

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY “KHARKIV POLYTECHNIC
INSTITUTE”

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TEMPORARY PROVISIONS
ON THE RECOGNITION PROCEDURE OF LEARNING RESULTS
OBTAINED IN NON-FORMAL AND / OR INFORMAL EDUCATION AT
NATIONAL TECHNICAL UNIVERSITY “KHARKIV POLYTECHNIC
INSTITUTE”

Kharkiv
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1. GENERAL PROVISIONS

1.1. Provisions on the procedure for recognizing learning results obtained in non-formal and / or informal education at the National Technical University "Kharkiv Polytechnic Institute" (hereinafter referred to as Provisions) developed in accordance with the requirements of the Laws of Ukraine "On Higher Education" and "On education".

1.2. The learning results and competencies required for the award of educational and / or professional qualifications can be achieved and obtained in the system of formal, non-formal and / or informal education.

Formal education is education obtained through educational programs in accordance with the levels of education, branches of knowledge, specialties (professions) defined by law, and provides for the achievement by students of the learning results defined by educational standards for the appropriate level of education and the acquisition of qualifications recognized by the state.

Non-formal education is education which is usually obtained through educational programs and does not involve the award of state-recognized educational qualifications by levels of education, but may result in the award of professional and / or partial educational qualifications.

Informal education (self-education) is education that involves a person's self-organized acquisition of certain competencies, in particular, through daily efforts related to professional, social, family, leisure or other activities.

1.3. According to Article 8 of the Law of Ukraine "On Education" learning results obtained through non-formal and / or informal education are recognized in the system of formal education in the manner prescribed by legislation.

1.4. Prior to the formation of the recognition procedure requirements for non-formal and / or informal learning results by the National Qualifications Agency, the University has the right to implement independently appropriate procedures within its autonomy in accordance with Part Three of Article 2 of the Law of Ukraine "On Education".

1.5. The right to learning results recognition in non-formal and / or informal education extends to students of all higher educational levels.

2. RECOGNITION PROCEDURE OF LEARNING RESULTS

OBTAINED IN NON-FORMAL AND / OR INFORMAL EDUCATION

2.1. Recognition of learning results in non-formal and / or informal education is permitted for subjects beginning in the second year for bachelors and graduate students and in the first year for masters. In this case, the recognition of results is carried out in the semester preceding the semester, 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 that the applicants will not confirm their learning results in non-formal education.

2.2. Recognition of learning results in non-formal and / or informal education is applied only to elective EP disciplines.

2.3. The University may recognize learning results in non-formal and / or informal education in the amount of not more than 10% of the total amount of a particular EP.

2.4. These Provisions apply to cases when the supporting documents received in non-formal and / or informal education do not define the number of completed credits (hours) and / or the results of the assessment of the acquired competencies level.

2.5. Recognition of learning results obtained in non-formal and / or informal education by the University provides:

2.5.1. An applicant for higher education applies to the dean / director of the faculty / institute, with the prior consent of the guarantor of EP, with a request for learning results recognition in non-formal and / or informal education. The application may be accompanied by any documents (certificates, records, etc.) confirming the skills acquired by the applicant during the training.

2.5.1.2. The application indicates the applicant learning results in non-formal and / or informal education, the way he/she achieved them (who provided them with educational and professional services), the workload (types and forms of activity, number of hours, etc.) he/she performed to apply for the recognition of learning results, which discipline of the curriculum according to the educational program of the University, the applicant of higher education claims to recognize.

2.5.1.3. Any documents (certificates, Educational Programs, etc.) may be added to the application that confirm the learning results obtained by the higher education applicant.

2.5.2. Subject Board's Formation

2.5.2.1. To recognize learning results in non-formal and / or informal education, a Subject Board is formed by the order of the dean / director of the faculty / institute. It includes the dean / director of the faculty / institute, guarantor of the educational program in which the applicant studies; scientific and pedagogical staff who teaches the disciplines offered for re-enrollment based on the learning results recognition in non-formal and / or informal education.

2.5.3. Certification:

2.5.3.1. The Subject Board determines the method of evaluating 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 assessment. If the curriculum provides for the fulfilment of written work in this discipline (course work, abstract, etc.), the applicant is acquainted with the list of written work topics. The applicant is also acquainted with the assessment criteria and rules for appealing the results.

2.5.3.2. The Subject Board gives 10 working days to the applicant for preparation for final control (in every discipline) and 20 working days for written work completion (if available).

2.5.3.3. The final control takes the form of an exam. The Subject Board issues a final grade by the ECTS scale.

2.5.3.4. If the applicant received fewer than 60 points, he / she will not be credited with the results of non-formal and / or informal education.

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

2.5.3.6. When re-enrolling disciplines to the applicant's study card in accordance with the decision of the subject commission, the name of the discipline, the total number of hours / credits, grade and grounds for re-enrollment (protocol number) are entered into the individual curriculum.

2.5.3.7. The applicant is exempted from studying the re-enrolled discipline in the next semester.

2.5.3.8. In case of a negative opinion of the Subject Board on the learning results recognition, the applicant has the right to appeal to the Rector of the University.

2.5.3.9. According to the appeal, the Rector forms an Appeal Board by his order consisting of the Vice-rector for scientific and pedagogical work, the dean / director of the faculty / institute and scientific and pedagogical staff of the graduating department, who were not members of the Subject Board. Based on the

results of the appellate review, the Appeal Board makes a reasoned decision on full or partial satisfaction of the complaint or on leaving the filed complaint unsatisfied.

3. FINAL PROVISIONS

3.1. The University informs the Ministry of Education and Science of Ukraine about all cases of credit transfer in case of results recognition in non-formal and / or informal education in the amount of more than 30 credits.

3.2. The Provisions are put into effect by the Rector's order.

3.3. All changes and additions to these Provisions are considered and approved at the University Academic Council meeting and are put into effect by the Rector's order.