

MINISTRY OF EDUCATION AND SCIENCE OF  
UKRAINE NATIONAL UNIVERSITY "CHERNIGIV POLYTECHNICS"

APPROVED BY

Academic council of Chernihiv  
Polytechnic National University  
31 August 2020, Protocol No. 6

Put into effect by Rector's Order  
No. 26 as of 31 August 2020 p.

**POSITION**  
**about the electronic base of educational and methodical support of educational**  
**disciplines**  
**Chernihiv Polytechnic National University**

## **1. GENERAL PROVISIONS**

1.1. Regulations on the electronic database of educational and methodological support of academic disciplines (hereinafter - the Regulations) of the National University "Chernihiv Polytechnic" (hereinafter - the University) is a component of the internal system to ensure the quality of higher education in the University.

1.2. This Regulation is developed in accordance with Section V of the Law of Ukraine "On Higher Education" distance learning provision, approved by the MES of Ukraine on 25 April 2013 roku number 466, Regulation of distance learning at the University, in accordance with the letter of MES Ukraine of 09.07.2018 № 1 / 9-434 "On the recommendations for educational and methodological support" and in order to improve the quality of the electronic database of educational and methodological support of academic disciplines in the learning management system Moodle.

1.3. This Regulation defines the criteria for quality content vebresursiv training courses, which are taught at the National University "Chernihiv Polytechnic" in the framework of all educational programs at all levels of higher education.

1.4. The quality criteria for filling the web resources of academic disciplines in the Moodle learning management system defined by this Regulation are used during the evaluation of candidates for filling vacant positions of research and teaching staff (hereinafter - NPP) of the University.

## **2. MAIN DEFINITIONS AND COMPOSITION OF WEB RESOURCES OF THE UNIVERSITY OF EDUCATIONAL DISCIPLINES**

2.1. Vebresursy training courses (programs), including distance learning courses - systematic collection of information and means of educational and methodical nature, required for mastering academic subjects (programs), which is accessible via the Internet or a local network using vebbrazera and / or other available user program means.

2.2. Electronic base of educational-methodological provision of educational disciplines (further - Base) is a repository of electronic distance learning courses, which are under the control of system management training Moodle (hereinafter - system).

2.3. The purpose of using the Base is to support the educational process candidates Higher Education University, individualized process of acquisition of knowledge, skills and methods of cognitive activity, carried out in mainly mediated interactions distant from each other participants in a specialized environment, which operates on the basis of modern psychological, pedagogical and information and communication technologies.

## **3. ORGANIZATION OF THE BASE**

3.1. The database is based on the Moodle learning management system. Each academic discipline corresponding to one or more distance courses (hereinafter - Courses).

3.2. The base also may include random courses are created for different needs of the educational process in including - for non - formal education.

3.3. Access to the Database is remote. Each of the user groups has different access rights to the database resources.

3.4. The rights of access to the resources of the Base are regulated by a separate order of the rector.

3.5. The system contains the means to obtain reports on the provision of disciplines with appropriate courses.

#### **4. RESPONSIBILITY**

4.1. All users of the Database are divided into the following groups:

4.1.1. Guests.

4.1.2. Registered applicants for higher education.

4.1.3. Authors of courses.

4.1.4. Controllers.

4.1.5. Base Administrator.

4.2. Completion and management of course content is performed by NPP of the University.

4.3. With the development and use of educational-methodical provision NPP must adhere to the Law Ukraine "On Copyright Law and related rights."

4.4. General management of the Database is performed by a responsible employee with the rights of a system administrator (hereinafter - the Administrator). The administrator also generates statistical reports on the completion of courses.

#### **5. EVALUATION OF COURSE COMPLETION**

5.1. Assessment of the content of courses is performed to control the quality of educational and methodological support of academic disciplines. The assessment is based on the availability of course components in compliance with all these requirements. The requirements are given in Annex 1 to this Regulation.

5.2. The presence of the components of the course translates into the value of the percentage of educational and methodological support of the discipline. Each component must be filled with appropriate material. The maximum content of the course (web resource of the discipline) can be estimated at 100%.

5.3. An indicator of the quality of educational and methodological support of the disciplines of the department in the Base is the average value of the percentage of educational and methodological support of all courses of the department.

5.4. Lack of Base at least one course from those that are provided by the department in the current academic year, means zeroing Quality Score of this department.

#### **6. PROCEDURE FOR MAKING CHANGES TO THIS PROVISION**

6.1. This Regulation is considered and approved by the Academic Council of the University and put into effect by order of the Rector.

6.2. Proposals for changes and additions to this Regulation are summarized and specified by the commission for educational and methodological support of web resources of academic disciplines, which is created by order of the rector.

6.3. Draft amendments and additions to this Regulation prepared by the commission for teaching and methodological support of web resources of academic disciplines are considered and approved by the Academic Council of the University and put into effect by the order of the rector.

**Requirements for the components of the course, placed in the electronic database  
of educational and methodological support of academic disciplines at  
the National University "Chernihiv Polytechnic"**

№ P / P	Course component	Requirements for registration
1.	Syllabus (extended course annotation ) (5%)	1. It is made out according to the form according to appendix 1 "Order entry candidates of higher education in the study sample training courses at the National University of " Chernihiv Polytechnic ". 2. As Syllabus should be available to all users of systems regardless of record on the course Syllabus located in the <i>Preferences course</i> ( <i>Course Annotation</i> parameter )
2.	Work program of the discipline (5%)	The document, approved by the decision of the department, which is responsible for training seekers of higher education in within a specific specialty
3.	Recommended reading (5%)	According to the work program consists of methodological support, basic, auxiliary literature and informati on resources

4.	Evaluation criteria (5%)	Mandatory presence of distribution points that receive students, according to the working programs
5.	Theoretical material (20%)	Mandatory availability of lecture notes (10%).
6.	Laboratory works, practical classes, seminars , etc., provided by the working class lesson program (20%)	Mandatory availability of appropriate methodological recommendations (10%).
7.	Individual tasks provided by the work program ( <i>course, calculation and graphic works, abstracts , etc.</i> ) (5%)	Mandatory availability of appropriate methodological recommendations on options problems.
8.	Independent work (5%)	Tasks for independent work and methodical recommendations for its implementation.
9.	Current control (15%)	Questions for control, tasks, schedule , etc. (5%). It is advisable to create a special element <i>Test</i>
10.	Final control (15%)	List of questions for the semester test or exam, examples of answers, etc. (5%). It is advisable to create a special element <i>Test</i>

When a content component of the course should use the *general recommendations* of the Annex.

*General recommendations.*

1. Preference is given to author's educational publications, in particular, - published textbooks, manuals, texts or lecture notes, guidelines, as well as their own videos. If this training content is hosted on another resource, you should use web links instead of downloading the files directly. Example : web link to the electronic archive of the University Scientific Library

2. For educational and scientific programs and educational and professional programs of the second (master's) level and used scientific publications (articles, monographs, thesis papers , etc.).

3. In the absence of published author's materials, it is possible to use web links to other resources.

4. The use of non- copyrighted materials must meet the requirements of the legislation of Ukraine, in particular, - the Law of Ukraine "On Copyright and Related Rights".

5. If there is an opportunity, instead of a simple download files in the course should use special elements system Moodle: *webpages. Lesson (Lecture). Web links. Glossary. Webpage. Task. Seminar* and others.

6. The names of all elements must be clear, using only common abbreviations and acronyms.

7. Names of the type of elements, such as topic, lecture, practical work, etc., should be supplemented by the semantic title of the relevant material.

