

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY “CHERNIHIV POLYTECHNIC”

APPROVED BY
Academic council of Chernihiv
Polytechnic National University
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PROCEDURE
on the individual educational trajectory of higher education applicants
Chernihiv Polytechnic National University

Chernihiv 2020

1. GENERAL PROVISIONS

1.1 Regulations on the individual educational trajectory of applicants

of Higher Education (hereinafter - the Regulations) of the National University "Chernihiv Polytechnic" (hereinafter - the University) determines the order of formation of applicants higher education of individual educational trajectories in accordance with the requirements of the current state legislation in the field of education, internal regulations and regulatory acts of the University in order to ensure quality, student-centeredness and competitiveness of higher education.

1.2 The possibility of forming an individual educational trajectory higher education seeker will deepen professional knowledge within selected educational program (OP); expand your worldview, get acquainted with current trends in other industries, expand and deepen learning outcomes within the framework of general competencies.

1.3 The Regulation is developed in accordance with the Laws of Ukraine "On education", "On higher education", "Regulations on the procedure for exercising the right to academic mobility", "Licensing conditions for educational activities", internal regulations of the University.

1.4 Terminological and categorical apparatus in the Regulations used exclusively in the definitions established by the Laws of Ukraine "On education", "On higher education".

1.5 According to the Law of Ukraine "On Higher Education" the volume of selective educational components is not less than 25% of the total number of ECTS credits, provided for the relevant level of higher education and is determined by the OP.

1.6 Regulations are approved by the Academic Council of the University of mandatory agreement with the student government after public discussion.

2. FORMATION OF LISTS OF SELECTED EDUCATIONAL COMPONENT

2.1 To enable applicants to fully implement the right to form an individual educational trajectory at the University there are two lists of selective educational components: within the OP or specialties and university.

2.2 Lists of sample components must comply with the principles alternatives and academic freedom. Contents of selective educational components must be relevant, have a connection with practice.

2.3 The list of optional educational components may be updated annually based on trends in a particular industry, specialty, needs

region based on the results of the discussion of the educational program with everyone stakeholders.

2.4 In order to provide higher education students with social skills (soft skills) and entrepreneurial skills at the University is formed catalog general university elective disciplines of the general cycle training. The list is posted on the University website

<https://cpnu.cn.ua/osvitnij-proczes/katalog-zagalnouniversitetskih-distciplin/> and duplicated in the distance learning system Moodle.

2.5 Information on selective educational components (syllabuses and working curricula or annotations) offered to applicants for higher education appropriate educational program, placed in the remote system learning Moodle and on the website of the educational and scientific institute (faculty) or graduating department.

3. PROCEDURE FOR IMPLEMENTATION OF INDIVIDUAL EDUCATIONAL TRAJECTORIES OF UNIVERSITY HIGHER EDUCATORS

3.1 The procedure for implementing an individual educational trajectory provides the procedure for conducting and registration of applicants for higher education University to study the elective courses provided relevant educational program (educational-professional, educational-scientific) and the curriculum for higher education, to the extent that is not less than 25 percent of the total number of ECTS credits, provided for this level of higher education. Moreover, applicants of a certain level higher education have the right to choose the disciplines offered for other levels of higher education.

3.2 The implementation of the individual educational trajectory involves the study elective disciplines with a bachelor's degree not earlier than the second academic semester.

3.3 Responsibility for the possibility of timely formation individual educational trajectory are departments that provide teaching elective courses. Until October 1 of each school year distance learning system of Moodle University according to the corresponding educational program in the section "Elective disciplines" is carried out placement (update) of distance courses with working training programs, syllabi courses, the form of which is determined by the "Regulations on work programs and syllabi of academic disciplines in the National Chernihiv Polytechnic University, presentations, etc. and a list scientific and pedagogical workers who teach them. Location of the syllabus course, as well as setting the modes of enrollment of higher

education students in the course agrees with the administrator of the distance learning system. Forensuring the formation of an individual educational trajectory by the applicant for higher education education and selection of relevant disciplines research and teaching staff, for who is assigned a selective discipline, can do an open lesson.

3.4 Curators of academic groups carry out consulting work and acquaint applicants for higher education with this Regulation and the opportunity formation of an individual educational trajectory, as well as the selection procedure disciplines until January 1 of the current academic year.

3.5 Applicants for higher education through the electronic system Moodle The University receives invitations until February 1 of the current academic year with a reminder of the possibility of forming an individual educational trajectory and the need to carry out the procedure for selecting disciplines (personal Moodle messages and email addresses).

3.6 The process of forming an individual educational trajectory involves the possibility of choosing higher education disciplines for the next academic year by self-selection from the list offered to him to study disciplines in the distance learning system Moodle University until March 1 of the current academic year. Applicants for higher education have the right to choose elective subjects for the entire period of study.

3.7 In exceptional cases (in case of lack of technical feasibility acquaintance with the list and choice of elective disciplines in the system distance learning Moodle University) the applicant can apply to department on acquaintance with the list and the maintenance of possible selective disciplines, as well as submit a written application (Annex 1) to the directorate / dean's office to take into account the list of selected elective disciplines for the next academic year during the preparation of his individual curriculum.

3.8 According to the results of elective higher education candidates disciplines director of the educational and scientific institute (dean of the faculty, director of the center) by order of the institute (faculty, center) to the first of April of the current academic year forms lists of applicants for higher education(Appendix 2) academic groups in selected disciplines in agreement with heads of departments or guarantors of educational programs. Information about elective subjects are entered in the individual curriculum applicant for higher education.

3.9 If the applicant for higher education has not decided on his / her own educational trajectory and a list of elective disciplines in a timely manner in accordance with paragraph 3.6, the director (dean) records such a candidate for higher education education to a certain academic group independently with its acquaintance with the relevant order under the signature. Applicant for higher education, who with good reason (illness, academic mobility, etc.), did not sign up

for selective disciplines, has the right to make such a record during the first working week after he showed up for school

3.10 Information on the number of applicants for higher education who enrolled in certain elective courses and the number of groups deans (directorates)

by April 1 of the current school year transferred to the training department for formation of working curricula and calculation of training workload for the next school year.

3.11 If the study of elective discipline begins in the first or the second semester of the first academic year, the formation process individual educational trajectory is carried out after enrollment in University before the beginning of the new academic year. To do this, the applicant is higher education must write a statement to the director (dean) (Annex 1). At the same time, consulting work to familiarize applicants for higher education with provisions on the formation of individual educational trajectory and selection procedure, as well as a list of elective disciplines admissions committee together with directors (deans) and managers relevant departments before the new school year. In addition, if the study of elective discipline begins in the second semester of the first academic year, the procedure recording can also be carried out until November 1 of this year academic year (respectively, paragraphs 3.4, 3.5 - until October 1, paragraph 3.6 - until November 1, items 3.7, 3.8 - until December 1).

3.12 An applicant for higher education may be denied employment the right to choose individual elective courses, if the number applicants for higher education who have chosen the appropriate discipline is less

for the established at the University the number of applicants for higher education in the academic group, taking into account the degree of education and specialty.

3.13 Change of the choice of the pre-chosen one by the applicant of higher education list of elective subjects after approval of the order of the director (dean) is not allowed.