

Ministry of Education and Science of Ukraine
National Technical University
Kharkiv Polytechnic Institute

REGULATIONS
of organization of the educational process at
National Technical University
«Kharkiv Polytechnic Institute»

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Regulations of organization of the educational process at
National Technical University "Kharkiv Polytechnic Institute"

The Regulation states purposes, principles, and forms of organization of the educational process, forms of education, study time of students, research and academic staff, scientific and methodological support of the educational process.

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FOREWORD

1.1. National Technical University "Kharkiv Polytechnic Institute" (hereinafter the University) as a legal entity acts in accordance with the issued license to conduct educational activities at certain levels of higher education and in accordance with the powers granted by the regulations of the status of national and research higher education institution.

1.2. The functioning of the University is carried out on the principles of autonomy and self-government, which gives the right to develop and implement educational (educational and professional, educational and scientific) programs within the licensed program and independently determine the forms of education and forms of organization of the educational process.

1.3. The main content of educational activities of the University under modern conditions is a formation of an innovative educational environment, an implementation of new technologies into the educational process and improving the quality of vocational education.

1.4. Regulations of organization of the educational process (hereinafter the Regulations) is a normative document that regulates the organization and conduct of the educational process in accordance with existing national and international standards of higher education.

1.5. The Regulation is developed in accordance with the Law of Ukraine on Higher Education to ensure quality training of higher education students, their competitiveness at national and international labor markets, their ability to operate effectively in accordance with an acquired speciality at the level of European and world standards.

1. TERMS

1.1. **The educational process** is intellectual, creative activities in the field of higher education and science, conducted at the University through a system of scientific, methodological and pedagogical activities, aimed at the transfer, acquisition, multiplication and use of knowledge, skills and various competencies by students, also on the formation of a harmoniously developed personality.

1.2. **The purpose of the educational process** is to train competitive professionals, combine their high level of training in the field with formation of their scientific and technical worldview and broad outlook in the social, humanitarian, fundamental (scientific) and professional spheres, to ensure their progress and acquiring the necessary general and professional competencies in accordance with the levels of the National Qualifications Framework, as well as the provision of opportunities for personal development.

1.3. **The educational process** is based on the principles of science, humanism, democracy, degrees of education, its continuity and contiguity, the organic unity of educational and scientific activities, independence from interferences of any political organizations.

1.4. The language of instruction at the University is the state language.

1.4.1. In order to create conditions for international academic mobility, the University, on the basis of a decision made by the Academic Council, has the right to teach one or more subjects in English or other foreign languages, while higher education students are generally got the knowledge of the discipline in the state language.

1.4.2. For foreign citizens, stateless persons who wish to obtain higher education at the expense of individuals or legal entities, separate groups are formed for teaching subjects in a foreign language. At the same time, they study the Ukrainian language as a separate academic discipline.

At the request of higher education students, the University creates opportunities for them to study the language of a national minority to the extent that allows them to carry out professional activities in the chosen field using this language.

1.5. Basic Terms and Their Definitions

1.5.1. *Autonomy of a higher education institution* is independence, autonomy and responsibility of a higher education institution in making decisions regarding the development of academic freedoms, organization of the educational process, research, internal management, economic and other activities, independent staff selection and placement within the limits established by this Law.

1.5.2. *Academic mobility* is an opportunity for participants in the educational process to study, teach, train or conduct research in another higher education institution (scientific institution) in Ukraine or abroad.

1.5.3. *Accreditation of an educational program* is evaluation of an educational program and/or educational activities of a higher educational institution according to this program for:

- compliance with the standard of higher education;
- ability to meet the requirements of the standard and achieve learning outcomes declared in the program;
- achievement of the learning outcomes declared in the program.

1.5.4. *Higher education* is a set of systematized knowledge, proficiencies and practical skills, ways of thinking, professional, ideological and civic qualities, moral and ethical values, other competences acquired in higher education (scientific institution) in a relevant field of knowledge at a certain qualification at levels of higher education, which are higher in complexity than the level of complete general secondary education.

1.5.5. *Applicants for higher education* are people who study at a higher education institution at a certain level of higher education to obtain an appropriate degree and qualification.

1.5.6. *Qualification* is an official result of assessment and recognition, which is obtained when an authorized institution has established that a person has achieved competencies (learning outcomes) in accordance with the standards of higher education, as evidenced by a relevant document on higher education.

1.5.7. *Competence* is a dynamic combination of knowledge, proficiencies and practical skills, ways of thinking, professional, ideological and civic qualities, moral and ethical values, which determines a person's ability to successfully carry out professional and further educational activities and is a result of studying at certain levels of higher education.

1.5.8. *A person with special educational needs* is a person with a disability who needs additional support to ensure getting him/her a higher education.

1.5.9. *Specialization* is a component of the speciality, which is determined by the higher educational institution and provides a specialized educational and professional or educational and scientific program to train applicants for higher and postgraduate education.

1.5.10. *Major* is a component of the field of knowledge in which training is carried out.

1.5.11. *Quality of higher education* is a level of knowledge, skills, abilities and other competencies acquired by a person, which reflects their competence in accordance with the standards of higher education.

1.5.12. *Quality of educational activity* is a level of organization in the field of the educational process, which meets the standards of higher education, provides for the acquisition of higher education of high quality, and promotes the creation of new knowledge.

2. EDUCATIONAL STAGES

The educational process is based on a multilevel system of higher education, which is defined by the Law of Ukraine on Higher Education.

At the University, the training of specialists with higher education is carried out according to the relevant educational and professional, educational and scientific programs at the following levels of higher education:

- initial level (short cycle) of higher education (taking into account the requirements of current legislation for the training of specialists at this level of education);
- the first (Bachelor's) level;
- the second (Master's) level;
- the third (educational and scientific) level.

2.1. The initial level (short cycle) of higher education corresponds to the fifth qualification level of the National Qualifications Framework and provides for the acquisition of general cultural and vocational training, special skills and knowledge, as well as some experience in their practical application to perform standard tasks for primary positions in the relevant field of professional activity.

Successful implementation of the educational and professional program is a basis to award the degree of Junior Bachelor.

Junior Bachelor's degree is an educational and professional degree obtained and awarded by an educational institution based on the results of successful completion of an educational-professional program by a higher education applicant, the amount of which is 90-120 ECTS credits.

A person has the right to obtain a Bachelor's degree provided that he/she has a complete general secondary education.

2.2. The first (Bachelor's) level of higher education corresponds to the sixth qualification level of the National Qualifications Framework and provides for the acquisition of theoretical knowledge and practical skills sufficient for successful performance of professional duties in the chosen program (specialization).

Successful implementation of the educational and professional program is a basis to award a Bachelor's degree.

Bachelor's degree is an educational degree obtained and awarded based on the results of successful completion of a higher education program, the amount of which is 180-240 ECTS credits. The scope of the educational and professional program for obtaining a Bachelor's degree on the basis of a Junior Bachelor's degree is determined by the higher educational institution.

A person has the right to obtain a Bachelor's degree provided that student has a complete general secondary education.

2.3. The second (Master's) level of higher education corresponds to the seventh qualification level of the National Qualifications Framework and provides for the acquisition of in-depth theoretical and/or practical knowledge, competencies, skills in the chosen program (or specialization), general principles of scientific and/or professional methodology, other competencies sufficient for the effective implementation of innovative tasks of an appropriate level of professional activity.

Successful implementation of an educational (educational and professional, educational and scientific) program is a basis to award a Master's degree.

Master's degree is an educational degree obtained and awarded based on the results of successful completion of the relevant educational program by the applicant for higher education. The content of the educational and professional Master's training program is 90-120 ECTS credits, the content of the educational and scientific program is 120 ECTS credits. The Master's educational and scientific program must include a research (scientific) component of at least 30 percent.

A person has the right to obtain a Master's degree if he/she has a Bachelor's degree.

2.4. The third (educational and scientific) level of higher education corresponds to the eighth qualification level of the National Qualifications Framework and provides for the acquisition of theoretical knowledge, skills, abilities and other competencies sufficient to produce new ideas, solve complex problems in professional and/or research and innovation, acquisition of the methodology of scientific and pedagogical activities, as well as conducting their own research, the results of which have scientific novelty, theoretical and practical significance.

Successful implementation of the educational and scientific program is a basis to award the degree of Doctor of Philosophy.

Doctor of Philosophy is the first educational and at the same time scientific degree obtained at the third level of higher education on the basis of a Master's degree. The degree of Doctor of Philosophy is awarded based on the results of successful implementation by the applicant of higher education of the relevant educational and

scientific program and a public defense of the dissertation at a specialized academic council. The normative period of preparation of a Doctor of Philosophy in postgraduate study is four years. The content of the educational component of the educational and scientific program of preparation of a Doctor of Philosophy is 30-60 credits of ECTS.

2.5. Based on a decision of the examination committee, the University awards a person who has successfully completed an educational program at the appropriate level of higher education a degree of higher education, assigns an educational qualification, approves and issues a document on higher education:

- Bachelor's degree;
- Bachelor's degree with honors;
- Specialist diploma;
- Specialist diploma with honors;
- Master's degree;
- Master's degree with honors.

An integral part of the diploma is the Diploma Supplement. Sample documents are approved by the Academic Council of the University.

2.6. If a person obtains higher education according to the agreement between the University and other higher education institutions programs, including foreign educational institutions, the University may prepare and issue joint diplomas according to the model determined by the decision of the Academic Councils of the University and other higher education institution.

2.7. In case a person obtains higher education on two programs (specializations) at the same time, the University has the right to produce and issue a double diploma according to the model determined by the Academic Council.

2.8. Postgraduate education at the University is carried out by the relevant Interdisciplinary Institute of Postgraduate Education within the licensed scope.

Postgraduate education is a specialized improvement of education and professional training of a person by deepening, expanding and updating his/her professional knowledge, skills and abilities or obtaining another program on the basis of a previously acquired educational and qualification level and practical experience.

Postgraduate education creates conditions for continuity and contiguity of education and includes:

- *retraining* (obtaining another specialty on the basis of a previously acquired educational and qualification level and practical experience);
- *specialization* (acquisition of a person's ability to perform certain tasks and responsibilities that have peculiarities within the specialty);

- *expansion of the profile/professional development* (acquisition of the ability to perform additional tasks and responsibilities within the specialty);
- *internship* (gaining experience in performing tasks and responsibilities on a particular program).

A person who has undergone retraining and state certification receives a relevant document of higher education.

A person who has successfully completed an internship or specialization or expanded his/her profile (advanced training) receives a relevant document on postgraduate education.

3. ENSURING THE QUALITY OF HIGHER EDUCATION

3.1. The University, guided by the *Law of Ukraine on Higher Education, Standards and Recommendations for Quality Assurance in the European Higher Education Area*, develops and implements an internal system of quality assurance of higher education, the main components of which are:

- the quality of training of University graduates (quality of learning outcomes);
- the quality of educational programs that determine the Regulations, Objectives, Policy of the University for the provision of educational services;
- the quality of educational, methodological and logistical support of the educational process;
- quality of educational technologies used in the educational process;
- quality of participants in the educational process;
- quality of higher education content;
- quality of the University management system.

3.2. The internal quality assurance system provides:

- 1) definition of principles and procedures for quality assurance in higher education;
- 2) monitoring and periodic review of educational programs;
- 3) annual evaluation of applicants for higher education, the research, teaching and pedagogical staff of the University and regular publication of the results of such evaluations on the official website, on information stands and in any other way;
- 4) providing advanced training of scientific and pedagogical workers;
- 5) ensuring the availability of necessary resources for organization of the educational process (in particular, independent work of applicants for higher education) for each educational program;
- 6) ensuring the availability of information systems for effective management of the educational process;

- 7) ensuring the publicity of information about educational programs, educational degrees and qualifications;
- 8) ensuring the existence of an effective system for prevention and detection of plagiarism in the scientific work of employees and applicants for educational and scientific degrees;
- 9) other procedures and measures.

3.3. Licensure and Accreditation Process

An important tool that can provide both internal and external evaluation of educational activities at the national, regional and international levels, while maintaining respect for autonomous and academic freedoms, is the procedure for licensing and accreditation of higher education institutions and programs.

3.3.1. Licensure of educational activities

During licensure, the ability of the University to conduct educational activities in accordance with the requirements of the Licensing conditions for the educational program at a certain level of higher education is determined.

The requirements of the License Terms are applied to every place of educational activity.

The University carries out educational activities on the basis of a license, which is issued separately for each program within the license scope.

Exceeding the license amount is allowed in the case of continuing education of persons who took a break from training for reasons specified by law, as well as in cases provided by law.

The license to conduct educational activities may be revoked only if:

- submission of an application for termination of educational activities by the higher education institution;
- detection of inaccurate information in the documents submitted for licensing;
- non-fulfillment an order of the central body of executive power on the elimination of educational activity standard violation by the higher educational institution within one year.

3.3.2. Accreditation of the educational program

Accreditation of an educational program is a recognition of the compliance of the level of training (retraining) of specialists in the program with the requirements of higher education standards.

The accreditation certificate is issued for the first time for each accredited educational program for a period of five years, and for the second and subsequent accreditations, it is issued for a period of ten years.

Information on the issuance of the certificate is entered into the Unified State Electronic Database on Education.

The certificate confirms the conformity of the educational program of the University in a certain program and the level of higher education, and gives the right to issue a state diploma in this program.

4. UNIVERSITY STRUCTURAL DIVISIONS

The main structural units of the University that are directly involved in organization of the educational process are:

- faculties;
- departments;
- library.

The status and functions of structural subdivisions are determined by the Statute of the University and the Regulations of respective structural subdivisions.

The formation of structural units is carried out on the basis of a decision of the University Academic Council.

4.1. **The faculty** is a structural unit that unites at least three departments and/or laboratories, which together provide training for at least 200 full-time graduates.

The main purpose of the faculty is to provide conditions necessary to train higher education students according to relevant educational (educational and professional, educational and scientific) programs at the first (Bachelor's), second (Master's) and third (educational and scientific) levels of higher education with the purpose of obtaining an appropriate educational and scientific degree based on the current level of knowledge and research, as well as becoming professionals who are able to successfully work in this current competitive environment in Ukraine and abroad.

4.2. **The department** is a basic structural subdivision of the University that conducts methodological, scientific and organizational activities in a particular program (specialization) or an intersectoral group of specialties, which includes at least five research and teaching staff workers for whom the department is the main place of work, and at least three of them have a scientific degree or academic (honorary) title.

The main task of the department is to carry out educational, methodical and educational work in one or more related programs (specializations) or academic disciplines, to conduct scientific, research and technical activities, as well as scientific and pedagogical staff training.

The department may have the status of a major department, if it is responsible for training of higher education participants in a particular program (specialization).

4.3. **The library** is an educational, scientific, informational and cultural structural subdivision of the University.

The main task of the library is to provide full, high-quality and efficient librarian, bibliographic and information services for higher education participants, the research staff, the teaching and research staff of the University and other categories of readers according to their information requests based on a wide access to book collections (according to library rules).

5. MANAGEMENT SYSTEM

5.1. Head of the University

The direct management of the University is carried out by the Rector. His/Her rights, duties and responsibilities are determined by law and the Statute of the University.

The Rector is responsible for the implementation of educational, scientific, technical, and innovative activities, for the results of financial and economic activities, the condition and preservation of real estate and other property of the University.

According to the Statute, the Rector of the University may delegate part of his/her powers to his/her deputies and heads of structural subdivisions.

5.2. Head of the Faculty and Department

5.2.1. The management of the faculty is held by the dean, who cannot hold office for more than two terms.

The dean of the faculty organizes the educational process and its educational and methodological support, as well as controls the quality of performance of their duties by the participants of the educational process.

The dean of the faculty must have a scientific degree and/or academic (honorary) title in accordance with the profile of the faculty.

The dean of the faculty may delegate part of his/her powers to his/her deputies. The full powers of the dean of the faculty are determined by the Regulations on the faculty.

The dean of the faculty is elected by the Academic Council of the University for a term of five years, taking into account the proposals of the staff of the faculty.

The Rector of the University concludes a contract with the dean of the faculty.

5.2.2. The department is managed by the head of department, who cannot hold the position for more than two terms.

The head of the department is directly responsible for the results of the department's work on the organization and conduct of the educational process, its provision.

The head of the department must have a scientific degree and/or academic (honorary) title in accordance with the profile of the department.

The head of the department is elected by secret ballot by the Academic Council of the University for a term of five years, taking into account the proposals of the staff of the faculty and the department.

The Rector of the University concludes a contract with the head of the department.

5.3. Academic Council of the University

The Academic Council is a collegial governing body of the University, which is formed for a period of five years, the composition of which is approved by order of the Rector of the University.

The Academic Council of a higher education institution is headed by its chairman, who is elected by secret ballot from among the members of the Academic Council of the University who have a scientific degree and/or academic (honorary) title for the term of the Academic Council.

The Academic Council of the University determines the strategy and perspective directions of development of educational, scientific and innovative activity of the University. It defines the system and approves procedures for internal quality assurance of higher education, makes decisions on the organization of the educational process, approves educational programs and curricula for each level of higher education and program (specialization).

Decisions of the Academic Council are put into effect by orders of the Rector of the University.

The composition of the Academic Council of the University, the procedure for electing members of the Council and their employees are determined by the Regulations on the Academic Council of the University.

5.4. Supervisory Board

The Supervisory Board promotes solutions of perspective tasks of the University development, attracting financial resources to ensure its activities in the main areas of development and control over their use, effective interaction of the University with state and local governments, the scientific community, socio-political organizations and economic entities in the interests of development and improving the quality of educational activities and competitiveness of the University, exercises public control over its activities.

The procedure for forming the Supervisory Board, the term of its powers, competence and procedure are determined by the Charter of the University.

5.5. Working and Advisory Bodies

To address current issues of the University, working bodies are formed, as follows: the administration, dean's offices, admissions committee, etc.

In order to develop a strategy and directions of educational and/or scientific activities of the University, the Rector has the right to form advisory bodies (employers' council, a student/scientific council, etc.), unless otherwise provided by the University Statute.

5.6. Public Self-Government Bodies

The highest collegial body of public self-government of the University is the general meeting (conference) of the labor collective, which includes elected representatives from among the graduates.

The procedure for convening and making decisions of the highest collegial body of public self-government is determined by the Statute of the University.

5.7. Student Self-Government

Student self-government is students' rights and opportunities to decide on issues of their education and life, protection of their rights and interests, as well as to participate in the management of the University.

In their activities student self-government bodies are guided by the legislation, the Statute of the University and the Regulations on student self-government of the University.

5.8. Student Scientific Societies, Graduate Students, Doctoral Students and Young Scientists

The Scientific Society protects the rights and interests of those who study or work at the University, in particular issues of scientific activity, support of science-intensive ideas, innovations and knowledge exchange.

In their activities, scientific societies are guided by the legislation, the Statute of the University and the Regulations on scientific societies.

5.9. Head of the Academic Group

One of the main forms of the scientific and pedagogical staff's participation in educational work with applicants for higher education of the first (Bachelor's) and second (Master's) levels of higher education is curation.

The "Institute" of leaders of academic groups is designed to provide students with comprehensive assistance in adapting to new learning conditions, raising their level of social awareness, increasing interest in acquiring knowledge, skills and other competencies in professional and scientific work.

The leader of the academic group can be a researcher and pedagogue who is an authority, has high moral qualities, excellent pedagogical skills, organizational skills, and can provide a positive educational impact on students.

6. REGULATORY BASIS OF THE EDUCATIONAL PROCESS ORGANIZATION

The organization of the educational process at the University is carried out in accordance with the Law of Ukraine on Higher Education, standards of educational activities and higher education.

6.1. The standard of educational activity is a set of minimum requirements for personnel, educational and methodical, material and technical, and informational support of the educational process in a higher educational institution and research institution.

Educational standards are developed for each level of higher education within certain program.

6.2. The standard of higher education is a set of requirements for the content and results of educational activities in higher educational institutions and research institutions at each level of higher education within certain program.

Higher education standards are developed for each level of higher education within the program in accordance with the National Qualifications Scope and used to determine and assess the quality of the content and results of educational activities of higher education institutions (research institutions).

The standard of higher education defines the following requirements for the educational program:

- the amount of ECTS (European Credit Transfer System) credits required to obtain the appropriate degree of higher education;
- list of graduate competencies;
- normative content of applicants' training in higher education, formulated in terms of learning outcomes;
- forms of certification of applicants for higher education;
- requirements for the existence of a system of internal quality assurance in higher education;
- requirements of professional standards (or qualification characteristics).

6.2.1. The amount of ECTS credits required to obtain an appropriate higher education degree

The content of the Junior Bachelor's educational program:

- on the basis of complete general secondary education with a term of study of 11 years is 120 ECTS credits;

– on the basis of complete general secondary education with a term of study of 12 years is 90-120 ECTS credits.

At least 65% of the educational program should be aimed at providing general and special (professional) competencies in the program, defined by the standard of higher education.

The scope of the Bachelor's degree program:

– on the basis of complete general secondary education with a term of study of 11 years is 240 ECTS credits;

– on the basis of complete general secondary education with a term of study of 12 years is 180-240 ECTS credits.

At least 50% of the educational program should be aimed at providing general and special (professional) competencies in the program, defined by the standard of higher education.

To obtain a Bachelor's degree on the basis of a Junior Bachelor's degree, the University has the right to reduce the content of the educational program.

The scope of the Master's educational program:

– educational and professional program is 90-120 ECTS credits;

– educational and scientific program is 120 ECTS credits.

At least 35% of the educational program should be directed to the acquisition of general and special (professional) competencies in the program.

The scope of the educational program of the Doctor of Philosophy:

The content of the educational component of the educational and scientific program of the Doctor of Philosophy is 30-60 ECTS credits.

вітньо-професійної програми становить 90–120 кредитів ЄКТС;

6.2.2. The description of the relevant qualification level of the National Qualifications Scope as the basis for the list of competencies of the University graduate

Junior Bachelor (level 5):

– ability to solve typical specialized tasks in a certain field of professional activity or within the learning process, which involves the application of the provisions and methods of relevant science and is characterized by a certain uncertainty of conditions.

Bachelor (level 6):

– ability to solve complex specialized tasks and practical problems in a certain field of professional activity or within the learning process, which involves the application of certain theories and methods of relevant science and is characterized by complexity and uncertainty of conditions.

Master (level 7):

– ability to solve complex problems and problems in a certain field of professional activity or within the learning process, which involves research and/or innovation and is characterized by uncertainty of conditions and requirements.

Doctor of Philosophy (level 8):

– ability to solve complex problems in the field of professional and/or research and innovation activities, which involves a deep rethinking of existing and the creation of new holistic knowledge and/or professional practice.

The list of general competencies correlates with the description of the relevant qualification level of the National Qualifications Scope and contains 5–15 competencies taking into account the level of education.

The list of special (professional) competencies correlates with the description of the relevant qualification level of the National Qualifications Framework.

The estimated number of special competencies, as a rule, does not exceed 10-20 competencies, taking into account the level of education.

For programs within which the training of specialists in regulated professions in specializations is in accordance with professional standards, it is possible to provide separate lists of competencies for specializations.

6.2.3. *The normative content of higher education training* is formed in terms of learning outcomes, the total number of which is 15-25 learning outcomes and which correlate with the list of general and special (professional) competencies.

6.2.4. *The form of attestation* of higher education applicants and the procedure of work of the examination committee are determined by the Regulations on the examination committee.

6.3. **The content of education** is a scientifically based system of didactically and methodologically designed educational material for the appropriate level of higher education.

The content of education is determined by an educational training program, a structural and logical scheme of training, curricula of disciplines and is reflected in relevant textbooks, manuals, teaching materials, teaching aids, as well as in conducting classes and other educational activities.

6.4. **The educational training program** is a system of educational components at the appropriate level of higher education within the program, which determines the requirements for the level of education of persons who can start training in this program, the list of disciplines and the logical sequence of their study, the number of ECTS credits programs, as well as the expected learning outcomes (competences) that must be mastered by the applicant for the appropriate degree of higher education.

The structural and logical scheme of training is a scientific and methodological substantiation of the process of the educational and professional training program realization.

The educational training program consists of normative and selective parts. The normative content of training is determined by the relevant standard of higher education, formulated in terms of learning outcomes and provides general and professional training. The elective part is not less than 25% of the total number of ECTS credits provided for full-time higher education, and provides training (specialization training), as well as training in the subjects of free choice to meet the educational and qualification needs of the individual.

The educational program is developed by the major department, agreed with the educational and methodological committee on the program and approved by the Academic Council of the University. Recommendations for the development of educational programs are provided in the "Guidelines for the development of educational programs."

6.5. The University within the licensed program may introduce specializations, which are determined by the Regulations on the opening and introduction of specializations in programs.

6.6. **Curriculum** is a main normative document that determines the organization of the educational process.

The curriculum is developed by the methodical committee for each program (specialization) on the basis of the educational and professional (educational and scientific) training program for the whole period of its implementation.

The curriculum consists of:

- a schedule of the educational process;
- a consolidated time budget;
- shares of independent work of academic disciplines and professional training of free choice;
- a list and scope of normative and elective disciplines;
- sequences of studying academic disciplines;
- a specific form of semester and final tests.

The formed curriculum is signed by the head of the major department and approved by the Rector of the University, fastened with an official seal.

In order to detail the planning and improve the educational process for each academic year, a working (annual) curriculum is provided.

6.7. **The schedule of the educational process** determines the calendar terms of semesters (theoretical training and examination sessions), internships, vacations for

every year of study according to a certain educational program; preparation of graduation works, and certification of higher education students. The schedule shows a tabulated time budget (in weeks).

The schedule of the educational process at the University for various forms of education, periods of education and training programs is annually developed and approved by the Rector of the University.

The discipline workload (time for mastering) allocation is carried out according to the tendency to increase the independent work of the student. The recommended share of independent work is equal to $1/3-2/3$ of the total study hours allocated to a particular discipline.

6.8. The complete curriculum implementation in relation to academic disciplines and its other educational elements is ensured by the **class schedule**.

The class schedule is one of the main organizational documents that regulates the educational process in full-time and part-time forms of all higher education levels, and regulates classes (lectures, laboratories, practical classes, seminars, consultations) by days of the week, courses, academic groups and venues.

The place and significance of the discipline, its general content and requirements for knowledge and skills are determined by the discipline curriculum.

6.9. **The discipline curriculum** is a standard of an educational institution.

The discipline curriculum contains the following sections:

- field of use;
- normative references;
- basic disciplines;
- disciplines provided;
- study hours allocated to the discipline;
- acquired competencies and the content of the discipline;
- individual task;
- form of final assessment;
- requirements for diagnostic tools;
- requirements for information and methodological support of the discipline;
- recommended literature;
- responsibility for the quality of teaching and information and methodological support.

For every academic discipline that is included in the educational program of training, on the basis of the discipline curriculum and education plan, a working curriculum of the discipline is developed, which is a normative document of the University.

6.10. **The working curriculum of the discipline** contains the sequence of the discipline content presentation, organizational forms of its study and hours, and determines the forms and means of current and final assessment.

Structural components of the working curriculum of the discipline are as follows:

- objective, competencies and learning outcomes;
- structural and logical scheme of studying the discipline;
- allocation of study hours by semesters and types of classes;
- structure of the discipline;
- independent work of the higher education student;
- individual tasks;
- teaching methods;
- assessment methods;
- allocation of points received by higher education students and scale of knowledge and skills assessment;
- educational and methodological support of the discipline;
- list of educational and methodological literature.

6.11. The student is taught according to an **individual curriculum**. The individual curriculum of the student is made on the basis of the working curriculum and includes all normative disciplines and a part of the elective educational disciplines chosen by the student with obligatory consideration of the structural and logical scheme of preparation.

The individual curriculum is provided for each academic year and approved in accordance with the procedure established by the higher educational institution. Elective courses introduced by the higher education institution in the training program and included in the individual curriculum of the student are compulsory.

The head of the degree-granting department and the dean of the faculty are responsible for the compliance of the student's level of preparation with the requirements of the Standards of educational activities. The student is responsible for the implementation of the individual curriculum.

7. FORMS OF EDUCATION

Education at the University is carried out in the following forms:

- full-time (resident) education that is the main form of obtaining a certain degree of higher education based on off-the-job training;
- correspondence (distant) education that is a form of obtaining a certain degree of higher education based on in-service training.

7.1. Full-time education is a form of education based on the principle of personal communication between higher education students and academic staff members during all kinds of classes in the format established by the schedule, which ensures acquisition of deep system knowledge, and steady skills.

The organization of the educational process on full-time basis at the University is regulated by these Regulations.

7.2. Correspondence education is a form of education combining self-study and full-time education (periodic attendance of contact classes). It is characterized by certain stages: at the first stage, there is obtaining of knowledge base and methods for independent information learning and skills building (orientation session); at the second stage, there are independent mastering of educational materials and performance of the planned individual tasks; and at the third stage, there is a direct check of learning outcomes (check of individual tasks, defence of course projects or works, all types of semester assessment, certification, etc.). The stages differ from each other in time according to the educational process schedule of this education form.

Correspondence education is a form of obtaining a certain higher education level for people who work or simultaneously study in another program.

Correspondence students have the status of higher education students and are considered subject to the rights and obligations recognized by applicable law.

Correspondence education in a certain program at the appropriate higher education level can be initiated if:

- the educational program is licensed and included in the license of the University and has not passed the accreditation procedure;
- the educational program is accredited;
- there is higher education student training in this program on a full-time basis;
- there is available necessary educational and methodological, material and technical, and informational support of this education form.

The organization of the correspondence educational process at the University is regulated by these Regulations and the Regulations on Correspondence Education, taking into account the benefits for people who combine work with education, as provided by applicable law.

7.3. Distance education is an innovative form of obtaining a certain higher education level on conditions of in-service training, which is implemented on the basis of part-time education, implying that orientation session (in whole or in part) as well as independent student work are carried out remotely with the use of modern information and communication technologies. In case of distance education, the

credit-examination session, as a rule, requires the arrival of a student at the University.

Distance education technologies may be used in the educational process as a method of conducting classes in any form of education, provided that there is appropriate technical, educational, and methodological support and it is stipulated by the discipline program.

The organization of the distance educational process at the University takes place in accordance with these Regulations and the Regulations on Distance Education.

8. FORMS OF EDUCATIONAL PROCESS ORGANIZATION

The educational process at the University is carried out in the following forms:

- training sessions;
- higher education students' independent work;
- individual lessons;
- practical training;
- monitoring measures.

8.1. **Training session** is a form of the educational process organization, systematic cooperation of academic staff members (hereinafter teachers), leading scientists or specialists, the purpose of which is mastering of general and professional competencies of the program (specialization) by students.

The main types of training sessions are:

- lecture;
- laboratory, practical class, seminar, individual task;
- consultation.

8.1.1. *Lecture* is a type of training session for the purpose of logical, structured, systematic and consistent presentation of the scientific topics provided by the program.

The subject of the lecture course is determined by the working curriculum of the discipline.

Lectures are delivered by lecturers – the University teachers who have a scientific degree and/or academic title, as well as leading scientists and specialists who meet the requirements of staffing for educational activities in the field of higher education (CMU Resolution № 1187 of 30.12.2015).

According to the decision of the University Academic Council, permission to deliver lectures can be obtained by other staff members of the departments, whose level of scientific and professional activity for the last 5 years meets the requirements of

paragraph 5 of Annex 12 to the CMU Resolution № 1187 of 30.12.2015.

The teacher who is instructed to deliver a course of lectures is obliged not later than 4 months before the beginning of the semester to submit to the department their thematic plan of lectures, laboratory (practical, seminar) classes for the term, reference lecture notes, tasks for independent work and assessment provided by the curriculum, program and work curriculum of this discipline.

The lecturer who will deliver lectures on the discipline for the first time must submit a plan of lecture notes (author's textbook) and conduct trial lectures to the academic and research staff of the department.

There are the following basic methodological requirements to the lecture: compliance with the current level of science development, completeness, persuasiveness, illustrative examples availability, encouragement of students to work independently, accessibility and comprehensibility.

Lecture streams are usually formed from students of a certain course of related programs (specializations) by the coincidence of curricula and the content of academic disciplines.

The lecturer is obliged to adhere to the working curriculum of the discipline, which relates to the subject of lectures, but is not limited in matters of teaching methods.

8.1.2. *Laboratory class* is a type of training session during which the student under the guidance of the teacher personally conducts full-scale or simulation experiments or researches to assess the level of practical skills of individual theoretical provisions of the discipline, gains experience with laboratory equipment, machinery, computing devices, measuring equipment, methods of experimental research in a particular subject area.

Laboratory classes are conducted exclusively in specially equipped training laboratories using equipment adapted to the conditions of the educational process (laboratory models, educational aids, installations, etc.). In some cases, laboratory classes can be conducted in a real professional and technological environment.

The list of topics of laboratory classes is determined by the working curriculum of the discipline. Replacement of laboratory classes with other types of classes is usually not allowed.

During the organization and conduction of laboratory work, the teacher must focus on the following aspects: the content of laboratory classes; equipping of the laboratories and classrooms with the latest equipment that meets the technologies of modern production, as well as with materials, reagents, devices, apparatus; ensuring the independence of students during laboratory work; compliance with safety rules, etc.

Performance in laboratory work is assessed by the teacher.

Laboratory classes are conducted with students, the number of which does not exceed one academic group. In the case when the number of academic group is large, it is permissible to divide them into subgroups, but at the rate of at least 10 students in the subgroup.

Laboratory classes with students of the academic group (number of students is 20–25 people) are conducted by two teachers. If the academic group is less than 20 people, the laboratory class is conducted by one teacher.

8.1.3. *Practical class* is a type of training session, during which the teacher organizes a detailed consideration of certain discipline theoretical provisions by students and forms skills and abilities of their practical application through student's performing the tasks.

The list of practical class topics is determined by the working curriculum of the discipline.

Topics and plans for practical classes with a list of recommended educational and methodological literature are brought to the notice of students in advance.

Practical classes are held in the classrooms or training laboratories equipped with the necessary technical means of teaching.

The practical class is conducted with students the number of which does not exceed one academic group.

The necessary methodological tools are prepared by the teacher who is entrusted with conducting practical classes, in agreement with the lecturer of this discipline.

The practical class includes current monitoring of students' knowledge, skills and abilities, general problem stating by the teacher and discussing with the participation of students, problems solving and their discussing, checking, and assessing.

8.1.4. *Seminar* is a type of training session during which the teacher organizes a discussion on pre-defined topics for which students prepare abstracts, essays based on individually completed tasks.

The list of seminar topics is defined in the working curriculum of the discipline.

Seminars are held in the form of interviews, debates, briefings, etc.

During the seminar, students are enabled to actively operate with the knowledge acquired during lectures, as well as in the process of independent work with recommended literature.

The main objectives of the seminar are: consolidation, expansion and improvement of students' knowledge obtained earlier during lectures; formation and development of their independent work skills; creation of conditions for the formation of the search and creative knowledge and skills development.

During the preparation and conduction of the seminar, the teacher is recommended to

follow the basic methodological provisions:

- seminar topic and objective shall be related to one of the main discipline topics, practically to the students' future professional activity;
- key issues of the seminar topic, content validity, novelty and relevance, as well as use of the latest scientific literature shall be determined;
- high organizational and methodological level of the seminar, which ensures active discussion, content abundance, constructive analysis of all answers and questions, and effectiveness of the study hours use;
- rational style of conducting the seminar, which helps to revive the discussion, establish contact with the seminar participants;
- reasoned conclusions on the seminar results, which mobilize students for further creative work on educational material.

At each seminar, the teacher assesses the speeches prepared by students, activity in the discussion, ability to formulate and defend their own opinion etc.

8.1.5. *Individual task* in certain disciplines is one of the forms of the educational process organization at the University, which aims to improve, generalize and consolidate the knowledge that higher education students receive in the learning process. Individual tasks are issued to higher education students within the timeframe provided by the working curriculum of the discipline, and are performed independently based on consultations with the teacher. Completion of individual tasks is not included in the student's weekly class hours.

Analytical review is an individual task that contributes to the improvement and expansion of higher education students' theoretical knowledge on certain topics of the discipline, and develops skills of independent work with educational and scientific literature. This form of individual task is used in the study of theoretical courses and humanities and socio-economic disciplines.

Calculation and graphic work is an individual task that involves solving a specific practical educational task using the theoretical material learned during lectures and/or self-studied theoretical material. A significant part of such a work includes graphic material which is performed in accordance with current regulatory requirements and with the use of computer graphics, if defined by the task.

Calculation work is an individual task that involves solving a specific practical educational task using the theoretical material learned during lectures and/or self-studied theoretical material. The main part of the calculation work consists of calculations that can be accompanied by illustrative material: graphs, vector diagrams, histograms, etc.

Tests for full-time and part-time students are individual tasks that involve students' independent performance of certain practical work based on mastered theoretical material. Test tasks shall help students to master the terminology and basic provisions of the discipline, and provide skills for solving typical problems, situations, etc.

Full-time education tests are conducted during class hours, and part-time – in extracurricular time.

Course work (project) is an individual research task, which is a creative or reproductive solution of specific tasks concerning objects of the specialist's practical or scientific activity performed by the student independently under the guidance of the teacher on the basis of knowledge and skills acquired from specific and/or related disciplines.

Course works, as a rule, have an educational and research character and are performed mostly in fundamental disciplines. Course projects are generally performed by students in the process of general technical and special disciplines study according to the curricular of technical, technological and other programs (specializations).

Course works (projects) are performed in order to consolidate, improve and generalize the knowledge gained by students during their studies, and to apply it to the complex solution of a specific professional task.

The course work (project) shall include substantiated theoretical provisions and conclusions made by students on the basis of scientific, fiction, and methodological literature analysis, as well as materials containing the results of applied problem research.

The topics of course works (projects) shall correspond to the objectives of the discipline and be closely related to the practical needs of a particular program. The results of the course work (project) shall indicate the student's knowledge level on the methodology of scientific research, professional disciplines, as well as the level of general and special professional skills and abilities.

Topics of course works (projects) are approved at the department meeting during the first month of the term. The objective, tasks and procedure for course works (projects), content and scope of the individual parts, nature of the source data, as well as other requirements are defined in the guidelines for their implementation, which are developed by departments and communicated to students along with their topics.

Management of course works (projects) is carried out, as a rule, by the most qualified

teachers. Course works (projects) are separate assessment units and are evaluated by the consequences of their defence in front of the committee consisting of three teachers (including the project or work supervisor), before the session knowledge assessment. Course projects (works) are stored at the department for three years, afterwards written off in the prescribed manner.

Final qualification works (projects) are performed at the final stage of students' studies at the University and include: systematization, consolidation, expansion of theoretical and practical knowledge in the program and their application in solving specific scientific, technical, economic production and other tasks; development of independent work skills; mastering of the theoretical and experimental research methods related to the topic of work (project).

The student has the right to choose the topic of the final qualifying work (project) on the list of topics determined by the degree-granting department, or to propose their subject of work (project) with its feasibility justification.

The University professors and associate professors, and highly qualified production specialists are appointed as final qualification works (projects) supervisors.

The procedure for defence of final qualifying works (projects) is carried out in accordance with the requirements of the Regulations on the Examination Committee.

Final qualification works (projects) are stored in the University Library archives for five years, afterwards written off in the prescribed manner.

8.1.6. *Consultation* is a contact form of training session, during which the student receives answers from the teacher to specific questions or receives explanations of certain theoretical provisions or aspects of their practical application.

The consultation is conducted individually or for a group of students, depending on the fact whether the teacher advises students on issues related to individual tasks or on theoretical issues of the discipline.

Consultations on disciplines are carried out within the teacher's working hours, according to the public schedule approved by the head of the department.

Conducting examination consultations on the discipline is defined in the curriculum.

8.2. Independent work of higher education students is an organizationally and methodically planned cognitive activity of students, which is carried out without the teachers' direct help (but under their guidance and control) to achieve particular results and form independent knowledge acquisition and improvement skills, abilities and competences.

The study hours allocated to independent work of a full-time student is regulated by the curriculum and is generally equal to 1/3–2/3 of the total study hours of the academic discipline.

The student's independent work is ensured through a system of teaching materials provided for the study of a particular discipline (textbook, teaching and methodological manuals, lecture notes, educational aid, etc.). Methodical materials of independent work shall provide the possibility of self-control (tests, a package of test tasks, etc.).

The educational material of the discipline, provided by the working curriculum for mastering by the student in the process of independent work, is submitted for final assessment along with the educational material learned during classes.

The procedure of organizing independent work is determined by separate Regulations on the Organization of Higher Education Students' Independent Work.

8.3. Individual training session is a type of training sessions conducted by a teacher with individual students, aiming to create the necessary conditions for identifying and realizing students' creative potential through individually directed development of their abilities, creative and research activities.

Individual training sessions are organized according to a separate schedule drawn up by the dean of the faculty, taking into account the student's individual plan of one or more disciplines, and in some cases – of the full range of classes for a particular higher education level.

Types of individual training sessions, their scope, forms and methods of conducting, forms and methods of current and final assessment (except for certification) are determined by the working curriculum of the relevant academic discipline.

8.4. Practical training is a compulsory component of student training and a compulsory component of the educational program which aims to provide students with professional knowledge, skills and competencies in the chosen program (specialization).

Determination of training bases is carried out by degree-granting departments through direct agreements with organizations, enterprises and institutions regardless of their organizational and legal forms, as well as on the basis of the University research departments, laboratories, centres and departments providing practical training.

Types and duration of training are determined by the requirements of higher

education standard and reflected in the curricular and schedules of the educational process.

The content of the training and the sequence of its implementation are determined by the end-to-end training program, which is developed by the degree-granting department in accordance with the curriculum and educational-professional training program and approved by the Faculty Academic Council.

The responsibility for the organization and conduction of the practical training rests with the head of the training. The management and control of the training is provided by the relevant departments and deans of the faculties.

The organization of practical training is regulated by the Regulations on the Organization and Conduction of Practical Training.

8.5. Monitoring measures are a form of the educational process organization that determines the compliance of the level of knowledge, skills and competencies acquired by higher education students with the requirements of normative documents. The main task of monitoring measures is to identify the true state of students' achievement at the appropriate stage of mastering the educational program in order to rationally organize the educational process and manage the quality of the University educational activities.

The main types of monitoring measures at the University are as follows:

- entrance assessment;
- current assessment;
- final assessment;
- certification of students;
- rector's assessment.

8.5.1. *Entrance assessment* is used as a prerequisite for successful organization of students and serves as a guide for the implementation of an individual approach in teaching the discipline and definition of forms and methods of teaching and organizing the educational process.

8.5.2. *Current assessment* is carried out during seminars, practical/laboratory classes and according to the results of independent work. It involves the assessment of theoretical and practical training of higher education students on the stated topic, including self-learned material. The current assessment form and assessment system are determined by the teacher and approved by the department.

8.5.3. *The final assessment* is semester assessment conducted in the form of an exam

or differentiated credit, in the amount of educational material determined by the particular discipline program, within the time limits set by the working curriculum and schedule of the educational process.

Exam is a form of assessment which consists in assessing the student's mastery of the semester's theoretical and practical material in a particular discipline, which is held during the examination session.

Credit is a form of assessment which consists in assessing the student's mastery of theoretical and practical material in a particular discipline in total for all types of current assessment, provided by the working curriculum of the discipline. The credit is planned if the discipline does not involve any exam.

The student is considered convoked to a particular discipline final assessment if they have completed all types of semester work provided by the working curriculum of the discipline. If a student has been convoked to the final assessment but has not appeared without good reason, it is considered that they have used the first attempt to take the final exam and have academic debt.

The final assessment is carried out according to the schedule, which is brought to the notice of teachers and students not later than one month before its beginning.

Credits are held after the end of the discipline, before the examination period. Credits can be conducted by teachers who have delivered practical, seminar and other classes in academic groups or lectures in this discipline, that are determined by the relevant decision of the department assigned to teach this discipline. If a student has not received a credit based on the results of current assessment, they can receive it based on the results of credit test.

Exams are conducted by lecturers who have taught the discipline. Teachers who have delivered other types of classes in academic groups may take part in conducting the discipline exam. If individual sections of the discipline were taught by several teachers, the final assessment can be carried out with their participation with a single overall grade.

As an exception, if there are good reasons, the head of the department in coordination with the dean/director of the faculty/institute may appoint another teacher for the final assessment from among the academic staff members of the department, approved by the dean/director of the faculty/institute.

Exams or tests are taken outside the semester assessment only in front of the committee formed by the dean/director of the faculty/institute and approved by the

relevant order.

8.5.4. All types of assessment and their documentation are carried out using methods and means provided by Regulations on Rating Assessment of Higher Education Students' Achievements and Regulations on Organization and Conduction of Current and Semester Assessment of Higher Education Students' Learning Outcomes.

8.5.5. *Certification* is defining the compliance of the knowledge, skills and other competencies level and volume acquired by students with the requirements of higher education standards.

Certification of students obtaining a bachelor's or master's degree is carried out by the examination committee created in accordance with the Regulations on the Examination Committee.

Based on the decision of the examination committee, the University awards a person who has successfully completed the educational program at a certain level of higher education the appropriate degree of higher education and assigns the appropriate qualification.

Certification of persons obtaining the Doctor of Philosophy degree is carried out by the permanent or one-time specialized University Academic Council, accredited by the National Agency for Quality Assurance in Higher Education on the basis of public defence of scientific achievements in the form of a dissertation. The candidate for the Doctor of Philosophy degree has the right to choose a specialized academic council.

8.5.6. *Rector's assessment* is carried out in order to assess the preservation level of knowledge, skills and abilities acquired by students during the study of a particular discipline, as well as to check the quality of the educational process at the departments.

Rector's assessment, unlike the usual one, is carried out selectively (in individual examination groups) and only in writing.

Based on the results of the rector's assessment, a decision is made on ways to improve the organization and implementation of the educational process.

8.6. Assessment of higher education students` academic achievements

Academic progress of higher education students in studying disciplines, performing individual tasks (course and diploma projects and/or works, etc.), the results of various types of training and certification are evaluated on a 100-point scale, with compulsory conversion of final grades to the national scale and ECTS scale.

When drawing up the Appendix to the European Diploma and Academic Certificate, the name of the grades on the national scale is indicated in English.

Students' academic performance rating scale

Оцінка (за національною шкалою) / National grade	Мін. бал / Min. marks	Макс. бал / Max. marks
Національна шкала / National grade		
Відмінно / Excellent	90	100
Добре / Good	75	89
Задовільно / Satisfactory	60	74
Незадовільно / Fail	0	59
Шкала ЄКТС / ECTS grade		
A	90	100
B	82	89
C	75	81
D	64	74
E	60	63
Fx	35	59
F	1	34

Under the conditions of the student's discipline test completion at the assessment event, but when there are no current assessment results (laboratory works, seminars and practical classes), the student cannot be certified in the relevant discipline until they eliminate current debt.

When there are no current assessment results and the student has not been present at the assessment event, such points are marked in the statement:

- from 36 to 59 (on the ECTS scale – FX, on the national scale "unsatisfactory", which is considered to be an academic debt). The student has the right to take an exam without re-studying the discipline;
- from 1 to 34 (on the ECTS scale – F, on the national scale "unsatisfactory", which is considered to be an academic debt). The discipline needs to be re-studied.

8.7. Rating of higher education student's progress

Rating system for assessing the student's progress is a system based on activities assessment: the accumulation of points for a variety of student's educational and cognitive activities.

The objectives of implementing the rating system are:

- intensification of the educational process and improving the quality of students' training;
- increasing students' motivation for active conscious learning, systematic independent work and responsibility for the educational activities results;
- establishing constant feedback with each student and timely adjustment of their educational activities;
- ensuring competitiveness and healthy competition in education;
- increasing objectivity of assessing the students' preparation level.

Rating results are used:

- as recommendations to continue education at a higher level of higher education;
- for priority employment in relevant positions commissioned by organizations, enterprises and at the University;
- as conditions to award an academic scholarship according to the rules approved by the University Academic Council.

The progress rating is published on the University official website three days after the end of the final (semester) assessment.

8.8. Re-taking exams and appeal of final assessment results

8.8.1. Taking the final exam to increase the positive grade in order to obtain a diploma with honours is allowed in no more than three disciplines for the entire period of study. Permission for this is given by the vice-rector for scientific and pedagogical work on the request of the dean/director of the faculty/institute on the basis of the student's application and in agreement with the guarantor of the educational program.

8.8.2. In case of receiving an unsatisfactory grade, re-taking of the final exam in the discipline is allowed no more than twice. When re-taking the final exam, assessment may be carried out by the committee formed by the dean/director of the department/institute and approved by the relevant order. The committee assessment is final.

8.8.3. A student who does not agree with the grade obtained during the final

assessment has the right to apply to the appeal committee on the day of the assessment results announcement.

8.8.4. The appeal must be considered at a meeting of the appeal committee no later than the day after its submission. The student who filed the appeal has the right to be present at the consideration of his application.

The appeal committee is created by the order of the dean/director of the department/institute.

8.8.5. In case of a conflict situation, by the motivated application of the student or order of the dean/director of the department/institute, a committee for final assessment is created which includes the head and academic staff members of the department, representatives of the dean's office/directorate, as well as representatives of student trade union committee and student self-government bodies.

9. ORDER AND PROCEDURE FOR RECOGNITION OF LEARNING RESULTS OBTAINED IN NON-FORMAL EDUCATION

9.1. The right to recognition of learning results in non-formal education extends to applicants at all levels of higher education.

9.2. Recognition of learning results in non-formal education is permitted for subjects that begin in the fifth semester. In this case, the recognition of results is carried out in the semester preceding the semester, in which according to the curriculum of a particular educational program (hereinafter EP) provides for the study of a particular discipline. The restriction is made taking into account the probability of the applicant not to confirm their learning results in non-formal education.

9.3. Recognition of learning results in non-formal education applies only to selective disciplines of EP.

9.4. The University may recognize learning results in non-formal education in the amount of not more than 10% of the total for a particular EP.

9.5. The applicant for higher education applies to the dean/director of the department/institute, with the prior consent with the guarantor of the EP, with a request for recognition of learning results in non-formal education. Any documents (certificates, certifications, etc.) confirming the skills acquired by the applicant during studying may be attached to the application.

9.6. To recognize the results of learning in non-formal education, a Subject Board is

created by the order of the dean/director of the department/institute. It includes: dean/director of the department/institute, guarantor of the educational program, which is studied by applicant; research and teaching staff who teach the disciplines offered for re-enrollment based on the recognition of learning results in non-formal education.

9.7. The Subject Board determines the method of evaluating the learning results in accordance with the curriculum. The applicant is acquainted with the curriculum of the discipline and the list of questions that are submitted for final evaluation. If the curriculum provides for the implementation of written work in this discipline (course work, abstract, etc.), the applicant is acquainted with the list of topics of written work. The applicant is also acquainted with the evaluation criteria and rules for appealing the results.

9.8. The Subject Board gives 10 working days for the applicant to prepare for the final control (in each discipline) and 20 working days to write a written work (if needed).

9.9. The final control is conducted in the form of an exam. The subject commission issues a final grade on the ECTS scale.

9.10. If the applicant received less than 60 points, he is not credited with the results of studying in non-formal education.

9.11. Based on the results of the evaluation, the Subject Board forms a protocol which contains an opinion for the dean's office/directorate on whether or not to enroll in the relevant discipline.

9.12. When re-enrolling disciplines in accordance with the decision of the Subject Board, the individual curriculum applicant's study card includes: the name of the discipline, the total number of hours/credits, grade and grounds for re-enrollment (protocol number).

9.13. The applicant is exempted from studying the recalculated discipline in the next semester.

9.14. In case of a negative conclusion of the Subject Board on the learning outcomes recognition, the applicant has the right to appeal to the rector of the University.

9.15. According to the appeal, the rector creates an appeal commission by order consisting of the vice-rector for scientific and pedagogical work, the dean/director of the department/institute and scientific and pedagogical staff of the graduating department, who were not members of the subject commission. Based on the results

of the complaint review, the Appeals Commission shall make a reasoned decision on full or partial satisfaction of the complaint or on leaving the filed complaint unsatisfied.

10. EXPULSIONS, INTERRUPTION OF STUDY, RENEWAL AND TRANSFER OF HIGHER EDUCATION APPLICANTS

10.1. The grounds for expulsion of applicants for higher education are:

- 1) completion of studying in the relevant educational (scientific) program;
- 2) own desire;
- 3) transfer to another educational institution;
- 4) non-fulfillment of the curriculum;
- 5) violation of the terms of the agreement (contract) concluded between the University and the student, or a natural (legal) person who pays for such studying;
- 6) other cases provided by law.

A person expelled from the University before completing the educational program receives an academic certificate containing information on learning results, names of disciplines, grades and the number of ECTS credits obtained.

10.2. An applicant for higher education has the right to a break in studies due to circumstances that make it impossible to implement an educational (scientific) program (for health reasons, conscription for military service in case of loss of the right to deferment from it, family circumstances, etc.). Such persons are granted academic leave in the prescribed manner.

Study or internship in educational and research institutions (including foreign countries) may be grounds for a break in studies, unless otherwise provided by international acts or agreements between the University and other higher education institutions.

Students called up for military service in connection with the announcement of mobilization are guaranteed to retain their place of study and scholarship.

Applicants for higher education who implement the right to academic mobility during studying, internship or research activities in another higher education institution (scientific institution) in Ukraine or abroad, are guaranteed to retain their place of study and payment of scholarships in accordance with the Regulations on academic mobility. Such persons are not expelled from the student body.

10.3. A person who is expelled before completing their education under the relevant educational program has the right to renew their studies within the licensed scope of the University.

10.4. Renewals of persons expelled from the University or granted academic leave, as well as transfers of students are usually carried out during the holidays.

10.5. The procedure for expulsion, interruption of study, renewal and transfer of persons studying at the University, as well as the procedure for granting them academic leave are determined by the relevant Regulations approved by the Academic Council of the University.

10.6. In case of expiration of the accreditation certificate of the educational program and failure of the University to receive a new certificate of accreditation, students studying at the expense of the state budget have the right to transfer to another higher education institution where the relevant educational program is accredited to complete studying at the expense of the state budget in the manner approved by the Cabinet of Ministers of Ukraine.

11. PARTICIPANTS OF THE EDUCATIONAL PROCESS

Participants in the educational process at the University are:

- scientific, pedagogical, and pedagogical and scientific workers;
- applicants for higher education;
- representatives of enterprises, institutions, organizations, practitioners involved in the educational process, other employees of the University.

11.1. **Research and teaching staff** are persons who conduct educational, methodological, scientific and organizational activities at the main place of work at the University (at the departments of the faculties).

11.2. **Teaching staff** are persons who conduct educational, methodological and organizational activities at the main place of work at the University (in subject and cycle commissions).

11.3. **Researchers** are persons who professionally carry out scientific, scientific-technical or scientific-organizational activities and have the appropriate qualifications, regardless of the degree or academic title at the main place of work and in accordance with the employment agreement (contract).

11.4. **Working hours of research and teaching staff**

The working hours of full-time are not more than 1548 hours per academic year with an average weekly duration of 36 hours (reduced working hours).

The working time of research and teaching staff includes the time for them to perform educational, methodical, scientific, organizational work and other work responsibilities.

The working time of teaching staff includes the time to perform educational, methodical, organizational work and other labor duties.

The working time of a researcher includes the time they perform scientific, research, consulting, expert, organizational work and other work duties.

The maximum study load of research and teaching staff per one rate may not exceed 600 hours per academic year.

The time norms of educational, methodological, scientific, organizational work are determined in the Regulations on planning and accounting of research and teaching staff work in the University and colleges.

Involvement of scientific and pedagogical, research and teaching staff in work not provided for in the employment contract may be carried out only with their consent or in cases provided by law.

The basis for planning the workload of scientific and pedagogical, research staff of the University is the data for calculating the amount of educational work, which the faculties provide to the departments until March 30, providing teaching of relevant disciplines.

Departments on the basis of these faculties develop a plan of study load for the new academic year and submit it to the educational department of the University by September 1.

The total workload of scientific, research and teaching staff is calculated based on the astronomical hour (60 minutes), except for classes, which are calculated by academic hours (45 minutes) and are counted as an accounting hour.

The report on the implementation of the educational workload of scientific and pedagogical staff of the department for the academic year is submitted to the educational department of the University by July 1.

11.5. Rights and responsibilities of scientific and pedagogical, research and teaching staff.

Scientific and pedagogical, research and teaching staff of the University have the right to:

- have academic freedom, which is realized in the interests of the individual, society and humanity in general;
- have academic mobility for professional activities;
- protect professional honor and dignity;
- participate in the management of a higher education institution, including electing and being elected to the highest body of public self-government, the Academic Council of a University or faculty;
- choose methods and teaching aids that ensure the high quality of the educational process;
- ensure the creation of appropriate working conditions, improve their professional level, organization of recreation and everyday life, established by law, regulations of the University, the terms of the individual employment agreement and collective agreement;
- free use of library, information resources, services of educational, scientific, sports, cultural and educational departments of the University;
- protect intellectual property rights;
- have advanced training and internship at least once every five years;
- receive accommodation, including office, in the manner prescribed by law;
- receive preferential long-term loans for construction (reconstruction) and purchase of housing in the manner prescribed by law;
- participate in associations of citizens;
- have social and pension provision in the order established by the legislation.

The order of appointment, organization of work, forms of the curator reporting, as well as additional responsibilities and rights are determined by the Regulations on the head (curator) of academic groups.

11.6. Scientific and pedagogical, research and teaching staff of the University are obliged to:

- provide teaching at a high scientific-theoretical and methodological level of educational disciplines of the relevant educational program in the program (specialization), to conduct scientific activities (for scientific and pedagogical workers);
- increase the professional level, pedagogical skills, scientific qualification (for research and teaching staff);
- adhere to the norms of pedagogical ethics, morals, respect the dignity of persons

studying at the University, instill in them a love for Ukraine, educate them in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and state symbols of Ukraine;

- develop independence, initiative, and creative abilities in students studying at the University;

- comply with the Statute of the University, laws and other regulations.

11.7. Postgraduate education, advanced training and internships of scientific and pedagogical and teaching staff.

Postgraduate education is a specialized improvement of education and professional training of a person by deepening, expanding and updating their professional knowledge, skills and abilities or obtaining another profession, specialty on the basis of previously acquired educational level and practical experience.

Postgraduate education is provided by the Interdisciplinary Institute of Postgraduate Education of the University, other institutions of postgraduate education and scientific institutions.

Advanced training and internships of scientific and pedagogical and teaching staff of the University can be carried out in Ukraine or abroad.

The university provides advanced training and internships for scientific, research and teaching staff at least once every five years while maintaining the average salary.

The results of advanced training and internship are taken into account:

- when elected to a position by competition or concluding an employment contract with research and teaching staff;

- during the certification of teaching staff.

Positions of scientific and pedagogical and teaching staff who improve their skills or undergo internships with a break from production, for this period may be replaced by other persons without a competition under a fixed-term employment agreement (contract).

11.8. Persons studying at the University are:

- applicants for higher education;

- other persons studying at the University.

Applicants for higher education are:

- *student* (a person enrolled in the University for the purpose of obtaining a higher education degree of junior bachelor, bachelor or master);

- *graduate student* (a person enrolled in the University (scientific institution) for the

degree of Doctor of Philosophy);

- *doctoral student* (a person enrolled or attached to the University (scientific institution) for a doctorate).

Other persons studying at the University are:

- *attende*e (a person who studies at the preparatory department of the University, or who receives additional or separate educational services, including postgraduate education programs).

11.9. Study time of applicants for higher education

Accounting for the complexity of educational work of higher education applicants is carried out in ECTS credits, the price of an ECTS credit is 30 academic hours.

As a rule, 60 credits are allocated for the academic year, and 30 ECTS credits – for the semester.

The units of study time of higher education students are the academic hour, study day, week, semester, university year, year.

Academic hour is the minimum unit of study time. The duration of the academic hour is 45 minutes.

Two academic hours form a double period of academic hours - 90 minutes.

The study day is an integral part of the student's study time lasting no more than 9 academic hours.

The study week is an integral part of the student's study time lasting no more than 45 academic hours.

The academic semester is an integral part of the student's academic time, which ends with the final (semester control). The duration of the semester is determined by the curriculum.

The academic year is a completed period of student study during the academic year.

The duration of a student's stay on the university year includes the time of semesters, final control and holiday. The total duration of holiday during the university year, except for the last one, is at least 8 weeks. The beginning and end of a student's studies in a particular course are formalized by the relevant (transfer) orders.

The academic year lasts 12 months, usually begins on September 1 and consists of study days, days of final control, examination sessions, weekends, holidays and vacation days for students.

11.10. Rights of persons studying at the University

Students have the right to:

- choose the form of education during admission to the University;
- safe and harmless conditions of study, work and life;
- work activities in extracurricular time;
- additional paid leave in connection with studies at the main place of work, reduced working hours and other benefits provided by law for persons who combine work with study;
- free use of libraries, information funds, educational, scientific and sports facilities of the University;
- free provision of information for education in accessible formats with the use of technologies that take into account the limitations of lifestyle due to health conditions (for people with special educational needs);
- use of production, cultural, educational, household, health facilities of the University in the manner prescribed by the Statute of the University;
- providing a dormitory for the period of study in the manner prescribed by law;
- participation in research, research and development works, conferences, symposia, exhibitions, competitions; presentation of their works for publication;
- participation in events on educational, scientific, research, sports, public activities carried out in the country and abroad, in the manner prescribed by law;
- participation in the discussion and resolution of issues to improve the educational process, research, scholarships, leisure, life, health;
- making proposals on the terms and amount of tuition fees;
- participation in public associations;
- participation in the activities of public self-government bodies of the University departments, the Academic Council of the University, student self-government bodies;
- the choice of disciplines within the limits provided by the relevant educational program and the working curriculum, in the amount of not less than 25 percent of the total number of ECTS credits provided for this level of higher education. At the same time, applicants for a certain level of higher education have the right to choose disciplines offered for other levels of higher education, in agreement with the head of the relevant department;
- study simultaneously in several educational programs, as well as in several universities, providing only one higher education for each degree at the expense of the state (local) budget;

- academic mobility, including international one (according to the Regulations on Academic Mobility);
- receiving social assistance in cases established by law;
- enrollment in the insurance period in accordance with the Law of Ukraine "On Compulsory State Pension Insurance" periods of full-time study at the University, graduate school, doctoral studies, subject to voluntary payment of insurance premiums;
- academic leave or a break in studies with the preservation of certain rights of the applicant for higher education, as well as for the resumption of studies in the manner prescribed by the Ministry of Education and Science of Ukraine;
- participation in the formation of an individual curriculum;
- moral and/or material encouragement for success in education, research and social work and for sports achievements, etc.;
- protection from all forms of exploitation, physical and mental violence;
- free internship at enterprises, institutions, establishments and organizations, as well as for paying during the performance of production functions in accordance with the law;
- vacation leave lasting at least eight calendar weeks for the academic year;
- obtaining targeted preferential state loans for higher education in the manner prescribed by the Cabinet of Ministers of Ukraine;
- appeal against the actions of the University management structures and their officials, research and teaching staff;
- special training and rehabilitation support and free access to the infrastructure of the University in accordance with medical and social indications in the presence of health restrictions due to health conditions.

11.11. Scholarship for higher education applicants

Persons who study at the University on a full-time basis at the expense of state or local budgets have the right to receive academic and social scholarships in the manner prescribed by law.

Persons studying at the University on a full-time basis may receive other scholarships awarded by individuals (legal entities):

- *academic scholarship* - based on the results of training in the relevant educational program;
- *social scholarship* - on the basis of laws establishing state benefits and guarantees

for the appointment of social scholarships for certain categories of citizens.

Academic scholarships are awarded to persons who have achieved significant success in education and/or research in accordance with the criteria established by the Cabinet of Ministers of Ukraine. The share of students eligible for academic scholarships is set by the Academic Council of the University within the total percentage of students eligible for academic scholarships and the scholarship fund determined by the Cabinet of Ministers of Ukraine.

University students from among orphans and children deprived of parental care, as well as University students who lost their parents during the period of study between the ages of 18 and 23, are guaranteed the right to receive a social scholarship, including the case of receiving academic scholarships.

University students who are entitled to receive a social scholarship and acquire the right to receive an academic scholarship are awarded one type of scholarship according to their type.

The amount of academic and social scholarships, the procedure for their appointment and payment shall be established by the Cabinet of Ministers of Ukraine.

For students studying acute deficiency programs (specializations) in the fields of education, mathematics, natural sciences, engineering, an increased amount of academic scholarship is paid. The list of such programs (specializations) and the amount of increase are determined by the Cabinet of Ministers of Ukraine.

Students who study at the University on a full-time basis have the right to preferential travel in transport in the manner prescribed by the Cabinet of Ministers of Ukraine.

Students of the University have the right to receive a student card, a sample of which is approved by the central executive body in the field of education and science.

11.12. Students are required to:

- comply with the requirements of the legislation, the Charter and the rules of procedure of the University;
- comply with the requirements of labor protection, safety, industrial sanitation, fire safety, which are provided by the relevant rules and instructions;
- comply with the requirements of the educational (educational-professional, educational-scientific) program.

11.13. Employment of University graduates

Graduates are free to choose their place of work.

The university is not obliged to employ graduates.

The state, in cooperation with employers, ensures the creation of conditions for the realization of the University's right to work, guarantees the creation of equal opportunities for choosing a place of work, type of work, taking into account higher education and social needs.

12. SCIENTIFIC, SCIENTIFIC-TECHNICAL AND INNOVATIVE ACTIVITY

12.1. Scientific, scientific-technical and innovative activities at the University are an integral part of educational activities and are carried out in order to integrate scientific, educational and industrial activities in the higher education system.

The subjects of scientific, scientific-technical and innovative activity are scientific, scientific-pedagogical workers, students, other workers, as well as employees of enterprises that together with the University carry out scientific, scientific-technical and innovative activities.

The main purpose of scientific, scientific-technical and innovative activities is to acquire new scientific knowledge by conducting research and development and directing them to create and implement new competitive technologies, types of equipment, materials, etc. to ensure innovative development of society, training of innovative type specialists.

The main tasks of scientific, scientific-technical and innovative activity of the University are:

- obtaining competitive scientific and applied research results;
- application of new scientific, scientific and technical knowledge during the training of specialists with higher education;
- formation of modern scientific personnel potential, able to ensure the development and implementation of innovative scientific developments.

Scientific, scientific-technical and innovative activity at the University is carried out in accordance with the legislation on educational, scientific, scientific-technical and innovative activity.

12.2. Intellectual property rights and their protection

Acquisition, protection and defense of the rights of the University and participants in the educational process regarding the results of scientific, scientific-technical and other activities are provided in accordance with the law.

The University has the right to dispose of intellectual property rights to objects of intellectual property rights.

The expenses of the University incurred in connection with the provision of legal protection for the objects of intellectual property rights, property rights, which are acquired in the manner prescribed by law, shall be paid by its own revenues.

The objects of intellectual property rights are subject to evaluation. As a result of the evaluation, their value is reflected in the accounting of the University in the manner prescribed by law.

The contract on the creation of the object of intellectual property rights to order must specify the methods, conditions and procedure for the exercise of the relevant property rights of intellectual property.

12.3. Quality control of research works of higher education students using the "Antiplagiat" system

Quality control of research work of higher education applicants is carried out in order to ensure the quality of educational results, independence of research work (RW), diagnosis of the level of preparedness of higher education students for practical professional or research activities and preservation of intellectual property rights.

Quality control of research work aimed at the formation of university ethics and respect for intellectual property, promotes the introduction of the practice of proper citation through the definition of the concept and forms of plagiarism, methods of preventing its spread, procedures for reviewing and recording the facts of plagiarism. Plagiarism (legal term) is the use in writing of someone else's text, published in paper or electronic form, without a full reference to the source or with references, when the volume and nature of borrowing calls into question the independence of the work of one of its main sections.

Plagiarism can take two forms:

- literal statement of someone else's text;
- paraphrase (a statement of someone else's text with the replacement of words and expressions without changing the content of the borrowed text).

The objects of verification for the presence of signs of plagiarism are diploma theses (projects); course works (projects), scientific papers submitted to the competition, other research papers of higher education students at the request of the supervisor.

13. FINANCIAL AND ECONOMIC SECURITY OF EDUCATIONAL PROCESS

The University is financed from the general and special funds in accordance with the Budget Code of Ukraine and other sources not prohibited by law.

The funds raised are used to carry out the statutory activities of the University in the manner and under the conditions specified by law and the Charter.

The funds received by the University as tuition, training, retraining or educational services may not be deducted from state or local budget revenues.

The University may, in accordance with the legislation and the Charter, provide paid services to individuals and legal entities, if provision of the appropriate level of educational services as the main statutory activity is granted.

The list of paid educational and other services that can be provided by the University is approved by the Rector by a separate order.

The amount of payment for the entire period of study for obtaining the appropriate higher education degree, advanced training, as well as the procedure for payment of educational services (once, annually, semesterly, monthly) are set in the agreement (contract) between the University and the individual who orders a paid educational service for them or for another person, assuming financial obligations to pay for a particular service.

The amount of the fee for the entire period of study for obtaining the appropriate higher education degree, advanced training is set by the University in the national currency.

The University has the right to change the tuition fee in the manner prescribed by the contract, not more than once a year and not more than the officially determined inflation rate for the previous calendar year.

The amount of the fee for the entire period of study or for the provision of additional educational services is published on the official website of the University.

14. INTERNATIONAL COOPERATION

The University carries out international cooperation, concluding cooperation agreements, establishing direct relations with higher education institutions, research institutions and enterprises of foreign countries, international organizations in

accordance with the law.

The main areas of international cooperation of the University are:

- 1) participation in programs of bilateral and multilateral interstate and interuniversity exchange of students, graduate students, doctoral students, pedagogical, scientific-pedagogical and scientific staff;
- 2) conducting joint research;
- 3) organization of international conferences, symposia, congresses and other events;
- 4) participation in international educational and scientific programs;
- 5) joint publishing activities;
- 6) provision of services to foreign citizens related to higher and postgraduate education;
- 7) creation of joint educational and scientific programs with foreign higher educational institutions, scientific institutions, organizations;
- 8) promotion of academic mobility of scientific, scientific and pedagogical staff and students;
- 9) other directions and forms not prohibited by law.

15. SCIENTIFIC AND METHODOLOGICAL SUPPORT OF EDUCATIONAL PROCESS

Scientific and methodological support of the educational process is an important and necessary condition for the quality of training programs and it includes:

- documents of the dean's office and departments;
- educational and methodological support of the program (specialization);
- educational and methodical support in each discipline;
- information support of the educational process.

The list of documentation of the dean's office and departments is determined by the Regulations of the faculty and the Regulations of the department.

Educational and methodical documentation on the program (specialization) is developed by the relevant graduate departments. Responsibility for the quality and completeness of educational and methodological documentation of the program (specialization) rests with the head of the graduating department.

The educational and methodical documentation on disciplines is stored at the departments that provide teaching of these disciplines, and curricula are provided to

the educational and methodical department of the University. All educational and methodical documentation is published on the pages of the relevant departments of the University website.

Educational and methodological support of the educational process is carried out in accordance with the Regulations governing its publication.

16. PRE-FINAL REGULATIONS

Changes and additions to the Regulations are made and approved by the Academic Council of the University in the same manner as the Regulations themselves.

The regulation is approved by the decision of the Academic Council and is introduced by the order of the Rector of the University and comes into force from the moment of its approval.

The heads of all departments, research and teaching staff, as well as applicants for higher education at the University have the right to make proposals for amendments to the approved Regulations.

Proposals are made in the form of a statement addressed to the vice-rector for research and teaching of the University justifying the feasibility and necessity of making changes and additions to the Regulations.

Applications are submitted to the head of the educational department of the University, who after careful study submits them for consideration to the Vice-Rector for Research and Teaching of the University every week.

The proposals received during the academic year are analyzed, structured by topic and submitted annually no later than three months before the start of the new academic year for consideration by the Academic Council of the University. After their approval by the Academic Council, they are approved by the order of the Rector of the University and come into force.

In case of urgent need for changes and additions to the Regulations related to changes in current legislation, they can be made at the regular meeting of the University Rectorate.