

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.

**REGULATION**

**on work programs and syllabi of educational  
disciplines at the National University  
Chernihiv Polytechnic**

## 1. GENERAL PROVISIONS

### 1.1. Regulations on work programs and syllabi of academic disciplines

(hereinafter - the Regulations) at the National University "Chernihiv Polytechnic" (hereinafter

- University) developed in accordance with the Law of Ukraine "On Higher Education", "Licensing conditions for educational activities", approved by the resolution Of the Cabinet of Ministers of Ukraine of December 30, 2015 № 1187 (as amended by the resolution The Cabinet of Ministers of Ukraine dated May 10, 2018 № 347); "Regulations on accreditation of educational programs, which are used to train graduates Education ", approved by order of the Ministry of Education and Science of Ukraine on July 11, 2019 year №977; Recommendations for the structure and content of the work curriculum disciplines (Appendix 2 to the letter of the Ministry of Education and Science dated 09.07.2018 № 1 / 9-434); "Regulations on organization of the educational process at the National University “Chernihiv Polytechnic ”” and other normative legal acts.

1.2. The provision defines the basic principles of construction, creation, coordination, approval and publication of training curricula disciplines and syllabi, which are a mandatory component of educational methodological support of academic disciplines at the University.

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1.3. Work programs of academic disciplines and syllabi are not objects copyright and intellectual property arising from Art. 8 of the Law Of Ukraine on copyright and related rights.

1.4. Work curricula and syllabi are developed as as a rule, leading scientific and pedagogical workers (professors, associate professors - lecturers) of the department before the beginning of the academic year (semester). Working curricula and syllabuses are considered at the meeting of the department, which provides teaching of the discipline, and approved by the head of the department, which provides training for applicants for higher education in the relevant educational program. Work programs of disciplines and syllabi, as a rule, updated annually.

1.5. List of abbreviations.

RPND - working program of the discipline;

NPP - research and teaching staff;

OP - educational program;

## **2. WORK PROGRAM OF THE COURSE**

2.1. RPND is the main normative document of educational and methodical ensuring academic discipline, which is developed for all students disciplines of the relevant OP, and which includes:

- general information: name of the discipline, institution of higher education education, institute (faculty), department or other structural unit that is responsible for the discipline, educational program (for compulsory disciplines) information on approval and approval, language of instruction;
- developer (s) - the teacher or teachers who have developed the work program;
- the purpose of studying the discipline;
- the amount of discipline in ECTS credits and its distribution in hours performs of organization of the educational process and types of educational classes;
- discipline status: compulsory or optional;
- prerequisites for studying the discipline (list of disciplines that have been studied earlier or a list of previously obtained learning outcomes);
- expected learning outcomes in the discipline;
- criteria for evaluating learning outcomes;
- tools for diagnosing learning outcomes, in particular, their methods demonstration;
- curriculum of the discipline: the main topics of the discipline, including including (if available) topics of practical, seminar and laboratory classes, approximate topics of individual tasks;
- forms of current and final control;
- tools, equipment and software, use which is provided by the discipline (if necessary);
- recommended sources of information.

2.2. In the case where the teaching of a particular discipline planned simultaneously by several NPP, developer (or developers) for training and the promulgation of the RPND is appointed by the guarantor of the educational program.

2.3. The RPND developer is starting to prepare a new work program with creating a discipline page in the distance learning system MOODLE University (if this has not been done before).

2.4. The RPND developer uses during the preparation of the work program examples (or samples, templates or recommendations) that show operational changes in the

requirements and content of RPND, and which are prepared by the department of methodical work, accreditations and licensing and in electronic form are sent to electronic mailboxes of the University departments annually until June 25 and January 25.

2.5. The developer fastens the prepared RPND with the personal signature, agrees with the guarantor OP and submits (for consideration and approval) for consideration department, which according to the working curriculum is responsible for this discipline (responsible department).

2.6. If the RPND is approved by a majority vote of the meeting, the head of the department approves the work program with his personal signature. Otherwise, the department must formulate a reasonable decision or regarding the completion of the RPND, or regarding its transfer to another developer.

2.7. In the case of qualified electronic signatures of the parties who involved in the development, coordination, discussion and approval of RPND, process RPND training can take place online. In this case, everything participants in the process of preparation of RPND must use electronic

boxes that are specified in the user profile in the distance learning system

MOODLE University.

2.8. Approved RPND in paper form is stored at the department, which I provide teaching of the corresponding discipline (responsible department), and its copy (if necessary) at the department, which provides training for higher education according to the relevant OP.

2.9. An electronic version of the approved RPND should be posted on the page disciplines in the system of distance learning MOODLE University. Recorded for discipline, applicants for higher education should be provided with a free and comfortable permanent access to RPND.

2.10. Electronic versions of approved RPND for all years of the life cycle educational program for all subjects of the curriculum are:

1) the guarantor of the educational program; 2) the head of the department that provides teaching disciplines; 3) the head of the department, which provides training for higher education education in the relevant OP.

2.11. If there are no significant changes in the RPND (ie, remain the same actors, the names and content of the sections of the RPND, the distribution of hours by topic and types of classes, etc.), allowable re-approval of the RPND last year training in compliance with all procedures specified in p. 2.4 - 2.8. At the same time on the title page is marked "Reapproved" with the date current meeting and the signature of the head of the responsible department.

2.12. The RPND developer is responsible for the relevance of the work programs (use of new knowledge, information sources, relevance content of the educational program, etc.).

2.13. It is being developed for various forms of higher education (full-time, part-time) the only working program of the discipline with the selection of classrooms classes, independent and individual work, forms of control, etc. for each of them.

2.14. If a particular discipline is taught to applicants for higher education education, which are studied in different educational programs, it is possible to combine separate RPND into a single RPND in compliance with all procedures specified in p. 2.4

2.15. The structure of RPND consists of the following obligatory elements:

2.15.1. Title page (Appendix 1);

2.15.2. Reverse page of the title page (Appendix 2);

2.15.3. Abstract in English;

2.15.4. Description of academic discipline (volume of discipline in ECTS credits and its distribution in hours by forms of organization of the educational process and types training sessions);

2.15.5. The purpose of the discipline (For compulsory disciplines are defined OP competencies and program learning outcomes for the formation of which this discipline is used. For elective disciplines can be provides a brief explanation of the opportunities and benefits of the study disciplines);

2.15.6. Expected learning outcomes of the discipline (Formulation learning outcomes for compulsory subjects should be based on resultstraining defined by the relevant OP (program learning outcomes) anddetail them. The wording of learning outcomes should indicate their levelformation, for example, because of its sufficiency to solve a certain classtasks of professional activity and / or further educationprogram);

2.15.7. Criteria for evaluating learning outcomes (Criterion of successfulpassing the final assessment by the student can be an achievementminimum threshold levels for each planned outcometeaching discipline. The minimum threshold level of assessment is worth itdetermine using qualitative criteria and transform it into a minimumpositive assessment of the used numerical (rating) scale);

2.15.8. Means of diagnostics of learning outcomes (Means of assessment andexams can be used to demonstrate learning outcomes; offsets;tests; projects; essays, essays; calculation and calculation-graphic works;presentation of the results of completed tasks and research; student presentationsand speeches at scientific events; tasks on laboratory equipment,simulators, real objects, etc .; other types of individual and grouptasks);

2.15.9. Curriculum (Presentation of thematic content);

2.15.10. The structure of the discipline (Content modules, topics and quantity training hours by type of classes);

2.15.11. Topics of seminar (practical, laboratory) classes;

2.15.12. Independent work (Topics and volumes of study hours);

2.15.13. Individual tasks (If the working curriculum does not provided, this should be noted);

2.15.14. Methods of control (Information on the formation of the assessment of the current and final control, description of control measures and course policies, etc.);

2.15.15. Distribution of points received by students (For what exactly and what grades receive applicants; rating scale);

2.15.16. Tools, equipment and software, use which is provided by the discipline (If not provided, indicate);

2.15.17. Methodical support;

2.15.18. Recommended Books (Basic, Auxiliary, Information resource).

2.16. The RPND developer may add other components to the work program, which he considers necessary, taking into account the peculiarities of the discipline and educational program.

2.17. The time spent by the developer to prepare RPND is determined "Time norms for the implementation of the main types of educational, methodological, scientific and organizational work of scientific and pedagogical workers of the National Chernihiv Polytechnic University".

### 3. SYLLABUS3.

1. The syllabus is a document of educational and methodical support academic discipline, which summarizes the information (instructions to academic discipline), which allows the student to get acquainted with the content compulsory course or choose an elective course.3.2. The syllabus is compiled for all curriculum disciplines based on the RPND project by its developer.3.3. Free and convenient permanent access to the syllabus is provided to every one participants in the educational process registered in the distance learning system MOODLE University. To this end, the RPND developer must place an electronic one version of the syllabus on the discipline page in the distance learning system MOODLE University in the parameters of the discipline (section "Course Annotation").3.4. The structure of the syllabus includes the following mandatory elements:3.4.1. Information about the developer of the training course (Responsible department, institute (faculty), coordinates of NPP).3.4.2. Course, semester of study and specialty (educational program) for which discipline is taught.3.4.3. The purpose and objectives of the course.3.4.4. Learning outcomes.3.4.5. The volume of the course (in credits in general and in teaching hours by type to occupy).3.4.6. Prerequisites (information on the prerequisites for admission to the course),specified only for.3.4.7. Evaluation system and requirements.3.4.8. Course policies.3.4.9. Recommended reading (basic textbooks).3.5. The shape of the syllabus is given in Annex 3.3.6. Syllabuses are updated annually to take into account new scientific and educational and methodical works. For the relevance of the syllabus and its timelythe update is the responsibility of the RPND developer.3.7. The time spent by the developer to prepare the syllabus is determined "Time norms for the implementation of the main types of educational, methodological, scientific and organizational work of scientific and pedagogical workers of the National Chernihiv Polytechnic University ”.

*Appendix 1*  
*The form of the title page of the working program of the discipline*  
 Ministry of Education and Science of Ukraine  
 Chernihiv Polytechnic National University  
 Educational and Scientific Institute *[enter or choose NIS]*  
 Department *[enter or select department]*

**"I APPROVE "**  
 Head of Department  
 IB Surname  
 " \_\_\_\_\_ " \_\_\_\_\_ 2021

**CURRICULUM WORK PROGRAM**

**Enter the name of the discipline (in the original language)**

**Educational program " *Enter the name of OP* "**

Higher education level - *first (bachelor's)*

Specialty: *[enter or choose a specialty]*

Language of instruction: *Ukrainian*

Discipline status: *required*

Form of education	The year of education	Term	Distribution of hours					In total	For a week	IN.TASK	Test	
			In total aud.	Le c.	La b.	SRS	120				GR T	E
full-time	2	1	30	16	14	90		1,875				
Etramural	1	1	8	4	4	82	90					



*The form of the back page of the title page of the working program of the discipline*

Work program

*Enter the name of the discipline (in the original language).*

(name of academic discipline)

for students in the field of knowledge *[enter or select field of knowledge]*

specialties *[enter or choose a specialty]*

Developer of the working program of the discipline:

*position of the department* *[enter or select the department]*

*[IB Surname], Ph.D. tech. Sciences, Associate Professor*

\_\_\_\_\_ *[IB Surname]*.

(signature)

(surname and initials)

AGREED:

Guarantor of the educational program

*Enter the name OP*

\_\_\_\_\_  
( *Yu. O. Sergiychuk* ).

(signature)

(surname and initials)

The work program was discussed at a meeting of the department *[enter or select department]*

Minutes of *January 28, 2021 № 5*

Head of the department [\*\[enter or select the department\]\*](#)

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( *IB Surname* ).

(signature)

(surname and initials