

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "CHERNIHIV POLYTECHNIC"

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.

PROVISIONS
on the procedure for transferring students of the
National University
"Chernihiv Polytechnic", studying at the expense
of physical or legal entities (on a contractual basis)
for vacant places of study for
state or local budget funds

1. General provisions

1.1 Regulations are developed in accordance with the Constitution of Ukraine, the Law of Ukraine "On Education", the Law of Ukraine "On Higher Education", the Law of Ukraine "On Ensuring Organizational and Legal Conditions for Social Protection of Orphans and Children Deprived of Parental Care", the Law of Ukraine

"On Protection of Childhood", Law of Ukraine "On the status of war veterans, guarantees of their social protection" Decree of the President of Ukraine on 29 October 2014. №835 / 2014 "On urgent measures on providing additional social guarantees for certain categories of citizens", the resolution of the Cabinet of Ministers of Ukraine on 23 November 2016 975 "Procedure and conditions for granting state targeted support for certain categories of citizens to obtain professional and technical and higher education" "Regulations on the procedure for transfer, expulsion and renewal of students of higher education institutions ", approved by the order of the Ministry of Education and Science of Ukraine № 245 of 15.07.1996, registered in the Ministry of Justice of Ukraine on 07.08.1996 on № 427/1452, letter of the Ministry of Education and Science Of Ukraine № 1 / 9-21 dated 21.01.2010 "On transfer to vacant places of the state order".

1.2 This Regulation regulates the procedure for the transfer of persons who enrolled in the National University of "Chernihiv Polytechnic" (hereinafter - University) on a contractual basis with payment at the expense of individuals and entities on the vacant space studies by means of the state or local budget

1.3 Transfer students are enrolled on a contractual basis for learning by means of state or local budget is carried out on a competitive basis in a range of licensed volume training with a specialty / field of study on conditions available vacant or more places of study by means of state or local budget

1.4 Vacant place state orders generated in the result of contributions from University students are taught by means of state or local budget, transfer them to another form of training or to other higher educational institution or in the case of allocation of the Ministry of Education and Science of Ukraine extra beds studies by means of the state budget , as well as in other cases provided by current legislation.

1.5 Transfer students with training on a contractual basis for learning by means of state or local budget is carried out in the framework of one course and one specialty / direction training.

For exceptional conditions of the authorization of the Ministry of Education and Science of Ukraine may transfer students training on a contractual basis to study the funds of the state or local budget in place reallocated from other specialties / direct training, but only in the framework of one course.

1.6 Transfer students are enrolled on a contractual basis for learning by means of state or local budget made public, only on a competitive basis for rating the success of students with regard to their social status. Other things being equal, the student's participation in scientific work and in the public life of the University

is taken into account. The average score is recognized as the success rating (hereinafter - the rating)

academic success of the student for the entire period of study. The rating is determined by the national scale for assessing the level of knowledge of students. In the case of the same indicator of the success of several (2 and more) students counted ratings success for the 100 -point scale.

The right of priority transfer to study at the expense of the state or local budget is used by students who have the right to free education in accordance with the Laws of Ukraine, Decrees of the President of Ukraine and Resolutions of the Cabinet of Ministers of Ukraine, including :

- orphans and children deprived of parental care,
- recognized combatants in accordance with paragraph 19 of part one of Article 6 of the Law of Ukraine "On the status of war veterans, guarantees of their social protection", and their children, the children one of their parents are killed (disappeared without a trace) in the area of counter-terrorism operations, combat operations or armed conflict or died due to injury, concussion or injury received in the area of counter-terrorism operations, hostilities or armed conflict, but also because of the disease, resulting in the period of participation in anti-terrorist operations, kids, one of their parents are killed during a mass actions of civil protest or die as a result of injury, contusion or mutilation received during mass civil protests, children registered as internally displaced persons, including children enrolled in full-time education in higher education institutions - before graduation, but not longer than until they reach 23 years of age, state targeted support for obtaining higher education in state and municipal educational institutions.
- invalids I and II groups and disabled children aged up to 18 years
- persons who have privileges according to the Law of Ukraine "On status and social protection of citizens who suffered as a result of the Chernobyl disaster."

2. The procedure for announcing the tender and the procedure for submitting documents for transfer to the places of the state order

2.1 Information about the formation of vacant seats training on account of funds of the state or local budget promulgated by the Director of Education and Research Institute (Dean of Faculty), who gives the order of the number of vacant seats, subject to transfer to them and announces competition for transfer to learning by means of state or local budget .

2.2 Individuals who are studying on a contractual basis and to study by means of state or local budget within 10 days from the date of announcement of the competition must submit to the dean's statement in the

name of the Rector of the University (with visas). The following shall be attached to the application:

- description in which the scientific work is determined and the student's participation in the public life of the University is noted (signed by the curator of the academic group, the chairman of the student council of the faculty / institute);

- other documents certifying the benefits of the right to free education in accordance with applicable law.

(item 2.2 Regulation of the changes introduced under with the decision of the Academic Council on 03.29.2021, protocol №3, and the order of the rector № 60 of 03.29.2021

2.3 Statement of students who wish to transfer to vacant seats of state order, registered associate dean in the Journal of registration of applications for transfer students to study for the state or local budget (Annex 1).

2.4 The application is approved by the chairman of the student council and the director of the educational and scientific institute (dean of the faculty).

2.5 Resolution Director of Education and Research Institute (Dean of Faculty) created Instytutaska (Faculty) Committee of forming ranking success in part, Chairman Committee - Director of Education and Research Institute (Dean of Faculty), members of the committee - representatives of departments of educational and scientific institution (faculty) a representative of the educational and scientific institute (faculty) and the chairman of the student council of the educational and scientific institute (faculty).

The commission, having considered the submitted documents, forms a rating of success and makes an initial decision on the possibility of transferring a student to study at the expense of the state or local budget. The decision of institute (faculty) commission issued a protocol in which the specified rating success, social status, participation in scientific work and public life University student who applies for transfer to the vacant place of learning for the state or local budget. The decision on the possibility of transferring a student to study at the expense of the state or local budget is made by open voting, by name, by a simple majority of votes of all members of the commission for the formation of the success rating. Rating successful and the decision committee on guidelines for transfer to the vacant space studies by means of the state or local budget has to known students who have submitted the application not later than five working days from the last date of submission of documents to the dean.

2.6 Minutes of the institute (faculty) commission on formation Rating successful and other documents provided by students and submitte for consideration of the tender committee of the University to consider applications of students on the transfer of the vacant place of study by means of state or local budget (hereinafter - the Commission).

2.7 The commission is created by the order of the rector of the University. By the composition of the Commission for the positions include: Rector, who is the chairman of the Commission, Vice-Rector - Vice- Chairman of the Commission

chief accountant, director of teaching and research institutes, deans of faculties, head of legal department, head of the educational department, the head of the student council of the University, chairman of the trade union of students.

3. Consideration of documents by the Commission and decision- making on transfer

3.1. The final decision on the transfer of persons who are trained on a contractual basis for learning by means of state or local budget adopted by the Commission.

3.2. The decision to transfer persons who study on a contractual basis to study at the expense of the state or local budget is made by open voting by a simple majority of votes of all members of the Commission.

3.3. The meeting of the Commission is recorded in the minutes, which are signed by all members of the Commission.

3.4. A meeting of the Commission is valid if at least 3/4 of its members took part in it .

3.5. If a student learns by target preferential state loan, then transfer to learning by means of state or local budget possible under conditions of full repayment received loans.

4. On approval of the decision of the Commission and issuance of the order

4.1. Based on the decision of the Commission, an order is issued by the Rector of the University to transfer students to vacant places of study at the expense of the state or local budget.

4.2. The transfer of students to study at the expense of the state or local budget is carried out from the first day of the month following the decision to transfer.

5. Final provisions

5.1 This provision enters into force after its approval at a meeting of the Academic Council of the University and approval by order of the Rector of the University.

5.2 Making changes and additions to the Regulation takes place in the manner prescribed by applicable laws and local regulatory acts of the University.

MAGAZINE

registration of applications of students for transfer from study on a contractual basis to vacant places of study at the expense of the state or local budget

№ s / n	Name stude nt	Specialty (educati onal pro gram)	Cours e, gro up	Pri vil ege (in the cas e of availab ility)	Date of su bmis sion of do cume nts	List of submitt ed docume nts	Nam e and signa ture the employee who accept ed the docume nts