copy of diploma;
- official translation of the diploma into Ukrainian, notarized by a translation bureau (if required);
- notarized copy of passport;
- official translation of passport into Ukrainian, notarized by a translation bureau (if required);
- certificate from the place of work (if available);
- official translation of the certificate into Ukrainian (if required);
- identification code (taxpayer ID).

Employment of Persons awarded the title “Visiting Professor” and “Non-resident Scholar” at the Ivan Kozhedub Kharkiv National Air Force University is carried out under an individual contract for the performance of work on a voluntary, unpaid basis.

The chief of the structural unit is obliged to familiarize persons awarded the title “Visiting Professor” and “Non-resident Scholar” of the Ivan Kozhedub Kharkiv National Air Force University with the internal regulations of the University.

The chief of the structural unit where persons awarded the title “Visiting Professor” and “Non-resident Scholar” at the Ivan Kozhedub Kharkiv National Air Force University are employed is prohibited from granting them access to materials containing information with restricted access. They are obliged to organize the work (employment) of persons awarded the title “Visiting Professor”

and “Non-resident Scholar” at the Ivan Kozhedub Kharkiv National Air Force University in compliance with the secrecy regime in accordance with the current legislation of Ukraine.

Persons awarded the title “Visiting Professor” and “Non-resident Scholar” at the Ivan Kozhedub Kharkiv National Air Force University have the right, in accordance with the current legislation, to perform their work remotely.

1.	(surname, first name, and patronymic)
2.	(citizenship of the candidate)
3.	(date and place of birth)
4.	(position of the candidate)
5.	(HEI (MHEI) graduated from and year of graduation)
6.	(date of awarding the scientific degree (or academic title) to the candidate)
7.	(length of scientific-pedagogical (scientific) experience of the candidate)
8.	(description of the candidate)

“ _____ ” _____ 20 ____ .

Annex 2
to the Regulation on the Title of
"Visiting Professor" and "Non-
resident Scholar"
of Ivan Kozhedub Kharkiv National
Air Force University

EXCERPT FROM THE PROTOCOL

of the meeting _____
(name of the university structural unit)

№ _____ dated _____ 20 ____ .

HEARD: On the petition for awarding the title of "Visiting Professor" and "Non-
resident Scholar" of Ivan Kozhedub Kharkiv National Air Force University

(position, surname, initials)

SPOKE:

DECIDED: _____

Chief _____

(Department)

(Signature)

(Initials, Surname)

Secretary _____

((Department)

(Signature)

(Initials, Surname)

Annex 3
to the Regulations on the Titles
"Visiting Professor" and "Non-
resident Scholar" of Ivan Kozhedub
Kharkiv National Air Force
University

CONCLUSION

of the Expert Committee of Ivan Kozhedub Kharkiv National Air Force University
on the Conferment of the Titles "Visiting Professor" and "Non-resident Scholar" of
Ivan Kozhedub Kharkiv National Air Force University

(surname, first name, and patronymic of the candidate)

Expert Committee composed of:

Chief of the Committee:

(academic degree, academic title, surname, initials of the Chief of the Committee)

Members of the Committee:

(academic degree, academic title, surname, initials of the Committee members)

reviewed

(title of the materials submitted)

regarding the conferment of the title "Visiting Professor" and "Non-resident
Scholar" of Ivan Kozhedub Kharkiv National Air Force University to

(academic degree, academic title, surname, initials of the candidate)

and reached the following conclusion.

1. The materials for the conferment of the title "Visiting Professor" and

“Non-resident Scholar” of Ivan Kozhedub Kharkiv National Air Force University _____

(scientific degree, academic title, surname, initials of the candidate)

submitted by _____

(name of the structural unit submitting the petition)

comply with the requirements of the Regulations on the title "Visiting Professor" and "Non-resident Scholar" of Ivan Kozhedub Kharkiv National Air Force University.

2. The Expert Committee recommends that the Academic Council of the University make a decision to confer the title "Visiting Professor" and "Non-resident Scholar" of Ivan Kozhedub Kharkiv National Air Force University to

(scientific degree, academic title, surname, initials of the candidate)

Chief of the Committee :

(scientific degree, academic title, surname, initials of the Chief of the Committee)

Members of the Committee:

(scientific degree, academic title, surname, initials of the Committee members)

_____ 20 ____ .

Annex 4

to the Regulations on the title
"Visiting Professor" and "Non-
resident Scholar" of Ivan Kozhedub
Kharkiv National University of Air
Force

To the Commandant of
Ivan Kozhedub Kharkiv National
Air Force University

SUBMISSION

I request permission for the reception at Ivan Kozhedub Kharkiv National Air Force University of a representative from _____ (name of the university or institution), who will stay at the University from ____ 20__ to ____ 20__ .

The purpose of the visit is _____ (specify type of activity).

I request to appoint _____ (full name and position) as responsible for implementing the reception program, processing documents for employment and temporary stay in Ukraine, as well as submitting documents to the State Migration Service.

The individual work plan of _____ (position and full name of the person awarded the title "Visiting Professor" or "Non-resident Scholar" at Ivan Kozhedub Kharkiv National Air Force University) for participation in _____ (specify type of activity), and the reception program (for the foreign visitor) are attached.

Chief _____

(Department)

(Signature)

(Initials, Last Name)

Annex 5
to the Regulations on the Titles
"Visiting Professor" and "Non-
resident Scholar" of Ivan Kozhedub
Kharkiv National Air Force
University

SAMPLE INVITATION

for persons awarded the titles "Visiting Professor" and "Non-resident Scholar"
of Ivan Kozhedub Kharkiv National Air Force University to the University

Professor _____
University _____
Address _____

Dear Professor _____!

We invite you to collaborate with Ivan Kozhedub Kharkiv National Air Force University as an person awarded the title of "Visiting Professor" or "Non-resident Scholar" of the University from ____ 20__ to ____ 20__ . The purpose of the collaboration is scientific-research or educational activity on the topic _____.

We will be pleased to welcome you to Kharkiv – a historical and cultural center of Ukraine.

For more detailed information, please visit the website of Ivan Kozhedub Kharkiv National Air Force University: www.hups.mil.gov.ua.

Sincerely,

Annex 6
to the Regulations on the Titles
"Visiting Professor" and "Non-
resident Scholar"
of Ivan Kozhedub Kharkiv National
Air Force University

INDIVIDUAL WORK PLAN
of the persons awarded the title "Visiting Professor" and "Non-resident Scholar"
of Ivan Kozhedub Kharkiv National Air Force University
(Full Name)

№	Types of Activity	Deadline
1.		
2.		
3.		

The person awarded the title of "Visiting Professor"
and "Non-resident scholar" of Ivan Kozhedub
Kharkiv National Air Force University

(Signature)

(Initials, last name)

Chief _____ -
(Department)

(Signature)

(Initials, last name)

Annex 7
to the Regulations on the title of
"Visiting Professor" and "Non-
resident Scholar"
of Ivan Kozhedub Kharkiv National
Air Force University

APPROVED

Deputy Commandant of Ivan Kozhedub
Kharkiv National Air Force University
for Research
Colonel _____

— _____ 20__

PROGRAM

of reception at the Department (Institute) _____
of the representative from _____ (name of the university or institution)
_____ (name of the city, country)

Period of stay: from _____ 20__ to _____ 20__.

Delegation: _____ persons (or according to the attached list).

Purpose of stay: _____ (scientific-research or educational activity).

Responsible for the implementation of the reception program and
preparation of documents for the State Migration Service: _____ (full name
and position).

Date of Reception	Time	Name of Events and Venue (only events held on the premises of the University are to be indicated)	Persons Responsible for the Event (at least two persons)
1	2	3	4
24.04.20__ Wednesday		Meeting with the Chief of the Faculty _____, Professor _____ Room № ___, Building № ____ Conducting scientific research (teaching academic disciplines, etc.) Room № ___, Building № ____	Organized by: 1. _____ 2. _____ Organized by: 1. _____ 2. _____

Note:

1. Familiarization of foreigners or transfer of materials containing restricted information is not envisaged.

2. The use of film, photo, audio, video equipment, and other technical means by foreigners is not envisaged.

Chief _____

(Department)

(Signature)

(Initials, last name)

AGREED

Assistant to the Commandant of the University
for State Secrets Protection –

Chief of the State Secrets Protection Service

(Signature)

(Initials, last name)

Annex 8
to the Regulations on the Title
"Visiting Professor" and "Non-
resident Scholar"
of Ivan Kozhedub Kharkiv National
Air Force University

STANDARD FORM OF EMPLOYMENT CONTRACT
with a person awarded the title "Visiting Professor" or "Non-resident Scholar"
of Ivan Kozhedub Kharkiv National Air Force University
(draft)

7.2. Disputes between the parties shall be resolved in accordance with the current legislation.

8. Additional Agreements

9. Information about the Parties

9.1 Information about the Employee:

Home address: _____

Home phone: _____

Work phone: _____

Passport: series _____ № _____

Issued by: _____

Identification number: _____

9.2. Information about the Educational Institution:

Full name: Ivan Kozhedub Kharkiv National Air Force University
Address: 77/79 Sumska Street, Kharkiv, Ukraine

Authorized Representative of the Commandant of Ivan Kozhedub Kharkiv National Air Force University:

Employee

Colonel M.M. KOVALENKO

APPROVED:

Deputy _____
(signature, initials, last name)

(signature, initials, last name)

(signature, initials, last name)

Contract № _____ “ ____ ” _____ ” 20 ____.

Kharkiv

Ivan Kozhedub Kharkiv National Air Force University, hereinafter referred to as the Air Force University, represented by Colonel M.M. Kovalenko, acting on the basis of the Statute of the Air Force University, on the one hand, and a citizen, to whom the title of "Visiting Professor" and "Non-resident Scholar" of Ivan Kozhedub Kharkiv National Air Force University has been conferred,

_____ (last name, first name, patronymic)

hereinafter referred to as the "Employee," on the other hand, have concluded this contract regarding the following: _____

(last name, first name, patronymic, year of birth,

information about academic degree, academic title)

is appointed to the position of: _____
(full name of the position)

for the period from “ ____ ” _____ 20 ____ to “ ____ ” _____ 20 ____.

1. General Provisions

1.1. The Employee performs the duties assigned to them within the framework of the Individual Work Plan of the person conferred with the title of "Visiting Professor" and "Non-resident Scholar" at Ivan Kozhedub Kharkiv National Air Force University and bears responsibility in accordance with the current legislation of Ukraine: Labor Law, Education Law, decisions of the Government of Ukraine, regulatory provisions of the Ministry of Education and Science of Ukraine, the Charter of the Air Force University, internal regulations, and this contract (hereinafter - Individual Plan).

1.2. This contract constitutes a special form of employment agreement. Based on this contract, employment relations arise between the Employee and the Air Force University, represented by the Chief of the Air Force University. The dismissal of the Chief of the Air Force University shall not be grounds for terminating the contract with the Employee.

1.3. The Employee reports to the Chief of the Air Force University and to the chief of the structural unit (faculty, department) within the scope of the assigned duties. In daily work activities, the Employee is directly subordinate to

_____ (position of the supervisor)

1.4 Employment is conducted on a voluntary and unpaid basis and does not involve any financial and/or property obligations on the part of Ivan Kozhedub Kharkiv National Air Force University, in accordance with the legislation of Ukraine.

2. Employee Rights

The Employee has the right to:

- 2.1. Proper working conditions, rest, and benefits in accordance with the current legislation of Ukraine.
- 2.2. Work part-time or on an hourly and/or voluntary unpaid basis at other educational institutions within the framework of current Ukrainian legislation.
- 2.3. Use, free of charge, the premises, equipment, and literature necessary for fulfilling the obligations of this contract, available at the Air Force University.
- 2.4. Perform remote work in accordance with current Ukrainian legislation.

3. Employee Responsibilities

During the term of this contract, the Employee shall:

- 3.1. Perform the duties outlined in the Individual Work Plan in accordance with the current legislation of Ukraine.
- 3.2. Comply with current legislation regarding the preservation and acquisition of property, increasing the income of the educational institution (including the department or division), strengthening labor and contractual discipline, and protecting information considered commercial secrets.
- 3.3. Timely submit a report on the results of fulfilling the conditions of this contract to the Commandant of the Air Force University and the chief of the structural unit two months before the end of the contract term, or earlier upon the request of the Commandant of the Air Force University in case of improper performance.

4. Compensation and Social-Provision

- 4.1. The Employee performs the duties stipulated in this contract on a voluntary and unpaid basis.

5. Responsibilities of the Educational Institution

The Air Force University shall:

- 5.1. Ensure the Employee has the necessary conditions for normal, highly productive work.
- 5.2. Ensure compliance with occupational safety requirements, production hygiene, and labor sanitation standards; assign the Employee's workplace.
- 5.3. Organize, if necessary, monitoring of the Employee's pedagogical and scientific activities; schedule performance evaluations; transfer the Employee to another position in accordance with current legislation.
- 5.4. Dismiss the Employee upon expiration of the contract term, early at the Employee's request, or in case of violations of legislation or contract terms, including by the educational institution itself. Provide the Employee

(last name, first name, patronymic)

the opportunity to work at the Air Force University part-time, on a voluntary unpaid basis, as well as to engage in entrepreneurial activities in accordance with current legislation.

- 5.5. Inform the Employee about the scientific and technical policy of the educational institution, as well as the state's needs for specialists trained by the Air Force University.

- 5.6. Provide information upon the Employee's request.

6. Amendments and Termination of the Contract

The contract may be suspended or terminated on the grounds provided by current legislation and the terms of the contract itself. Grounds for termination of the contract include:

- 6.1. Expiration of its term. In this case, the Commandant of the Air Force University and the Employee must, by mutual agreement and no later than two months' prior, decide whether the contract will terminate, be extended, or be concluded for a new term. The contract may "transition" into an agreement of indefinite duration in accordance with Clause 2, Article 36 of the Labor Code of Ukraine if neither party has requested its termination. If the parties have not made a decision within this period, the contract is automatically extended for a new term.
- 6.2. Mutual agreement of the parties (Clause 1, Article 36 LCU of Ukraine).
- 6.3. Initiative of the educational institution (Articles 40,41 LCU).
- 6.4. Initiative of the Employee (Article 39 LCU).
- 6.5. Termination or reduction of budgetary funding for the activities of the Air Force University, with prior notice to the Employee at least two months in advance.
- 6.6. The terms of this contract may only be amended by mutual written agreement of the parties.
- 6.7. The contract, executed in two copies, enters into force upon signature by both parties, each of which retains one copy, both having equal legal force.

7. Liability of the Parties and Dispute Resolution

- 7.1. In the event of non-performance or improper performance of the duties stipulated by this contract, the parties shall bear liability in accordance with the law and the terms of this contract.

Annex 9
to the Regulation on the Title of
"Visiting Professor" and "Non-
resident Scholar" of the Ivan
Kozhedub Kharkiv National Air
Force University

INFORMATION ON DOCUMENTS

for employment of persons awarded the title of "Visiting Professor" and "Non-resident Scholar" at the Ivan Kozhedub Kharkiv National Air Force University

1. Visa for Ukraine (Long-term Visa Type "D"). For employment of a foreign national staying in Ukraine for more than 90 days, a long-term visa must be obtained (<https://mfa.gov.ua/ua/consular-affairs/con/visa>).

Visa application documents can be submitted:

- at the embassies or consulates of Ukraine abroad. Visa documents must be submitted no earlier than 3 months before the planned trip;
- at the state border checkpoints in international airports of Ukraine in cases provided by Ukrainian legislation;
- through visa centers of Ukraine abroad operating in cooperation with Ukrainian diplomatic missions.

For all types of visas, unless otherwise provided by law or international agreements of Ukraine, the following documents must be submitted:

- a valid passport meeting the following requirements: valid for at least 3 months after the declared date of departure from Ukraine, containing at least two blank pages, with a validity period not exceeding 10 years;
- a completed and signed application form (<http://visa.mfa.gov.ua>);
- one color photo sized 35*45 mm;
- a valid medical insurance policy covering at least €30,000 or its equivalent in another currency;
- documents confirming sufficient financial means for the planned stay and for return to the country of origin or transit to a third country, or the possibility to obtain sufficient financial means legally in Ukraine;
- a document confirming payment of the consular fee, unless otherwise provided by law or international agreements of Ukraine;
- an employment contract, and for persons with the status of "foreign Ukrainian," both an employment contract and a certificate of foreign Ukrainian status.

2. Identification Code. Registration Number of the Taxpayer's Record Card (information on the website of the State Fiscal Service of Ukraine: <http://sfs.gov.ua/fizichnim-osobam/otrimannya-reestratsiynogo-yaki-dokumenti-potribno-pod/>)

To obtain an identification code, a person who is not included in the State

Register must personally or through a representative:

- submit a personal taxpayer record card using Form №1DR (<http://zt.sfs.gov.ua/okremi-storinki/arhiv1/142383.html>), which simultaneously serves as an application for registration in the State Register;
- present an identity document containing the required registration details (surname, name, patronymic (if available), date of birth, place of birth, place of residence, citizenship);
- submit an identity document of a foreign national or stateless person, along with a notarized translation into Ukrainian prepared in accordance with the procedure established by law (the original is returned after verification) and a copy of the translation.

3. For official employment at the University, the following documents are prepared:

- for hourly-paid employment – an order of the University on appointment with hourly pay;
- for employment in a position according to the staff schedule (full or partial rate) – an order of the University on appointment under a contract or fixed-term employment agreement (contract or fixed-term employment agreement is issued separately);
- for employment under a personal agreement (contract) for performing work (including voluntary unpaid work) – an order of the University on appointment under an individual agreement (contract) for performing work (the individual agreement (contract) is issued separately).

4. Temporary Residence Permit in Ukraine – a document that certifies the identity of a foreign national or a stateless person and confirms the legal grounds for temporary residence in Ukraine. It is issued by the State Migration Service of Ukraine only if the passport contains a type "D" visa (information on the website of the State Migration Service of Ukraine: <http://dmsu.gov.ua/poslugi/dokumentuvannya-inozemcziv/oformlennya-posvidkina-timchasove-prozhivannya.html>).

To obtain a temporary residence permit, a foreign national or stateless person must submit the following documents to the territorial office of the State Migration Service of Ukraine:

- passport of the foreign national with a type "D" visa (returned after verification) and its certified copy;
- translation into Ukrainian of all pages of the foreign national's passport or the identity document of the stateless person, certified in accordance with the procedure established by law;
- valid medical insurance policy and its copy;
- document confirming payment of the administrative fee, or a document confirming exemption from payment (original returned after verification, copy submitted);
- permit for employing foreign nationals and stateless persons (for foreign

nationals and stateless persons whose employment under Ukrainian law does not require a work permit, a labor contract (agreement) is submitted instead; for persons with the status of “foreign Ukrainian,” a labor contract (agreement) and the foreign Ukrainian certificate are submitted). The original document is returned to the foreign national or stateless person, and a copy certified by an authorized employee of the territorial office/department of the SMS with the note “According to the original,” signature, position, surname, initials, and date is attached to the application form;

- employer’s obligation to inform the State Migration Service of Ukraine and the State Employment Service of any early termination or cessation of the labor contract (agreement) with the foreign national or stateless person;

- certified copy of the appointment order;

- extracts from the Unified State Register of Legal Entities and Person Entrepreneurs regarding Ivan Kozhedub Kharkiv National Air Force University.

All necessary documents must be personally submitted to the territorial office of the State Migration Service of Ukraine no later than 21 calendar days before the expiration of the visa.