

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

APPROVED BY  
Academic Council of Chernihiv  
Polytechnic National University  
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**REGULATION**  
**on Organization of Educational Process at Chernihiv**  
**Polytechnic National University**

Chernihiv 2020

## 1. GENERAL PROVISIONS

1.1. The Regulation on Organization of Educational Process (hereinafter – the Regulation) at Chernihiv Polytechnic National University (hereinafter – the University) has been developed according to the Laws of Ukraine “On education”, “On higher Education”, “On scientific and scientific-technical activity”, the University’s Statute, orders of the Ministry of Education and Science of Ukraine, the Development Strategy of the University and other regulatory documents.

1.2. The Regulation defines the main principles of educational activity at the University, features of developing educational programs, their implementation, evaluation of learning outcomes, awarding academic degrees, ensuring the quality of the educational process, rights and responsibilities of participants in the educational process.

1.3. The language of instruction at the University is the state language. The University may decide to teach one or more disciplines, to complete individual tasks and carry out evaluation in English if all students who study relevant disciplines know the English language. If there is a written request from one or more students, the University provides translation into the state language.

1.4. Key terms and definitions.

*University autonomy* is independence and responsibility of the University in making decisions regarding the development of academic freedoms, organization of the educational process, research, internal management, economic and other activities, independent selection of academic staff within the limits established by the Law of Ukraine “On higher education”;

*Academic integrity* is a set of ethical principles and rules defined by the Law of Ukraine "On education", "On higher education" and other laws of Ukraine, which should guide participants in the educational process during learning, teaching and conducting scientific (creative) activity to ensure confidence in learning outcomes and / or scientific (creative) achievements;

*Academic mobility* is an opportunity for participants in the educational process to study, teach, train or conduct research in another higher education institution (scientific institution) in Ukraine or abroad;

*Academic freedom* is independence and autonomy of participants in the educational process both during pedagogical, scientific-pedagogical, scientific and / or innovative activity carried out on the principles of freedom of speech and creativity, dissemination of knowledge and information, and during research, and is implemented taking into account limits established by law;

*Certification of the educational program* is evaluation of the educational program and / or educational activity of the University under this program for the purpose of ensuring and improving the quality of higher education;

*Certification* is identifying the compliance of student learning outcomes with the requirements of the educational program and / or the requirements of the unified state qualification exam;

*Higher education* is a set of systematized knowledge, practical skills, ways of

thinking, professional and civic qualities, moral and ethical values, other competencies acquired in a higher education institution (scientific institution) in the relevant field of knowledge for a certain qualification at higher education levels, complexity of which is higher than the level of complete general secondary education;

*Field of knowledge* is a broad subject area of education and science harmonized with the International Standard Classification of Education, including a group of related specialties;

*European Credit Transfer and Accumulation System* is a system of transfer and accumulation of credits used in the European Higher Education Area to provide, recognize, validate qualifications and educational components and facilitate academic mobility of students. The system is based on determining the academic load of a student required to achieve certain learning outcomes and is calculated in ECTS credits.

*Electronic textbook (manual)* is electronic educational publication with a systematic presentation of educational material that corresponds to the educational program, contains digital objects of various formats and provides interaction;

*General competences* are universal competences that do not depend on the subject field but are important both for further professional and social activity of a student in different fields and his / her personal development;

*Students* are persons who study at the University at a certain level of higher education in order to obtain a relevant degree and qualification;

*Individual educational trajectory* is a personal path of realization of student personal potential formed taking into account his / her abilities, interests, needs, motivation, opportunities and experience, is based on types, forms and pace of education, and educational programs that a student has chosen. The individual educational trajectory at the University is realized through an individual plan;

*Individual study plan* is a document that determines the sequence, form and pace of mastering the educational program in order to implement the individual educational trajectory and is developed by the University in cooperation with the student with if the necessary resources are available;

*Qualification* is an official result of evaluation and recognition obtained when the Examination Commission of the University has established that the person has achieved competencies (learning outcomes) in accordance with the standards of higher education, as evidenced by the relevant document on higher education;

*Competence* is ability of a person to successfully socialize, study, carry out professional activity that appears as a result of combination of knowledge and skills, ways of thinking, values, and other personal qualities;

*Credit of the European Credit Transfer and Accumulation System* is unit of measurement of the amount of student academic load, necessary to achieve certain (expected) learning outcomes;

*Licensing* is the procedure to recognize the ability of the University to carry out educational activity according to the requirements for carrying out educational activity;

*National qualifications framework* is a comprehensive internationally clear description of the national qualifications scale in terms of competencies, through which all qualifications and other educational achievements, in particular in higher education, can be expressed and correlated in a coherent way.

*Educational qualification* is a set of acquired learning outcomes (competences) established by the education standard, recognized by the University and certified by the document on higher education;

*Educational activity* is the University's activity aimed at organizing, ensuring, implementing the educational process in a formal and /or informal education in order to ensure higher education in relevant specialties at certain levels of higher education (the elementary level (short cycle) of higher education, the first (Bachelor's) level, the second (Master's) level, and the third (educational-scientific) level.

*Educational process* is intellectual, creative activity in the field of higher education and science, conducted at the University through a system of scientific and methodological and pedagogical activities and aimed at the transfer, acquisition, multiplication and use of knowledge, skills and other competencies of students, as well as the formation of all-round personality.

*Educational (educational-professional or educational-scientific) program* is a unified set of educational components (academic disciplines, individual tasks, practical training, evaluation means, etc.) aimed at achieving learning outcomes that gives the right to obtain a relevant educational or educational and professional qualification(s). The educational program may define a single specialization within it or not provide any specialization.

*A person with special educational needs* is a person with disabilities who needs an additional support in order to study in a higher education institution;

*Pedagogical activity* is intellectual, creative activity of a pedagogical (scientific-pedagogical) worker or self-employed person in formal and / or informal education, aimed at education, upbringing and development of the individual, his / her general cultural, civic and / or professional competencies;

*Re-training* is adult education aimed at vocational training in order to master another (other) profession (professions);

*Professional development* is acquisition of new and / or improvement of previously acquired competencies within a professional activity or field of knowledge;

*Project team* is a defined by the Rector's order group of pedagogical, scientific pedagogical and / or scientific workers who are responsible for initiating educational activity in the specialty at a certain level of higher education, professional higher education and in the field of postgraduate education for persons with higher education degree and meet the qualification requirements specified in the Licensing requirements;

*Learning outcomes* are knowledge, skills, ways of thinking, values and other personal qualities that can be identified, planned, evaluated and measures and that a person can show after completing an educational program (program learning outcomes) or some educational components;

*Specialization* is a component of the specialty that can be defined by the University and presupposes one or more professional specialized educational programs of higher or postgraduate education;

*Special (professional) competences* are competences that are relevant for the subject field and important for a successful activity in a certain specialty;

*Specialty* is a harmonized with the International Standard Classification of Education subject field of education and science that combines related educational

programs, which involve common requirements for the competencies and learning outcomes of graduates;

*Student-oriented teaching* is an approach to organization of the educational process that involves:

encouraging students to be autonomous and responsible participants in the educational process;

creating an educational environment aimed at satisfying needs and interests of students, in particular providing opportunities to form an individual educational trajectory;

building the educational process based on the principles of mutual respect and partnership between participants in the educational process;

*Educational activity standard* is a set of minimum requirements for staff, educational and methodological, material and technical support of the educational process of the University, developed and approved by the central executive body in the field of education and science in coordination with the National Agency for Higher Education Quality Assurance;

*Higher education standard* is a set of requirements for the content and outcomes of the educational activity at every level of higher education within every specialty;

*Internship* is acquisition of experience by completing tasks and duties in a certain professional activity or field of knowledge;

*Structural and logical scheme* of training professionals is a logical sequence of learning academic disciplines and agreement of their contents and time limits and is a components of the higher education standard. It is developed for each level of higher education according to the qualification requirements to professions (positions). The structural and logical scheme is presented in the form of interdisciplinary links in a particular field of knowledge or specialty and is valid throughout the implementation of the relevant educational-professional or educational-scientific training program;

*Formal education* is education, which is obtained through educational programs in accordance with the levels of education, fields of knowledge, specialties (professions) and ensures the achievement of learning outcomes and qualifications recognized by the state.

*Informal education* is education obtained under educational programs but does not presuppose awarding educational qualifications recognized by the state but may result in awarding professional and / or partial educational qualifications

*Quality of higher education* is compliance of educational conditions and learning outcomes with the requirements of legislation and standards of higher education, professional and / or international standards (if any), as well as the needs of stakeholders and society, and is ensured by the implementation of internal and external quality assurance procedures;

*Quality of educational activity* is a level of organizing, supporting and implementing the educational process that ensures acquisition of qualitative education and meets the requirements established by the legislation and/or agreement on providing educational services.

List of abbreviations:

ECTS – European Credit Transfer and Accumulation System;

EP – educational program;  
EPP – educational-professional program;  
OSP – educational-scientific program;  
SPW – scientific-pedagogical worker;

1.5. This Regulation is the main normative document regulating the organization of the educational process at the University

1.6. Educational process is intellectual, creative activity in the field of higher education and science, conducted through a system of scientific and methodological and pedagogical activities and aimed at the transfer, assimilation, multiplication and use of knowledge, skills and other competencies of students, as well as the formation of an all-round personality.

1.7. The purpose of the educational process is acquisition by a person of a high level of scientific and / or creative, professional and general competencies necessary for activity in a certain specialty or in a certain field of knowledge.

1.8. The educational process at the University is based on the following principles:

- the principle of autonomy of the University in making decisions on the organization of the educational process, determining the forms of the educational process, and teaching methods;
- the principle of education quality assurance in all educational programs;
- the principle of academic mobility for all participants in the educational process;
- the principle of academic freedom for all participants in the educational process;
- the principle of an effective use of human resources, material, financial and other resources;
- the principle of following the rules of academic integrity;
- the principle of independence from political parties and religious organizations;
- the principle of openness to all stakeholders;
- the principle of unity of the education structure and consistency of degrees and stages of the educational process;
- the principle of integration of education with science and practice, professional orientation of the educational process;
- the principle of continuous updating of the content of higher education, its adaptation to the requirements of society;
- the principle of consistency for the process of obtaining higher education;
- the principle of humanism, democracy and the priority of universal spiritual values;
- the principle of a comprehensive connection of education with national history, culture, traditions;
- the principle of integration of the higher education system of Ukraine into the European Higher Education Area.

1.9. Key *objectives* of the educational activity of the University are as follows:

- educational activity at a high level, which ensures that students obtain the appropriate degree in their chosen specialties;

- to develop all-round personality by providing patriotic, legal, environmental education, instilling moral values, social activity, sense of responsibility, healthy lifestyle, ability to think freely and adapt to the modern conditions;
- to create necessary conditions for participants in the educational process to show their skills and talents;
- to ensure a comprehensive combination of educational, scientific and innovative activity in the educational process;
- to preserve and multiply moral, cultural and scientific values and achievements of society;
- to disseminate knowledge among the population, raising the educational and cultural level of citizens;
- to establish international relations and conduct international activity in the field of education, science, sports, arts and culture;
- to study the demand for certain specialties in the labor market and promote the employment of graduates;
- to develop educational programs exclusively on the basis of a competence approach and balance of the structure and scope of educational programs, taking into account the needs of the individual, the interests of the state, local communities and employers;
- to create and provide equal access to higher education, create necessary conditions for obtaining higher education for persons with special educational needs;
- to introduce advanced technologies on prevention and detection of academic plagiarism in scientific works of scientific, scientific-pedagogical, pedagogical, other workers as well as students and bringing them to academic responsibility;
- to generate confidence in the University among consumers of educational services, employers and higher education institutions of Ukraine and foreign countries;
- to carry out educational activity on the basis of student-oriented teaching;
- to ensure the compliance of educational programs with international qualifications and higher education standards;
- to enhance participation of the University in international programs of academic mobility of participants in the educational process.

1.10. The content of education is defined by the educational (educational-professional or educational-scientific) program, structural and logical scheme, study plans, students' individual study plans, programs of academic disciplines, and regulatory documents of public bodies administrating higher education and the University. The content is reflected in the relevant textbooks, manuals, teaching materials, as well as during training sessions and other educational activities.

## **2 STUDY MODES AT THE UNIVERSITY**

2.1. Основними формами здобуття вищої освіти в Університеті є: The main study modes at the University include:

- the institutional study mode (full-time, part-time, distant, network);
- the dual study mode.

Study modes can be combined and based on both traditional technologies and e-

learning technologies.

2.2. *Full-time study mode* is a way of organizing the education of students, which involves classroom training and practical training for at least 30 weeks during one academic year. Full-time education is the main study mode.

2.3. *Part-time study mode* is a way of organizing the education of students by combining classroom training and evaluation during short-term sessions and individual completion of tasks under the educational program in the period between them. The duration of the period between classroom training and evaluation may not be less than one month.

2.4. *Distant study mode* is individualized process of education, which occurs mainly through the indirect interaction of distant participants in the educational process in a specialized environment that operates on the basis of modern psychological, pedagogical and information and communication technologies

Distance learning is conducted at the University in accordance with the Regulation on Distance Learning at Chernihiv Polytechnic National University.

2.5. *Network study mode* is a way of organizing the education of students, due to which the mastering of the educational program takes place with the participation of the University and other subjects of educational activity, interacting with each other on a contractual basis.

2.6. *Dual study mode* is a way of obtaining higher education by full-time student, which provides on-the-job training at enterprises, institutions and organizations for the acquisition of certain qualifications in the amount of 25 percent to 60 percent of the total educational program on a contractual basis.

Dual education is carried out on the basis of an agreement between the University and the employer (enterprise, institution, organization, etc.) that presupposes:

- порядок працевлаштування здобувача вищої освіти та оплати його праці; the procedure for employment of a student and payment for his / her work;
- the amount and intended learning outcomes of a student in the workplace;
- obligations of the University and the employer in terms of implementation of the individual study plan by a student in the workplace;
- the procedure for evaluating learning outcomes obtained in the workplace.

Dual education at the University is carried out in accordance with the Regulation on Organization of dual education at Chernihiv Polytechnic National University.

2.7. A student can combine training under several educational programs in different study modes. Simultaneous training under two full-time educational programs is not allowed.

The terms of study in relevant study modes are determined in the educational programs for a certain level of higher education.

2.8. The list of fields of knowledge and specialties in which the University provides educational services with the indicated study modes and the licensed scope of higher education at the University is determined by the License of the Ministry of Education and Science.

2.9. Admission to all study modes at the University is carried out by the Admissions Board in accordance with the conditions of admission to higher education



institutions of Ukraine and the rules of admission to Chernihiv Polytechnic National University in the relevant academic year

### **3. HIGHER EDUCATION LEVELS AND DEGREES AT THE UNIVERSITY**

3.1. Training at the University is carried out according to the relevant educational or scientific programs at the following levels of higher education with awarding the relevant higher education degree:

- elementary level (short-term cycle) of higher education;
- the first (Bachelor's) level;
- the second (Master's) level;
- the third (educational-scientific) level;
- scientific level.

*The elementary level (short-term cycle)* implies acquiring the ability to solve typical specialized tasks in a specific field of professional activity.

*The first (Bachelor's) level* implies acquiring the ability to solve complex specialized tasks a specific field of professional activity.

*The second (Master's) level* implies acquiring the ability to solve research and innovative tasks in a specific field of professional activity.

*The third (educational-scientific) level* implies acquiring the ability to solve complex problems in a specific field of professional activity and / or reaserch and innovation.

*Educational-scientific level* presupposes acquiring theoretical knowledge, skills, abilities and other competencies sufficient to generate new ideas, solve complex problems in the field of professional activity and / or research and innovation, mastering the methodology of scientific and pedagogical activity, as well as conducting their own research, the results of which have scientific novelty, theoretical and practical significance.

*Scientific level* presupposes the ability to identify and solve socially significant systemic problems in a particular field of activity, which are a key to sustainable development and require the creation of new comprehensive knowledge and advanced technologies

3.2. Obtaining higher education at each level involves the successful completion of a relevant educational or scientific program, which is the basis for awarding the appropriate higher education degree:

- 1) Junior Bachelor;
- 2) Bachelor;
- 3) Master;
- 4) Doctor of Philosophy;
- 5) Doctor of Sciences.

*Junior Bachelor* is an educational or educational-professional degree that is obtained at the elementary (short-term cycle) level and is awarded by the University according to the results of a successful completion of the educational program, which amounts to 120 ECTS credits. To obtain the Junior Bachelor's degree on the basis of

vocational education, the University has the right to recognize and transfer ECTS credits, the maximum amount of which is determined by the higher education standard.

A person has the right to study for Junior Bachelor's degree provided that he or she has the certificate of complete general secondary education.

*Bachelor* is an academic degree that is obtained at the first level of higher education and is awarded by the University according to the results of a successful completion of the educational-professional program, which amounts to 180-240 ECTS credits. To obtain the Bachelor's degree on the basis of vocational education or Junior Bachelor's degree, the University has the right to recognize and transfer ECTS credits, the maximum amount of which is determined by the higher education standard.

A person has the right to study for Bachelor's degree provided that he or she has the certificate of complete general secondary education.

*Master* is an academic degree that is obtained at the second level of higher education and is awarded by the University according to the results of a successful completion of the relevant educational program, which amounts to 180-240 ECTS credits. The Master's degree is obtained under an educational-professional or educational-scientific program. The volume of the educational-professional program is 90-120 ECTS credits, the volume of the educational-scientific program is 120 ECTS credits. The master's educational-scientific program must include a research (scientific) component of at least 30 percent.

A person has the right to study for Bachelor's degree provided that he or she has the Bachelor's degree.

*Doctor of Philosophy* is both an academic and the first scientific degree that is obtained at the third level of higher education based on the Master's degree. The degree of Doctor of Philosophy is awarded by the Specialized Academic Council of the University as a result of a successful completion of the relevant educational-scientific program and public defense of the dissertation to the Specialized Academic Council.

A person has the right to obtain the degree of PhD during their doctoral studies. Persons who professionally carry out scientific, scientific-technical or scientific-pedagogical activity at the main place of work have the right to obtain the degree of Doctor of Philosophy beyond doctoral studies, in particular during creative leave, if they have successfully completed the relevant educational-scientific program and defended dissertation to the Specialized Academic Council.

A standard period for training PhD students is four years. The volume of the educational-scientific program is 30-60 ECTS credits.

*Doctor of Sciences* is the second scientific degree that is obtained at the scientific level of higher education based on the PhD degree and presupposes acquisition of the highest competencies in the field of development and implementation of research methodology, conducting original research, obtaining scientific results that provide solutions to important theoretical or practical problems, are of national or global importance and published in scientific journals.

The degree of Doctor of Sciences is awarded by the Specialized Academic Council of the University based on the results of public defense of scientific achievements in the form of a dissertation or published monograph, or a set of articles

published in national and international professional journals, the list of which is approved by the central executive body in the field of education and science.

## **4. EDUCATIONAL PROGRAMS**

4.1. Educational activity at the University is carried out according to the relevant educational (educational-professional, educational-scientific) programs (hereinafter - educational programs).

Educational programs are developed in order to meet the needs of the state (society) in highly qualified specialists as well as the needs of a citizen of Ukraine in qualitative educational services, the labor market and to ensure a professional success of graduates, to enhance the role of the University in providing educational services at the international level.

The University independently develops and approves educational programs taking into account the requirements for the appropriate level of higher education established by the legislation and higher education standards.

Educational programs are used to conduct educational activity; develop study plans, working programs of academic disciplines and practical training; to certify future professionals.

4.2. Educational (educational-professional or educational-scientific) program is a unified set of educational components (academic disciplines, self-study tasks, practical training and evaluation, etc.) aimed at achieving intended learning outcomes provided by the educational program that give the right to obtain a certain educational or educational and professional qualification(s). The educational program may define a specialization or may not provide any specialization.

An educational program shall contain: (1) the list of educational components; (2) their structural and logical scheme; (3) requirements for the educational level of persons who can take up studies under the program; and (4) intended learning outcomes (competences) that a student should acquire.

The University has the right to develop and implement one or more educational (educational-professional or educational-scientific) programs within the licensed specialty

4.3. An educational program is developed according to higher education standards (if any) and depending on the level of higher education where such is implemented. It may have either educational-professional or educational-scientific orientation.

Освітньо-професійна програма розробляється для: An educational-professional program is developed for:

- elementary (short-term cycle) level;
- the first (Bachelor's) level;
- the second (Master's) level.

An educational-scientific program is developed for:

- the second (Master's) level;
- the third (educational-scientific) level.

4.4. The minimum scope of the educational program, which should be aimed at

providing general and special (professional) competencies in the specialty, is determined by the higher education standard (if any).

Educational programs should ensure the acquisition of social skills (soft skills) that meet the stated goals.

4.5. The higher education standard defines the following requirements for the educational program:

- the amount of ECTS credits required to obtain the appropriate degree of higher education;
- requirements for the educational level of persons who can start training under this program and the results of their training;
- a list of mandatory competencies of the graduate;
- normative content of students' training formulated as a list of intended learning outcomes;
- forms of students' certification;
- requirements for the creation of educational programs in a field of knowledge, two fields of knowledge or a group of specialties (in the standards for the Junior bachelor's degree), interdisciplinary educational and scientific programs (in the standards for Master's degree and PhD degree);
- requirements of professional standards (if any).

4.6. The scope of the educational program is usually as follows (unless otherwise specified by the standard):

- 120 ECTS credits for the Junior Bachelor's degree on the basis of complete general secondary education;
- 180-240 ECTS credits for the Bachelor's degree on the basis of complete general secondary education;
- 90-120 ECTS credits for the Master's degree under an educational-professional program;
- 120 ECTS credits for the Master's degree under an educational-scientific program (research (scientific) component is no less than 30%).

4.7. Duration of training under educational programs:

*Junior Bachelor:*

- full-time and part time study modes – 1 year and 10 months;

*Bachelor:*

- full-time study mode – 3 years and 10 months;
- part time study mode – the duration of training can exceed the term of full-time study by no more than 25%;

*Master:*

- full-time and part time study modes under an educational-professional program – 1 year and 4 months;
- full-time study mode under an educational-scientific program – 1 year and 9 months.

A standard term for training PhD student is four years. The volume of the educational component of an educational-scientific program for PhD students' training is 30-60 ECTS credits.

On the basis of vocational education the duration training of a student studying

for Junior Bachelor's degree depends on the maximum amount of ECTS credits that can be recognized and transferred by the University, in accordance with the higher education standard, and is determined by the rules of admission to the University.

4.8. Development, execution and content of educational programs are carried out according to the regulatory documents and guidelines of the University for scientific-pedagogical workers that are approved by the Academic Council of the University.

4.9. Development and support of educational programs and study plans are carried out by project teams and specialty support groups at all levels of higher education.

Project team is a defined by the Rector's order group of pedagogical, scientific pedagogical and / or scientific workers who are responsible for initiating educational activity in the specialty at a certain level of higher education, professional higher education and in the field of postgraduate education for persons with higher education degree and meet the qualification requirements specified in the Licensing requirements

Early termination of work and appointment of a new head (guarantor of the educational program) and / or member (members) of the project team is carried out on the basis of the Rector's order.

Department of educational-scientific institutes and faculties of the University are fully responsible for preparation and implementation of educational programs, in which they are involved.

4.10. The decision to open or close an educational program is made by the Academic Council of the University.

4.11. Monitoring of educational programs is carried out in order to identify and track trends in the quality of higher education, relevance to the defined goal, the needs of students as well as to increase student competitiveness in the labor market.

Monitoring of educational programs is carried out both at specialized departments involving stakeholders and students education, and at the university level.

Stakeholders are individuals and legal entities that have a legitimate interest in the activities of the organization, ie to some extent depend on it or may influence its activities. Stakeholders can be the state, regional authorities and local governments, employers, applicants and their parents, various public associations, students and their parents, scientific-pedagogical and pedagogical staff, the University administration.

The purpose of monitoring an educational program at the university level is to generalize and promote the best practices within the University, to detect negative tendencies, to help develop educational programs, self-reports for certification, etc.

An essential part of a local or university monitoring is surveying students, graduates and employers on their satisfaction with an educational program, its components, organization of the educational process, teaching staff.

The procedure for developing, reviewing, approving, monitoring and closing educational programs is defined in the Procedure for Developing, Reviewing, Approving, Monitoring and Closing Educational Programs at Chernihiv Polytechnic National University.

4.12. Amendments to educational programs are carried out in compliance with the same conditions and in the same manner as its approval.

4.13. Educational programs are approved by the Academic Council of the

University, put into effect by order of the Rector. Educational programs are made public by posting them on the official website of the University.

Approved and properly executed educational programs (together with external reviews) are transferred to be kept to the Academic Office of the University. The copy of an approved educational program, external reviews and abstracts from minutes of the relevant meetings of the Council for Higher Education Quality Assurance, meeting of departments are kept. The head of the project team (guarantor of the educational program) keeps a copy of an approved educational program, external reviews and abstracts from minutes of the relevant meetings of the Council for Higher Education Quality Assurance and meetings of departments.

4.14. Successful completion of the requirements of a certain educational program, the results of certification are grounds to award the relevant academic degree (Junior Bachelor, Bachelor, Master, Doctor of Philosophy) to a student.

## **5. EDUCATIONAL PROCESS ORGANIZATION AND PLANNING**

### **5.1. Schedule of the educational process (Academic calendar).**

5.1.1. Schedule of the educational process defines calendar terms for theoretical studies, practical training, pass-fail tests weeks, examination periods, preparation of qualification works, students' certification and holidays.

Schedule of the educational process for full-time students is developed taking into account that an academic year begins on 1 September and includes (1) autumn and spring semesters, (2) winter and summer pass-fail tests weeks and examination periods, (3) practical training, (4) certification (in the final year of studying), and (5) holidays. The spring semester, taking into account the examination period and practical training, shall end no later than 30 June.

5.1.2. The duration of the academic year for educational programs is 52 weeks, including:

- theoretical studies, compulsory practical training (for full-time students), semester evaluation, completion of self-study, re-taking exams, re-study of academic disciplines, etc. – in general at least 40 weeks a year;
- holidays for an academic year – at least 8 weeks and no more than 12 weeks (including 2-3 weeks during winter holidays).

5.1.3. The time for pass-fail tests weeks and examination period for full-time students is 4 weeks as a rule (4-5 exam are planned), including one pass-fail tests week.

5.1.4. Schedule of the educational process for part-time students includes short-term examination periods in forms of:

- sessions over the semester, during which classroom training is held (up to 4 per semester);
  - pass-fail tests and examination periods in the end of a semester, during which evaluation is held (exams, pass-fail tests, defense of course papers);
- and the period between sessions, during which students independently master the theoretical material and complete final tasks.

The duration of the period between classroom training and evaluation may not be less than one month.

The duration of examination periods for part-time students is up to 30 calendar days per an academic year in the first and second years of studying at the first (Bachelor's) level (usually 2 weeks of winter and summer examination periods) and up to 40 calendar days per an academic year in the third and fourth years of studying at the second (Master's) level (usually 3 weeks of winter and summer examination periods).

5.1.5. The time shall be allocated for preparing qualification work if such is provided by the educational program and the study plan.

5.1.6. One or three weeks are allocated for certification of students depending on the number of students and created examination commissions.

## **5.2. Study plan (Curriculum).**

5.2.1. The University on the basis of the relevant educational program develops a study plan (curriculum) that determines the list and scope of educational components in ECTS credits, their logical sequence, forms of organization of the educational process, types and scope of classes, schedule of the educational process, forms of continuous and final evaluation that ensure the acquisition of intended learning outcomes by a student.

Requirements for the structure, content and execution of a study plan are presented in Recommendations for Development of Study Plans that are approved by the Rector's order.

5.2.2. Study plans for part-time study mode are developed on the basis of study plans for full-time mode taking into account features of organization of studies according to the relevant mode. The plan contains a list of disciplines, similar to the study plan for full-time study mode, but has a shorter duration of classroom training and by increased number of hours allocated for self-study. The list of disciplines (except for the discipline "Physical Education" and practical training), number of credits, type of training and forms of final evaluation should coincide with the study plan for full-time study mode. The amount of classroom hours may not exceed 10% of the total number of hours allocated to study an academic discipline.

The percentage of reduction of classroom training (compared to the full-time study plan) should be the same for all types of classes (lectures, practical classes and laboratory work) in all disciplines of the study plan.

The duration of part-time study is determined by the educational program for a certain specialty and may exceed the period of full-time study by no more than 25%.

5.2.3. The name of the educational qualification is formed from the name of an academic degree of higher education (Junior Bachelor, Bachelor, Master, and Doctor of Philosophy) and the name of a specialty.

5.2.4. The volume of one ECTS credit is 30 academic hours. The workload of one academic year for a full-time study mode is 60 ECTS credits.

5.2.5. Full-time study mode presupposes classroom training and practical training for at least 30 weeks over an academic year.

The duration of one academic year must be at least 40 weeks (60 ECTS credits).

Study at the University is divided into semester. There are autumn and spring semesters, usually 20 weeks each, for which theoretical training, practical training, and pass-fail tests weeks and examination periods (winter and summer) are planned.

5.2.6. The study plan consists of compulsory components and optional components. Besides, the study plan includes the general training cycle and professional training cycle, which comprise the compulsory disciplines unit and optional disciplines unit, practical training and preparation for certification.

The amount of compulsory components may not exceed 75% of the total amount of ECTS credits provided for a certain level of higher education. Compulsory components include academic disciplines, practical training, qualification works (preparation for certification) and other types of academic load aimed at achieving learning outcomes that are defined in the academic program. General and special (professional) competences defined by the higher education standard shall be ensured by compulsory components.

The amount of optional disciplines shall be at least 25% of the total amount of ECTS credits provided for a certain level of higher education. The list of optional disciplines is included into an individual study plan and is compulsory to study.

Optional disciplines enable students to deepen their professional knowledge within the educational program and (or) acquire additional general and professional competences. The procedure for choosing optional disciplines is carried out according to the Procedure for Enrollment Students in Studying Optional Disciplines in Chernihiv Polytechnic National University.

5.2.7. The total number of hours allocated to study the discipline must be a multiple of the total number of ECTS credits. The minimum volume of academic discipline and practical training is 3 ECTS credits (except for a foreign language, where the semester amount is 2 credits during the entire period of study). The recommended volume of the academic discipline that is followed by an exam in the end of a semester is at least 4 ECTS credits (in the discipline for which the exam and course paper (project) are provided - not less than 6 ECTS credits). The maximum number of subjects per academic year is not more than 16, respectively, up to 8 per semester (*including practical training; Physical Education is not included*).

5.2.8. The study of all academic disciplines ends with a pass-fail test or exam. The total number of exams and pass-fail tests may not exceed 8, no more than 5 exams per examination period are planned.

If the form of final evaluation in the discipline is an exam, then one credit is allocated for the preparation and taking an exam (hours for preparation should be attributed to the independent work of a student). The rest of the credits allocated for a discipline are transferred to the hours, which are divided into contact (classroom) training and self-study.

5.2.9. For full-time students, the amount of classroom hours (lectures, laboratory work, seminars and practical classes) shall be 1/3 of the total number of hours in the discipline (except for hours allocated to get prepared for the exam). The amount of hours allocated for laboratory and (or) practical classes should not exceed the amount of lecture hours in a particular discipline.

5.2.10. The number of course papers (projects), as a rule, shall not exceed 1 per academic year. Course paper (project), which has an interdisciplinary nature, can take a separate position in the study plan (3-4 ECTS credits) and taken into account in the number of 16 disciplines per academic year. The semester when the course paper



(project) is executed is indicated in the study plan.

5.2.11. Type of students' certification (a qualification work and/or an exam) is defined by the higher education standard for each specialty. Certification is evaluation of the level of students' competence, so ECTS credits are not allocated for it

5.2.12. The master's educational-scientific program shall include a research (scientific) component of at least 30 percent. The scientific component includes the student's research work, research practice, writing a qualification work and refers to the independent work of the student.

5.2.13. The educational-scientific program and study plan of doctoral studies consists of educational and scientific components.

5.2.14. To specify the planning of the educational process individual study plan of students are developed each academic year.

In each semester, students choose to study optional disciplines (blocks of elective courses) from the proposed options:

- at the first (Bachelor's) level of higher education, starting not earlier than the second semester;

- at the second (Master's) level of higher education, starting from the first semester;

5.2.15. On the basis of individual plans of students the Academic Office draws up a working curriculum, which specifies the features of the organization of the educational process for each specialty of all study modes.

5.2.16. In the study plan, individual study plan, working curriculum, working curriculum of the discipline, the amount of classroom work and self-study is indicated in academic hours.

5.2.17. The study plan for training students is drawn up by the project team, the graduating department, taking into account the proposals of student government and employers, approved by the Academic Council of the University and put into effect by order of the Rector of the University.

Amendments to the study plans are made after their verification in accordance with the approved educational program at the request of the head of the project team (guarantor of the educational program), the graduating department, approved by the Academic Council and enters into force by order of the University Rector.

### **5.3. Individual study plan of a student (Individual curriculum).**

5.3.1. The individual study plan is a document according to which the student studies. It is formed for each academic year on the basis of the study plan of the relevant educational program, taking into account the disciplines chosen by students.

5.3.2. The individual curriculum contains information about the list and sequence of academic disciplines, the amount of academic load of the student (all types of educational activities), types of self-study tasks, evaluation system (semester evaluation, certification of the student). Optional disciplines are included in the individual curriculum of the student and are compulsory to be studied.

5.3.3. The individual curriculum of a first-year student, if there are optional disciplines in the second semester, is formed by the directors of educational and scientific institutes (the deans of the faculties) by December 1 of the current academic year.

5.3.4. The individual plan, signed by the student, is approved by the director of the educational-scientific institute (dean of the faculty, head of the center).

5.3.5. Students are responsible for completing individual study plans. Directors of the educational-scientific institutes (deans of the faculties, heads of the centers) control the completion of individual study plans by students.

## **6. EDUCATIONAL AND METHODOLOGICAL SUPPORT OF THE EDUCATIONAL PROCESS**

6.1. The development of educational and methodological support at the University is carried out by scientific-pedagogical workers, departments, educational-scientific institutes, faculties and other structural units.

6.2. The development of educational and methodological support implies the development of working programs, academic disciplines, practical training programs, textbooks, manuals, recommendations, guidelines and other academic literature according to the requirements of the internal and external systems of higher education quality assurance.

6.3. Students have a free access to the electronic database with educational and methodological support (web resources of academic disciplines) in the University's distance learning system *Moodle*.

6.4. The educational and methodical materials of the educational process include:

- working programs of disciplines taught by the department and approved in the prescribed manner;
- syllabuses;
- lecture notes;
- methodological guidelines and recommendations for (1) practical classes, seminars and laboratory work, (2) individual tasks (course papers, calculation, graphic, calculation-graphic works), and (3) self-study tasks;
- computer presentations and illustrations;
- practical training programs, guidelines for educational, production and other types of practical training;
- options for individual tasks, tests, examination cards discussed and approved at the meetings of departments.

Educational and methodical materials to ensure the educational process are stored at the departments.

### **6.5. Working program and syllabus.**

6.5.1. On the basis of the working study plan the working program is developed each academic year that contains the specific content of the academic discipline, sequence and defines types and means of continuous and final evaluation.

6.5.2. Working programs of disciplines are developed, as a rule, by leading SPW (professors, associate professors) of the department at the beginning of an academic year (semester). The working programs of the disciplines are usually updated annually.

6.5.3. Working curricula of disciplines are developed according to the established sample. The working program of the discipline shall have a structure that meets the recommendations of the Ministry of Education and Science of Ukraine:

- an introduction;
- a description of the discipline, indicating the field of knowledge (specialty), the amount of ECTS credits required to obtain the appropriate higher education degree, and hours allocated for the discipline and distribution of hours;
- the purpose and objectives of the discipline, a list of competencies acquired during the study of the discipline. The content of training, formulated in the form of learning outcomes;
- topics included into the program of the discipline;
- structure of the academic discipline;
- topics and plans for practical classes, laboratory work and seminars;
- types of evaluation;
- references (primary literature, supplementary literature, web resources).

6.5.4. A unified working program for a discipline is developed for different study modes (full-time, part-time) where classroom training, self-study and individual work are indicated.

6.5.5. Based on the working program of the discipline, the department develops a syllabus of the discipline.

У силабусі роз'яснюється взаємна відповідальність науково-педагогічного працівника і здобувача вищої освіти, обов'язковими елементами якого є: The syllabus explains the mutual responsibility of the scientific-pedagogical worker and the students, the obligatory elements of which are

- discipline annotation where the place of the discipline in the program is explained;
- the purpose of the discipline;
- the list of topics (general units);
- evaluation;
- the discipline policy – tasks handed in after the deadline, misses classes (doctor's notes, mobility, etc.), plagiarism, academic mobility, rules of conduct during classes, etc.

## **7. ORGANIZATIONAL FORMS OF THE EDUCATIONAL PROCESS**

### **7.1. Forms of the educational process.**

The educational process at the University is carried out in the following forms:

- classroom training;
- self-study;
- practical training;
- evaluation.

### **7.2. Classroom training.**

Classroom training includes:

- lectures;
- laboratory work, practical classes, seminars, individual classes;
- consultations.

7.2.1. **Lecture** is the main type of training at the University, designed to master

the theoretical material.

As a rule, a lecture is an element of a course of lectures, which covers the basic theoretical material of a particular or several topics of the discipline. The content of lectures on the topic is determined by the working program of the discipline.

Lectures are usually conducted by professors, associate professors and senior lecturers, who are assigned to the relevant disciplines after discussion at a meeting of the department by decision of the head of the department.

Lectures are held in appropriately equipped rooms for one or more academic groups. If such rooms are equipped with video broadcasting devices, then student can either attend a lecture or watch a lecture remotely.

The lecture can be held in the form of a webinar via the Internet (in case of academic mobility of a lecturer, participation in international grant programs, lectures by lecturers of other higher education institutions, including foreign ones, etc.).

The lecturer is obliged to adhere to the working program on the topics of lectures, but is not limited to the interpretation of educational material, forms and means of conveying information to students.

**7.2.2. Laboratory work** is a type of training, in which the student under the guidance of a lecturer conducts experiments or research in order to practically confirm certain theoretical provisions of the discipline, acquires practical skills in working with laboratory equipment, computer equipment, measuring instruments, research methods in a specific subject area.

The list of topics of laboratory classes is determined by the working program of the discipline and guidelines for laboratory work. Replacement of laboratory classes with other types of classes is not allowed.

The laboratory work includes (1) continuous evaluation of the readiness of students to perform specific laboratory work, (2) completing tasks on the topic of the class, (3) preparing an individual report on the work performed and presenting it to a SPW.

The SPW evaluates the laboratory work of students. Evaluation of laboratory work is one of the types of continuous evaluation in a particular discipline.

**7.2.3. Practical class** is a type of the class where students review certain theoretical material in detail and acquire practical skills of its implementation by completing properly formulated tasks.

Practical classes are held in classrooms equipped with the necessary technical means of teaching, computer technology. The practical class is conducted for an academic group. During the practical class the number of students shall not exceed 32 persons.

The list of topics for practical classes is determined by the working program of the discipline. A practical class is based on methodological material prepared in advance that includes tests to identify the level of students' theoretical background, a set of tasks of different complexity to be solved by students during classes.

**7.2.4. Seminar** is a type of the class where a lecturer initiates a discussion on topics defined in advance, to which students prepare reports on individually completed tasks.

Seminars are held in classrooms with one academic group. During the seminar

the number of students shall not exceed 32 persons.

The list of seminar topics is determined by the working program of the discipline.

At every seminar the SPW evaluates reports, presentation, performance of students during the discussion, skills in formulating and advocating for one's own opinion. Grades for each seminar are recorded in the appropriate journal.

The grades received by the student for seminars are taken into account when awarding the final grade for this discipline.

7.2.5. **Individual class** is a type of student training, which is conducted with individual students in order to increase their level of training and reveal individual creative abilities. Individual classes are organized on a separate schedule, taking into account the individual study plan of the student and may cover part or all of the classes in one or more disciplines.

Types of individual classes, their scope, forms and methods of organization, types and methods of continuous and final evaluation (except for certification) are determined by the individual study plan of the student.

7.2.6. **Consultation** is a type of student training where students receive answer from the SPW on specific questions or explanation of particular theoretical material or aspects of its practical implementation within the discipline.

Consultation may be held for one student or a group of students depending on whether the lecturer advises on issues related to the completion of individual tasks, or on theoretical issues of the discipline.

Consultations on academic disciplines during the semester are held according to the schedule approved by the first vice-rector. Consultations for exams are held according to the schedule of the examination period.

7.2.7. Students are allowed to use mobile phones, tablets, laptops during classes only with the consent of the teacher (unless otherwise provided by the working program of the discipline).

7.2.8. In some cases, according to the Rector's order (due to quarantine, etc.), training sessions and evaluation (including evaluation of practical training and certification) can be conducted using distance learning technologies.

### **7.3. Self-study.**

7.3.1. Self-study is the main means of mastering the educational material in the time free from classroom training without the direct participation of a SPW. Self-study includes mastering educational material, completing individual tasks, preparing for laboratory work, practical classes, seminars, evaluation, and research work, etc.

7.3.2. The content of self-study in a specific discipline is determined by the working program of the discipline, methodical recommendations for self-study.

7.3.3. Methodical materials for self-study should provide for the opportunity of self-assessment. Appropriate scientific and professional monographs and publications shall be recommended to students as well.

7.3.4. A student can do self-study tasks in the library of University, classrooms, computer classes (laboratories), and also at home.

7.3.5. The amount of time allocated for self-study reflected in the study plan at all levels of higher education for full-time higher education is not less than 2/3 of the total volume of a discipline.

7.3.6. The educational material provided by the working program of discipline for mastering by students in the course of self-study, is taken out on final (semester) evaluation along with the educational material covered during classroom training.

#### **7.4. Individual tasks.**

7.4.1. Individual tasks in particular disciplines (reports, calculation, graphic works, course projects (papers), laboratory work reports, etc.) are completed by a student individually. It is allowed to complete individual tasks by several students.

Individual tasks are executed in accordance with DSTU 3008:2015 “Reports in the field of science and technology. Structure and rules for execution”.

Reports, calculations and calculation-graphic works are executed in the e-format and posted in Moodle distance learning system. Other individual works (course projects (papers), laboratory work reports) are executed in the e-format and printed by students.

7.4.2. Course projects (papers) are performed in order to deepen and generalize the knowledge gained by students during their studies and to the knowledge to solve a specific professional task.

The topics of course projects (papers) shall meet the objectives of the discipline and be closely linked with the practical needs of a particular educational program.

The procedure for approving the topics of course projects (papers) and their execution is determined by the department. The most qualified SPWs advise students on the course projects (papers)

Students defense their course projects (papers) in front of the commission consisting of 2-3 SPWs of the department and the academic advisor. The results of course paper (project) defense is evaluated according to the European and national four-point scale ("excellent", "good", "satisfactory", "unsatisfactory"). Course projects (works) are stored at the department for three years, and then disposed according to the established procedure.

#### **7.5. Practical training.**

7.5.1. Practical training of higher education students of the University is a compulsory component of the educational program and aims at acquiring by students professional skills.

7.5.2. Practical training students is carried out at advanced modern enterprises and in organizations of various branches of economy, science, education, health care, culture, trade and public authorities, as well as at the University.

7.5.3. Practical training is carried out under the guidance of a scientific-pedagogical worker of the University and a highly qualified specialist from an enterprise (institution) of a certain field.

7.5.4. Practical training issues and its terms are defined by the corresponding educational program, the study plan and the practical training program.

7.5.5. Practical training is organized according to the Regulation on Students' Practical Training of Chernihiv Polytechnic National University.

## **8. EVALUATION OF STUDENT LEARNING OUTCOMES**

The main principles of evaluation of student learning outcomes are defined by the *Regulation on Student Evaluation at Chernihiv Polytechnic National University*.

### **8.1. Types of evaluation.**

8.1.1. The evaluation system at the University includes *self-assessment, evaluation by departments (preliminary, continuous, intermediate and semester evaluation)* and *Rector's evaluation* as well as evaluation of practical training and certification.

8.1.2. *Self-assessment* is designed for a student to evaluate his / her own knowledge in a certain discipline (unit, topic). For this purpose questions for self-assessment are provided in textbooks and manuals. A greater efficiency of self-assessment is provided by special programs which are integral parts of electronic textbooks and training courses.

8.1.3. *Evaluation by departments* is carried out in order to assess the level of students' knowledge in the discipline at different stages in the form of preliminary, continuous, intermediate and semester evaluation.

8.1.4. *Preliminary evaluation* is conducted before studying a new topic or a new discipline in order to determine the level of students' background knowledge. Based on the results of the preliminary evaluation, measures are developed either to provide individual assistance to students or to adjust the educational process.

8.1.5. *Continuous evaluation* is carried out during a semester while lectures, practical classes, seminars, laboratory work, doing self-study tasks and is evaluated by the sum of points gained.

8.1.6. *Intermediate evaluation* aims at evaluating students' knowledge after learning the material from a logically completed part of the discipline. This type of control can be carried out in the form of a test and is evaluated by the appropriate amount of points.

8.1.7. *Semester evaluation* is carried out in the form of an exam, pass-fail test, defense of course paper (project) defined by the curriculum in terms stipulated by the timetable of the educational process, taking into account the results of continuous and intermediate assessment of knowledge, and is evaluated according to the national scale and the ECTS scale.

The type of semester evaluation (oral, written, combined, testing, etc.), the content and structure of exam cards (control tasks) and assessment criteria are determined by the decision of the department.

Students take semester exams over an examination period provided by the plan of the education process according to the schedule. Lecturers and students are informed about the schedule of an examination period a month before it. Deviations from the exam schedule are not allowed. In case of illness of the examiner, the head of the department must replace him / her and notify the directors of educational-scientific institutes (dean's offices, heads of the centers) or conduct an exam by him/herself.

The University, if there is a good reason, may set individual terms for students to complete the semester evaluation.

Exams are usually conducted by lecturers who have taught the discipline.

The results of semester evaluation are recorded into the academic performance transcript and student credit books. In the academic performance transcript and student credit book a SPW records a positive grade on the national and ECTS scales.

Unsatisfactory grades are not entered in the student credit book.

In case of unsatisfactory grade re-taking exams (pass-fail tests) takes place no more than two times in each discipline according to the schedule established by the director's office of the educational-scientific institute (dean's office or director's office of the center). The first time, a lecturer evaluates the results of re-taking the exam (pass-fail test), the second time – the commission created by the director of educational-scientific institute. The results of covering academic debts are presented in the academic debt transcript.

Re-taking an exam (pass-fail test) in order to have a better grade is not allowed.

A student who has received unsatisfactory grades either in disciplines, the total amount of which exceeds 20 credits, or in one discipline after three attempts to pass an exam (pass-fail test) shall be expelled from the University for failure to complete an individual curriculum.

8.1.8. The evaluation of the results of practical training is carried out according to the national scale and the ECTS scale and is regulated by the Regulation on Students' Practical Training of Chernihiv Polytechnic National University.

8.1.9. *Rector's evaluation* is an important component of internal monitoring of the quality of student training at the University, aims to obtain objective information on the state of students' retained knowledge, skills and abilities. This type of evaluation does not affect student academic performance and is conducted to study the stability of the acquired knowledge, control the quality of educational activities and improve the educational process at the University.

The procedure of Rector's evaluation is determined by the Regulation on Rector's Evaluation of Student Retained Knowledge at Chernihiv Polytechnic National University.

## **8.2. Student Certification**

8.2.1. Certification of persons who study for Junior Bachelor's degree, Bachelor's and Master's degree is carried out by the examination commission including representatives of employers and their associations according to □ the Regulation on Procedure of Organization of Examination Commissions' Work for Students' Certification at Chernihiv Polytechnic National University approved by the Academic Council of the University.

8.2.2. According to the decision of the examination commission the University awards an appropriate academic degree and qualification to a student who has successfully completed an educational program.

8.2.3. Certification at the first and second levels of higher education may include the unified state qualification exam that is conducted in the specialties and according to the procedure established by the Cabinet of Ministers of Ukraine.

8.2.4. The decision on awarding an academic degree and qualification is cancelled by the University if the fact that a student has violated the rules of academic integrity (academic plagiarism, fabrication, falsification) has been detected.

8.2.5. Examination Commissions (hereinafter – the EC) carry out certification of students. The term of office of the EC is one calendar year. The Rector forms, organizes and controls the activity of the EC.

8.2.6. The tasks of ECs include:



- a comprehensive evaluation of students' knowledge, skills and competences acquired in the course of studying under a certain educational program;
- making decision on awarding the relevant academic degree and qualification to a student, issuing a diploma (including a diploma with honors);
- developing recommendations for further improvement of quality of student training and educational activity at the University.

8.2.7. Certification is carried out openly and publicly. Students are free to record the certification process using audio and video means.

8.2.8. The type of certification is defined by higher education standards and educational programs (if the standard is not available) and can be carried out in the form of a certification exam and / or qualification work.

8.2.9. A *qualification work* is a final individual written work that gives an opportunity to get a comprehensive idea of the level of students' theoretical knowledge and practical training, the ability to work independently in the specialty. Forms of qualification work include (but are not limited to): thesis, dissertation research, a set of scientific articles, a combination of different forms of the above, and so on.

The requirements for writing and executing of qualification works are defined in the guidelines developed by graduating departments.

A qualification work is executed at the final stage of studying according to the educational program and study plan, and involves:

- systematization and expansion of theoretical and practical knowledge in the specialty and its application in solving specific scientific, technical, economic, industrial and other problems;
- development of skills of independent work and mastering the research methods of related to the topic of work.

A student has the right to choose an academic advisor and topic of the qualification work from the list of suggested topics or propose his /her own justifying its relevance. Academic advisors are usually professors and associate professors of the University or highly qualified production specialists.

The electronic version of the qualification work is transferred to the scientific library to be stored in the electronic archive of the University.

After the operation of the EC has finished, printed qualification works are transferred to the University's archive where they are stored according to the requirements of current legislation.

8.2.10. Certification exams can be carried out in separate disciplines or be complex ones.

The program and form of a certification exam (written, oral, combined, testing, etc.) and evaluation criteria are defined by the graduating department. The department informs students about it no later than one semester before certification. The program of a certification exam is approved by the minutes of the meeting of the graduating department.

8.2.11. Students, who received on the national scale final grades "excellent" not less than 75% of all disciplines and individual tasks provided for in the individual curriculum, and in other disciplines and individual tasks - grades "good", passed the certification exams with grades "excellent" and (or) defended the qualification work with

a grade of "excellent", as well as participated in scientific (creative) work, which is confirmed by the recommendation of the department is awarded a diploma with honors.

8.2.12. *Certification of PhD students* is carried out by the permanent or one-time specialized Academic Council of the University, accredited by the National Agency for Higher Education Quality Assurance, on the basis of public defense of scientific achievements in the form of a dissertation. A PhD student has the right to choose a specialized academic council.

8.2.13. *Certification* of persons who study for the degree of *Doctor of Sciences* is carried out by the permanent specialized Academic Council of the University, accredited by the National Agency for Higher Education Quality Assurance, on the basis of public defense of scientific achievements in the form of a dissertation or a published monograph or a set of article published in national and/or international professional publications, the list of which is approved by the Ministry of Education and Science of Ukraine.

### 8.3. Learning outcomes evaluation.

8.3.1. Semester evaluation and the results of practical training is carried out according to the following criteria of the national scale:

- "excellent" means that a student learned the theoretical material, deeply and comprehensively knows the content of the discipline, the basic provisions of scientific sources and recommended literature, logically thinks and builds the answer, freely uses the acquired theoretical knowledge in the analysis of practical material, other problems, demonstrates a high level of practical skills;

- "good" implies that a student learned the theoretical material, has a basic idea of primary sources and recommended literature, explains the material in a well-argued manner; has practical skills, expresses their views on certain problems, but makes certain inaccuracies and shortcomings in the logical presentation of the theoretical content or in the analysis of practical one;

- "satisfactory" presupposes that a student mastered the theoretical knowledge in general, is familiar with primary sources and recommended literature, provides unconvincing answers, confuses the concepts, additional questions cause uncertainty or lack of a sufficient level of knowledge; answering practical questions, reveals inaccuracies in knowledge, is not able to evaluate facts and phenomena, and relate them to future professional activities;

- "unsatisfactory" implies that a student did not master the educational material of the discipline, does not know scientific facts and definitions, is poorly familiar with primary sources and recommended literature; a student lacks scientific thinking and practical skills.

8.3.2. Academic performance of students are also defined by the ECTS scale presented in the table below.

#### Grading Scale

The amount of points for	ECTS scale	National scale	
		Grades for an exam, course project (paper), practical training	Grades for a pass-fail test

all kinds of educational activity				
90-100	A	<b>A</b> (an outstanding performance but only with a small number of shortcomings)	Excellent	Passed
82-89	B	<b>B</b> (a very good performance but with common shortcomings)	Good	
75-81	C	<b>C</b> (a good performance, but with noticeable shortcomings)		
66-74	D	<b>D</b> (a satisfactory performance, but with significant shortcomings)		
60-65	E	<b>E</b> (the performance meets the minimum criteria, but no more)		
0-59	FX	<b>FX</b> (unsatisfactory)	Unsatisfactory with an opportunity to re-take an exam	Failed with an opportunity to re-take a pass-fail test

#### **8.4. Features of organization of learning outcomes evaluation.**

8.4.1. While evaluation students are not allowed to use means of communication, devices for reading, processing, storing and reproducing information (cellphones, tablets, laptops, etc.) printed or written notes and other devices that are not used a part of assessment procedure according to an educational program or any other regulatory document on assessment procedure.

8.4.2. Students have the right to appeal against the results of semester evaluation, practical training assessment and certification as well as recognition of the results of informal education.

A student submits an appeal through the General Affairs Office of the University addressing the Rector no later than the next working day after the announcement of the evaluation results.

The procedure for submitting and considering appeals is regulated by the Regulation on Evaluation of Student Knowledge of Chernihiv Polytechnic National University.

### **9. PARTICIPANTS IN THE EDUCATIONAL PROCESS**

#### **9.1. Categories of participants in the educational process.**

9.1.1. Participants in the educational process are:

- students studying at the University;
- scientific-pedagogical, scientific and pedagogical workers;
- practitioners involved into the educational process under educational-professional programs;
- other workers of the University;

Employers may be involved into the educational process

9.1.2. Students according to the level of higher education:

- *students* are persons enrolled to the University in order to obtain Junior Bachelor's, Bachelor's or Master's degree;
- *PhD students* are persons enrolled to the University in order to obtain the degree of Doctor of Philosophy;
- *doctoral students* are persons enrolled to the University in order to obtain the degree of Doctor of Sciences.

9.1.3. Other persons, who study at the University, are attendees of preparatory courses; attendees of professional development courses; attendees of postgraduate courses; persons who are provided with additional educational services, etc.

9.1.4. Scientific-pedagogical workers are persons who at the main place of work at the University carry out educational, methodical, scientific (scientific and technical) and organizational activity.

9.1.5. Scientific workers are persons who professionally carry out scientific, scientific-technical or scientific-organizational activity at the main place of work at the University and in accordance with the employment agreement (contract) and have the appropriate qualification regardless of the degree or academic title.

9.1.6. Pedagogical workers are persons who carry out educational, methodical and organizational activity at the main place of work at the University.

## **9.2. Student training time.**

9.2.1. The training time of a student is determined by the number of time units intended for mastering the educational (educational-professional or educational-scientific) educational program at a certain level of higher education (elementary, first, second) to obtain the appropriate higher education degree.

9.2.2. The time units are ETCS credits, an academic hour, academic day, academic week, academic semester, and academic year.

An *academic hour* is a minimum unit of training time. The duration of an academic hour is 40 minutes. Two academic hours form a class. Classes such as lectures, practical classes, laboratory work, seminars last 80 minutes without a break and are conducted according to the schedule.

An *academic day* is a component of student training time lasting no more than 9 academic hours.

An *academic week* is a component of student training time usually lasting 45 academic hours (1,5 credits)

An *academic semester* is a component of student training time ending up with semester evaluation (examination period, certification). The duration of the semester is determined by the study plan and schedule of the educational process

An *academic year* is training time consisting of academic days, examination periods, weekends, holidays, and practical training. The length of the academic year

(except for the graduation year) is 52 weeks, 8 weeks of which are allocated for holidays (except for the final year).

The period of theoretical training, compulsory practical training, semester evaluation and completion of individual tasks is 40 weeks per year.

The academic load of a full-time student during one academic year is 60 ECTS credits.

9.2.3. The beginning and end of studying in a particular year of studying is executed by the relevant (transfer) orders.

9.2.4. The total amount of additional credits that a student may receive during the academic year shall not exceed 20 credits per year.

9.2.5. The terms and time of various types of educational work are regulated by class schedules, pass-fail test and examination periods, work of examination commissions, consultation schedules.

*Class schedule* is a document of the University, which ensures the implementation of the study plan students at a certain level of higher education that indicates.

The class schedules of classes and schedules of pass-fail tests and examination periods shall indicate the name of the discipline, time, place (classroom), form (lecture, practical class or seminar, laboratory work), name and initials of the SPW, his / her position.

Students and SPWs are informed about the schedule no later than three days before the beginning of the semester. The schedules of pass-fail tests and examination periods are made public no later than one month before pass-fail tests and exams take place.

Consultation schedules are made at the departments and approved by the First Vice-Rector.

9.2.6. For part-time and dual study modes a separate schedule is drawn up taking into account the peculiarities of the organization of the educational process for these forms of education.

9.2.7. Attending classes is compulsory for students. It is prohibited to distract students from participating in training sessions and evaluation established by the schedule, except as provided by the current legislation.

9.2.8. *Individual study plan (curriculum)* of a student is developed taking into account the requirements of the educational program regarding compulsory disciplines and optional disciplines.

Students have an opportunity to form an individual educational trajectory by choosing disciplines within limits provided by the educational program and study plan. The procedure for choosing optional disciplines is carried out according to the Procedure for Enrollment Students in Studying Optional Disciplines in Chernihiv Polytechnic National University.

### **9.3. Rights and responsibilities of persons studying at the University.**

9.3.1. All persons studying at the University have equal rights and responsibilities.

9.3.2. Persons studying at the University have the right:

- to choose a study mode when enrolling at the University;
- for safe conditions of study and work;

- to work outside training time;
- additional paid leave in connection with studies at the main place of work, reduced working hours and other benefits provided by law for persons who combine work with study;
- to freely use libraries, information funds, educational, scientific and sports facilities of the University;
- to use of production, cultural, educational, household, health facilities of the University in the manner prescribed by the University's Statute;
- to be provided with a room in the dormitory and have a round-the-clock access to it for the period of study in the manner established by law;
- to participate in research works, conferences, symposiums, exhibitions, competitions and submit one's works to be published;
- to participate in educational, scientific, research, sports, artistic, public events held in Ukraine and abroad, in the manner established by law;
- to participate in discussing and solving problems on improvement of educational process, research work, awarding scholarships, organization of leisure, recreation;
- to make proposals on the terms and amount of tuition fees;
- to participate in public associations;
- to participate in the activities of public self-government bodies of the University, educational and scientific institutes, faculties, the Academic Council of the University, student self-government bodies;
- to choose optional disciplines;
- to study simultaneously under several educational programs as well as at several HEIs provided that only one higher education is received for each degree at the expense of the state (local) budget;
- for academic mobility;
- to receive social assistance in cases established by law;
- to have an academic leave or a gap year retaining certain rights, as well as the resumption of studies in the manner established by the Ministry of Education and Science;
- to participate in developing an individual study plan;
- to receive moral and/or financial rewards both for an outstanding performance in studies, research and public activity and artistic and sports achievements, etc.;
- to be protected from any forms of exploitation, physical and mental violence;
- for free practical training at enterprises, institutions, establishments and organizations, as well as for wages during the performance of duties in accordance with the law
- for holidays lasting at least eight calendar weeks per academic year;
- to take a student loan for higher education according to the procedure established by the Cabinet of Minister of Ukraine;
- to appeal against the actions of the University's Administration and its officials, pedagogical and scientific-pedagogical workers;
- for a special accompaniment and free access to the infrastructure of the University in case of health disabilities;

- to receive academic, personal and social scholarships according to the procedure established by the legislation (for full-time students);
- for travel privileges for full-time students;
- to receive a student card.

#### 9.3.3. Persons studying at the University are obliged:

- to comply with the requirements of the legislation of Ukraine, moral and ethical norms;
- to follow the requirements of the University's Statute and the rules of internal code of conduct;
- to follow the requirements of labor protection, safety rules, fire safety rules provided by the relevant rules and instructions;
- to comply with the requirements of the educational (scientific) program (an individual study plan (if any) following academic integrity and achieve learning outcomes defined for a certain level of higher education.

### **9.4. Working time of scientific-pedagogical workers.**

9.4.1. The working time of scientific-pedagogical workers is 36 hours per week (a full-time job).

9.4.2. The working time of a scientific-pedagogical worker includes the time he / she performs educational, methodical, scientific, organizational work and other duties.

The time limits for performing the main types of educational, methodical, scientific and organizational work of scientific and pedagogical workers are determined by the University.

Time limits are calculated in astronomical hours except for such types of educational work as lecturing, conducting practical classes, seminars, laboratory work and individual classes and consultations, where the academic hour (40 minutes) is counted as an astronomical hour.

9.4.3. The maximum teaching load per SPW working full-time may not exceed 600 hours per academic year.

Methodical, scientific and organizational work of the scientific and pedagogical worker is not included in the teaching load, but is taken into account in the total working hours of the SPW.

9.4.4. The volume of teaching workload of scientific and pedagogical workers of the University within their working hours is established by the order of the rector in accordance with current legislation, taking into account the performance of other duties (methodological, scientific, organizational).

9.4.5. Planning of working hours of the scientific and pedagogical worker is carried out taking into account the level of his / her professional, scientific, innovative, pedagogical qualification. According to the level of qualification, when planning the participation of scientific and pedagogical workers in the educational process, it is necessary to take into account the professional competencies and the position he / she can hold, namely:

- the professor carries out planning, organization and control of educational and educational-methodical work on the taught disciplines. He / she delivers lectures, conducts practical classes, laboratory work, seminars, advises doctoral students, supervises research of PhD students, supervises course papers (projects) and

qualification works, research of students. He / she develops the program of the academic discipline, develops and improves the educational program, prepares educational and methodical materials for academic disciplines; he /she provides professional and methodological assistance to associate professors, assistants and lecturers in mastering pedagogical and professional skills

- the associate professor conducts all types of classes: lectures, practical classes, laboratory work, seminars, supervises course papers (projects) and qualification works, students' research work, supervises research of doctoral students; he / she develops research projects, prepares reports, articles, monographs, textbooks, manuals; he / she improves the study program in accordance with the requirements of the internal system of higher education quality assurance, develops and improves the educational program.

- the senior lecturer conducts lectures, seminars, practical classes, laboratory work, supervises practical training, consults students in the academic discipline, evaluates learning outcomes of students; he / she develops research projects, prepares reports, articles, monographs, textbooks, manuals; he / she improves the study program in accordance with the requirements of the internal system of higher education quality assurance, participates in the development and improvement of the educational program; takes part in the work of the department, plans and conducts scientific and educational activity.

- the lecturer conducts seminars, practical classes, laboratory work, supervises practical training, consults students in the academic discipline and on safe operation of laboratory equipment, evaluates student learning outcomes; he / she develops research projects, prepares reports, articles, monographs, textbooks, manuals; he / she improves the study program in accordance with the requirements of the internal system of higher education quality assurance, participates in the development and improvement of the educational program; takes part in the work of the department, plans and conducts scientific and educational activity; takes part in the work of the department, plans and conducts scientific and educational activity.

- the assistant conducts seminars, practical classes, laboratory work, consults students in the academic discipline and on safe operation of laboratory equipment, evaluates student learning outcomes; he / she develops research projects, prepares reports, articles, monographs, textbooks, manuals; he /she develops the program of an academic discipline, separate components of educational and methodical support of disciplines.

9.4.6. Involvement of scientific/pedagogical, scientific and pedagogical workers into work not provided in the employment contract may be carried out only with their consent or in cases provided by current legislation of Ukraine.

9.4.7. When distributing the workload, the head of the department must take into account the characteristics of each type of work and ensure optimal use of the creative potential of each SPW.

Permission to perform work that requires higher qualifications, other than those required by official duties is provided by the Academic Council of the University based on the reasonable request of the department.

Planning of teaching workload for persons who are employed on a part-time basis or on an hourly basis, usually occurs after the formation of the workload of full-time



scientific-research workers.

9.4.8. The document that determines the organization of the work of a scientific-pedagogical worker during an academic year is the individual work plan. Individual plans shall be drawn up by all scientific-pedagogical workers (except those who are involved only on an hourly basis), considered and approved at a meeting of the department.

9.4.9. The working time of a SPW is determined by the schedule of classroom training, consultations and evaluation provided by the individual working plan of a SPW. The time of performance of works not provided by the schedule, or the schedule of evaluation, is defined taking into account features of a specialty and study mode.

9.4.10. It is forbidden to distract SPWs from carrying out training sessions and evaluation provided by the schedule.

### **9.5. Rights and responsibilities of scientific-pedagogical workers.**

9.5.1. Scientific-pedagogical workers have right:

- for academic freedom, which is realized in the interests of the individual, society and humanity in general;
- for academic mobility;
- to protect professional honor and dignity
- to participate in the management of the University, including electing and being elected to the highest body of public self-government, the Academic Council of the University or its structural unit;
- to choose methods and means of teaching that ensure a high quality of the educational process;
- to be provided with the appropriate working conditions; to increase one's professional level, to get rest established by the legislation, internal regulations of the University, the terms of the individual employment agreement and collective agreement;
- to use free of charge library, information resources, educational, scientific, sports, cultural and educational facilities of the University;
- to protect intellectual property rights;
- for professional development and internship at least once every five years;
- to participate in public associations;
- other rights and guarantees provided by the laws of Ukraine, the statute and the collective agreement of the University

9.5.2. Scientific-pedagogical workers are obliged:

- to teach disciplines at a high scientific and methodological level according to an educational program in the specialty, to conduct research;
- to increase one's professional level and scientific qualification, improve pedagogical skills;
- to adhere to the norms of pedagogical ethics, moral standards, to respect the dignity of persons studying at the University, to instill them love for Ukraine, to educate them in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and state symbols of Ukraine;
- to adhere to academic integrity in the educational process and scientific (creative) activity and to ensure its observance by students;

- to develop students' independence, initiative, creativity;
- to comply with the Statute of the University, laws and other regulations.

## **10. ADHERENCE TO ACADEMIC INTEGRITY BY PARTICIPANTS IN THE EDUCATIONAL PROCESS**

Ensuring the adherence to academic integrity by participants in the educational process at the University is achieved through the operation of an effective system for the prevention and detection of academic plagiarism.

10.1. Observance of academic integrity by pedagogical, scientific-pedagogical and scientific workers of the University presupposes:

- references to sources of information in the case of the use of ideas, developments, statements, information;
- compliance with copyright and related rights;
- providing reliable information on research methods and results, sources of information used and own pedagogical (scientific-pedagogical, creative) activity;
- control over the observance of academic integrity by students;
- unbiased evaluation of learning outcomes.

10.2. Observance of academic integrity by students involves:

- independent fulfillment of educational tasks, tasks of continuous assessment and final control (this requirement is applied to persons with special educational needs taking into account their individual needs and capabilities);
- references to sources of information in the case of the use of ideas, developments, statements, information;
- compliance with copyright and related rights;
- providing reliable information on the results of educational (scientific and creative) activity, research methods and sources of information used.

10.3. Violation of academic integrity by participants in the educational process includes:

- Academic plagiarism is the publication (in part or in whole) scientific (creative) results obtained by others, as the results of one's own research (creativity) and / or reproduction of published texts (published works of art) by other authors without any reference;
- Self-plagiarism is the publication (in whole or in part) of own previously published scientific results as new scientific results;
- Fabrication is production of false data or facts used in the educational process or research;
- Falsification is a conscious change or modification of already available data relating to the educational process or research;
- Cheating is performing written work involving external sources of information other than those permitted for use, in particular when evaluating learning outcomes;
- Deception is the provision of false information about one's own educational (scientific, creative) activity; the types of deception include academic plagiarism, self-plagiarism, fabrication, falsification and cheating;
- Undue advantage is cash or other property, benefits, privileges, tangible or

intangible services that are promised, offered, provided or received free of charge or at a price below the minimum market, without legal grounds, which leads to a biased evaluation;

- Bribery is process of providing (receiving) a participant or offering to provide (receive) funds, property, services, benefits or any other tangible or intangible benefits for the purpose of obtaining an undue advantage in the educational process;

- Biased evaluation is the action of a conscious overestimation or underestimation of students' learning outcomes;

10.4. If any violation of academic integrity is confirmed, scientific, pedagogical and scientific-pedagogical workers will be brought to academic responsibility:

- non-admission to defense of a dissertation;
- refusal to award a scientific degree or an academic rank;
- deprivation of an awarded scientific degree or academic rank;
- refusal to award or deprivation of a pedagogical rank or qualification category;
- deprivation of the right to participate in the work of bodies or to occupy positions determined by law.

10.5. If academic integrity is violated, students will be brought to academic responsibility:

- reexamination (test, exam, pass-fail test, etc.)
- re-studying the relevant educational component of the educational program again;
- expulsion from the University;
- deprivation of academic scholarship.

10.6. Every person who is subject to an academic integrity violation has the following rights:

- to get acquainted with all materials of the check on the establishment of the fact of academic integrity violation and appeal against them;

- to provide oral or written explanations or refuse to provide any explanations in person or through the representative, to participate in the study of evidence of academic integrity violation;

- to know about the date, time and place and to be present when considering the fact of academic integrity violation and bringing to academic responsibility;

- to appeal against the decision on bringing to academic responsibility to the body empowered to hear appeals or to court.

10.7. The procedure for detecting the facts of academic integrity violations is carried out according to the Regulation on Academic Integrity of Students and Scientific-Pedagogical Workers of Chernihiv Polytechnic National University and Procedure for Checking Students' Qualification Works for Plagiarism at Chernihiv Polytechnic National University, and other regulatory documents.

## 11. ACADEMIC MOBILITY

11.1. All participants in the educational process have the right for academic mobility, including scientific-pedagogical, scientific and pedagogical workers, students; other participants in the educational process; and participants in the educational process of national and foreign HEIs and scientific institutions.

The academic mobility is carried out on the basis of international agreements on cooperation in the field of education and science, international programs and projects, agreements on cooperation between a foreign or domestic higher education institution and the University (hereinafter – HEI-Partners), agreed and approved in accordance with the individual curricula of students and educational programs, and can also be implemented by a participant of the University's educational process on one's own initiative, supported by the University's administration on the basis of individual invitations and other mechanisms.

11.2. The formats of academic mobility for students studying for Junior Bachelor's, Bachelor's, Master's degrees and PhD include:

- studying under academic mobility programs;
- language internships;
- scientific internships.

The formats of academic mobility for persons studying for the degree of Doctor of Sciences, scientific-pedagogical, scientific and pedagogical workers, and other participants in the educational process:

- participation in joint projects;
- teaching;
- research;
- scientific internship;
- professional development.

11.3. According to the legislation and academic mobility agreement a student preserves a place of studying and scholarship during the period of studying, internship or scientific activity in another higher education partner institution (scientific institution) on the territory of Ukraine or abroad if the scholarship is not provided by the conditions of academic mobility.

Persons who have concluded agreements on studying under an academic mobility program, are not excluded from student list for the period of exercising the right to academic mobility and are recorded in the Unified State Electronic Database for Education.

11.4. Scientific-pedagogical, scientific, pedagogical workers of the University can exercise the right to the academic mobility for carrying out professional activity in accordance with the concluded agreement on participation in the academic mobility program. At the same time, these workers retain their main place of work in a domestic higher education institution (scientific institution) for up to one year. Remuneration in accordance with the law at the main place of work is preserved for up to six months, if it is not provided by the academic mobility program.

11.5. Recognition of learning outcomes within the framework of academic cooperation with HEI-partners is carried out using the European Credit Transfer System

or using the evaluation system of HEI-partners.

11.6. Transfer of learning outcomes is carried out in accordance with the procedure for determining the academic difference and transfer of academic disciplines at Chernihiv Polytechnic National University.

11.7. If a student has not completed an individual study plan at a higher education institution where academic mobility took place, he/she will be suggested either an individual schedule approved in accordance with the established procedure to cover the academic debt or to take up the course again at the expense of individuals or legal entities.

11.8. The procedure for organizing academic mobility programs for all participants in the educational process at the University is carried out in accordance with the Regulation on Academic Mobility of Chernihiv Polytechnic National University.

## **12. ENROLLMENT, EXPULSION, BREAK IN STUDY, RENEWAL OF STUDIES AND TRANSFER OF PERSONS STUDYING AT THE UNIVERSITY**

### **12.1. Enrollment at the University.**

Admission and enrollment to study at the University is carried out on a competitive basis in accordance with current legislation and the rules of admission to the University.

### **12.2. Expulsion from the University.**

12.2.1. Grounds for student expulsion are the following:

- training according to the relevant educational (scientific) program;
- one's own initiative;
- transfer to another educational institution
- failure to complete an individual study plan (curriculum);
- violation of the terms of the agreement (contract) concluded between the University and the student or an individual, or legal entity who pays for such training;
- other cases provided by the Law of Ukraine "On higher education".

12.2.2. Expulsion from the University is carried out by order of the Rector of the University.

12.2.3. After signing the bypass letter the dean of the faculty (director of the educational-scientific institute) issues an academic certificate to a student expelled from the University where information about learning outcomes, names of disciplines, grades and ECTS credits are indicated, and the original document on previous education, which was kept in the personal file of a student.

Registration of academic certificates is in a special book. For transfer the personal file of a student to the archive the following documents are attached: (1) the copy of an academic certificate signed by the dean of the faculty (director of educational-scientific institute) and sealed by the faculty (educational-scientific institute); (2) the credit book; (3) the student identity card; (4) the individual curriculum and sealed student study card indicating the completion of the individual curriculum.

12.2.4. Students who dropped out of the first year and did not pass the exams and

pass-fail tests are issued an academic certificate stating that they did not pass the pass-fail tests and exams.

12.2.5. If students who failed to take certification exams and (or) defend a qualification work for good reason (confirmed by the relevant documents), the Rector may to extend the term of study until the next term of the examination commission, but not more than for one year.

### **12.3. Academic leave.**

12.3.1. A student can take an academic leave due to circumstances that make it impossible to complete the educational (scientific) program.

12.3.2. Academic sick leave is a break in study, the right to which the student receives in case of reduced efficiency due to disorders of the body, which are caused by acute diseases that require long-term rehabilitation treatment; exacerbations of chronic diseases or frequent diseases (more than one month per semester); anatomical defects that cannot be treated during training;

Academic sick leave is granted to students on the basis of the conclusion of the Medical Advisory Commission (MAC).

Academic leave due to academic mobility program is a break in study, which may be provided to a student, if training or internship in educational and scientific institutions of Ukraine and foreign countries (if a properly executed invitation of the host party is available) makes it impossible to complete an individual curriculum (individual research plan).

Academic leave due to military service is a break in study, the right to which a student receives in case of his / her mobilization, conscription for military service, enlistment in military service on a contractual basis in accordance with the law.

Academic leave for the period remaining until the end of the standard period of PhD or doctoral studies is a break in study, which can be provided to a PhD student or doctoral student who defended a dissertation before the end of the period of PhD or doctoral studies in accordance with the Procedure for training students studying for degree of Doctor of Philosophy and Doctor of Sciences in a higher education institution (scientific institution), approved by the Cabinet of Ministers of Ukraine as of March 23, 2016 No.261 with amendments.

Academic leave for family and other personal reasons is a break in study, the procedure for for which is determined by a higher education institution and which is provided to a student on the basis of one's own well-grounded application.

Maternity leave, childcare leave until the child reaches 3 years, and in case the child is ill and needs care - until the child reaches 6 years, are provided in accordance with the Code of Labor Laws of Ukraine.

12.3.3. Academic leave is confirmed by the Rector's order where the type of academic leave, grounds for it and terms are indicated.

12.3.4. A maximum duration of academic leave due to health conditions, academic mobility, family and other reasons is up to one year. Students called up for military service in connection with mobilization are guaranteed the preservation of their place of study and scholarships. If necessary, the duration of academic leave, as an exception, may be extended for another year.

12.3.5. Students who exercise the right to academic mobility during training,

internship or scientific activity in another higher education institution (scientific institution) in Ukraine or abroad, the preservation of the place of study and the scholarship is guaranteed. Such persons are not expelled from a higher education institution.

12.3.6. Admission to studies for students, who were on academic leave for medical reasons, is carried out by the Rector's order based the student's application and the conclusion of the medical advisory commission on their health condition.

Admission to studies for students who took academic leave due to military service is carried out by the Rector's order based the student's application and a document on the end of his / her military service.

The applications of the students and the relevant documents are submitted no later than two weeks prior to the beginning of the academic semester. Students who have not submitted the documents in due time are expelled from the University as those who have not started studying in due time.

#### **12.4. Renewal of studies and transfer of students.**

12.4.1. A person expelled from the University before completing the relevant educational program has the right to renew his / her studies within the licensed scope of the University.

Renewal of persons expelled from the University or other higher education institutions or who have been granted academic leave, as well as the transfer of students, is usually carried out during the holidays.

12.4.2. A student can be transferred:

- from one study mode to another one;
- from one higher education institution to another institution;
- from one educational program to another one;
- from one source of funding to another one.

Transfer of students to vacant places provided by the state is carried out on a competitive basis, in agreement with the student government and in the manner prescribed by the Regulation on Transfer of students of Chernihiv Polytechnic National University studying at the expense of individuals or legal entities (on a contractual basis) to vacant places of study at the expense of the state or local budget.

Renewal of students is carried out by order of the rector, regardless of the duration of the break in study, the reason for expulsion, study mode and taking into account the ability of the student to complete the schedule of the educational process.

12.4.3. Transfer of students from another higher education institution, regardless of the form of education to the Chernihiv Polytechnic National University is carried out with the consent of the rectors of both educational institutions within the licensed scope at the relevant level and specialty.

A student who wishes to transfer to another higher education institution submits an application for transfer to the Rector of the University and, with his / her written consent, applies to the Rector of the higher education institution to which he / she wishes to be transferred and attaches a copy of a credit book or academic certificate containing information about the obtained learning outcomes.

A student's personal file is sent to the address of this higher education institution where a student wants to be transferred to. The University has copies of the academic

certificate, the study card of a student, the record book and the list of sent documents. The procedure for storing these documents is the same as the personal files of other students.

The Rector's order on enrollment of the student is issued after receiving his / her personal file.

12.4.4. Persons studying at the University under the contract can be transferred to study to another state educational institution on the same conditions in case of availability of vacant places and the consent of customers who finance the training. Transfer of such persons to vacant places provided by the state can be carried out on a competitive basis.

12.4.5. Transfer of students, as well as the renewal of students, who were expelled, is carried out by order of the rector on the basis of the student's application. The application for renewal or transfer must be considered within a month, and the applicant is notified of the conditions of enrollment or the reason for refusal.

12.4.6. The results of previously passed exams, pass-fail tests and other forms of final evaluation of students, who have renewed their studies or have been transferred from other HEIs, are recognized according to the procedure for determining the academic difference and recognition of academic disciplines at Chernihiv Polytechnic National University.

12.4.7. When transferring and renewing a student in a certain course, the academic difference should not exceed 20 ECTS credits. The elimination of the academic difference is usually carried out before the beginning of the semester evaluation.

When enrolling students to study for Bachelor's degree on the basis of Junior Bachelor's degree, the academic difference shall not exceed 60 ECTS credits in the disciplines from which competencies, according to the structural and logical scheme of preparation of applicants for higher education, are not required for the study of subsequent disciplines in accordance with the educational program.

12.4.8. The personal file of the student, enrolled from another higher education institution of higher education or renewed to study at the University shall be accompanied by: the original document of previous education, extract from the order on enrollment, application, and academic certificate.

12.4.9. Students who have fully completed the individual curriculum, successfully passed all exams and pass-fail tests are transferred to the next year of studying within the relevant educational program. Students who have academic debt in disciplines from which competencies and learning outcomes, in accordance with the structural and logical scheme, are not required to study the disciplines of the next year and the total amount of which does not exceed 20 credits, are also transferred to the next year of studying within the relevant educational program (academic debts in such disciplines shall be eliminated before the certification).

12.4.10. In cases of long-term illness during the examination period and holidays, if the relevant documents are available, students may be provided with an individual schedule of to take pass-fail tests, exams until the beginning of the next semester.



### **13. EMPLOYMENT OF GRADUATES**

13.1. The University, in cooperation with employers, promotes the realization of graduates' right to work, taking into account the acquired higher education and social needs in accordance with applicable law.

University graduates are free to choose their place of work. The university is not obliged to employ graduates.

The university monitors the employment of graduates. Statistics on the employment of University graduates in the labor market are posted on the University website.

13.2. The Office of Employment, Practical Training and Public Relations coordinates measures that are aimed at solving employment issues. Its operation is defined by the Regulation on the Office of Employment, Practical Training and Public Relations of Chernihiv Polytechnic National University and the procedure for graduates' employment, training of whose was financed by the state.

### **14. HIGHER EDUCATION QUALITY ASSURANCE**

14.1. The system for higher education quality assurance (the internal system of higher education quality assurance) at the University is regulated by the norms of the Laws of Ukraine "On education" and "Higher education" and requirements of higher education standards.

14.2. The purpose of the system of higher education quality assurance is to create and maintain conditions for quality training of competitive in the labor market highly qualified professionals, capable of effective professional activity and ready for continuous professional growth, social and professional mobility.

14.3. The internal system of quality assurance of the University presupposes the following procedures and measures:

- defining the principles and procedures for higher education quality assurance;
- monitoring and reviewing educational programs;
- annual assessment of students, scientific-pedagogical workers and regular publication of the results of such evaluations on the official website of the University, on information stands and in any other ways;
- ensuring the professional development of scientific-pedagogical, scientific and pedagogical workers;
- ensuring the availability of resources necessary to organize the educational process including self-study of students in each educational program;
- ensuring the availability of information systems for effective management of the educational process;
- ensuring publicity of information about educational programs, degrees of higher education and qualifications;
- ensuring adherence to academic integrity by the University employees and students, including introduction of an effective system of prevention and detection of academic plagiarism;

- other procedures and measures.

14.4. The Regulation on Internal System of Higher Education Quality Assurance defines the main principles, procedures and indicators of higher education quality assurance and allocation of responsibilities between structural units of the University.

Initiation, development, approval, monitoring, review and termination of educational programs at the University are carried out transparently and in accordance with approved procedures, in accordance with the general objectives of the University Development Strategy.

14.5. Applicants for higher education are involved in designing and improving educational programs, evaluating their components and the quality of teaching.

14.6. The university provides the necessary level of qualification of scientific-pedagogical workers by:

–formulating clear requirements for the substantive components of the position, in particular the ability and readiness of the candidate to develop relevant and priority research areas, to establish international cooperation and / or participate in it, to establish knowledge and technology transfer during the competition for a position of a scientific-pedagogical worker;

– organizing periodic assessment of professional competence and quality of teaching (including evaluation by students);

– stimulating the professional development of scientific-pedagogical and pedagogical workers, encouraging them to scientific and / or innovative activity;

– promoting academic mobility of scientific-pedagogical, scientific and pedagogical workers;

– creating conditions for professional development of scientific-pedagogical and pedagogical workers.

14.7. Participants in the educational process are provided with access to educational and methodological resources, library resources, scientometric databases, professional consulting support, etc., as well as proper technical equipment of the classrooms and dormitories, support to graduates in employment.

14.8. The University collects, analyzes and uses information necessary for an effective management of educational programs and other types of activity (indicators of teaching and learning efficiency, the results of surveys on the quality of higher education).

14.9. The University posts public information, which is determined by the requirements of the Laws of Ukraine “On education” and “On higher education”. This includes information about educational programs and their components, admission rules, official documents on organization of the educational process, data about educational programs certification.

14.10. The University ensures a comprehensive monitoring on all issues concerning the labor market needs, academic performance, content of educational programs, working programs of academic disciplines, academic load and evaluation, learning conditions. The University makes the results public.

14.11. The University executes self-reports on educational programs, carries out self-evaluation of structural units of the University, ensures submitting applications for a compulsory external evaluation of the quality of higher education according to the

procedure and within the terms established by the legislation of Ukraine.

14.12. In order to ensure the quality of higher education at different units of the University the Sector of the Quality Management System has been established and operates according to the Regulation on Sector of Higher Education Quality Management Systems of Chernihiv Polytechnic National University.

Apart from that, there is the Council for Higher Education Quality Assurance that is an advisory body developing the University Strategy in the field of higher education quality assurance. It consists of scientific-pedagogical workers, students and employers.

## **15. EDUCATIONAL PROCESS MANAGEMENT**

15.1. The Rector and heads of structural units are responsible for the quality of the educational process at the University.

**15.2. General conference of the University workers** as the highest collegial body of public self-government of the University:

- approves the University Statute or amendments to it submitted by the Academic Council;
- chooses a candidate for the position of the Rector by secret ballot and submits proposals to the Ministry of Education and Science of Ukraine;
- hears annual reports of the Rector and evaluates his / her activity;
- chooses the commission for labor disputes according to the labor legislation;
- reviews the issue of an early termination of powers of the Rector provided that the application of the Academic Council is well-grounded;
- approves the rules of the Internal Code of Conduct and Collective agreement;
- considers other issues concerning the activity of the University.

**15.3. The Rector of the University** within his / her powers:

- forms a list of persons studying at the University;
- issues orders and assignments compulsory to be completed by all participants in the educational process and structural units;
- transfers, expels students, renews their studies in coordination with student self-government bodies and primary trade union organizations of students (if the person is a member of a trade union), on the grounds established by the Laws of Ukraine and this Regulation;
- ensures the organization and controls the completion of study plans and programs of academic disciplines;
- controls the quality of work of pedagogical, scientific-pedagogical, scientific and other workers;
- exercises other powers provided by Statute the University and the current legislation of Ukraine.

**15.4. The Academic Council** as a collegiate body of the University:

- reviews and approves decisions on organization of the educational process at the University; defines the terms of study at certain levels of higher education;
- defines the strategy and promising areas of educational, scientific and innovative development of the University;

- defines the system and approves the procedures for the internal higher education quality assurance;
- approves submitted by the Rector decisions on establishment, re-organization and liquidation of structural units;
- approves the sample and procedure for preparing documents on higher education, including joint and double diplomas;
- approves the main directions of research and innovation;
- approves educational programs and study plans for each level of higher education and specialty;
- evaluates scientific and pedagogical activity of structural units;
- considers other issues concerning the activity of the University.

**15.5. The Supervisory Board** as a public body overseeing the activities of the University:

- promotes the solution of perspective tasks of the University development and assists the management of the University in the implementation of the state policy on training and professional development of specialists;
- attracts financial resources to ensure the activities of the University in the main areas of development and monitors their use;
- promotes the interaction of the University with government agencies and local governments, the scientific community, socio-political organizations and economic entities in the interests of development and improving the quality of educational activities and competitiveness of professionals;
- analyzes personnel performance and material support at the University and prepares recommendations on these issues;
- promotes the search for ways to expand and improve the international cooperation of the University;
- considers and resolves other issues within the powers of the Board, which are determined by the Statute of the University and the Regulation on the Supervisory Board.

## **16. THE MAIN STRUCTURAL UNITS ENSURING THE ORGANIZATION OF THE EDUCATIONAL PROCESS**

16.1. Structural units of the University are introduced by the decision of the Academic Council of the University in accordance with the current legislation of Ukraine and the main objectives of the University and operate in accordance with the relevant provisions approved by the Academic Council of the University and put into effect by order of the University Rector.

The main structural units of the University, which are directly involved in the organization of the educational process, are departments, faculties, educational-scientific institutes, the Center for Retraining and Part-Time Learning, the Academic Office.

**16.2. Department** is a basic structural unit of the University, which conducts educational, methodical and / or scientific activity in a certain specialty (specialization) or interdisciplinary group of specialties

The department is created if it consists of at least five scientific-pedagogical workers, for whom the department is the main place of work, and at least three of whom have a scientific degree or academic (honorary) title. The decision to establish the department is made by the Academic Council of the University. Based on this decision, the rector issues an order to establish the department.

The department is managed by the head of the department, who can hold the position for no more than two terms. The head of the department must have a scientific degree and / or academic (honorary) title in accordance with the profile of the department. The head of the department is elected by secret ballot by the Academic Council of the University for a term of five years, taking into account the proposals of the staff of the faculty (educational-scientific institute) and the department. The Rector of the University concludes a contract with the head of the department.

The main tasks and functions of the department are defined in the standard regulations on the department of Chernihiv Polytechnic National University and other regulations of Chernihiv Polytechnic National University.

**16.3. Faculty** is the main organization and educational-scientific structural unit of the University that unites at least three department and / or laboratories, which at the University together provide training for at least 200 full-time graduates, and which trains specialists with higher education in one or more related specialties.

**16.4. Educational-scientific institute** is the main organization and educational-scientific structural unit of the University that unites the relevant faculties, departments, laboratories, research centers experimental laboratories where educational activities and research are conducted. Educational-scientific institute trains specialists with higher education in one or more related specialties, manages educational and methodological, research work of departments directly subordinated to the educational-scientific institute, and coordinates the actions of other departments of the University to ensure the educational process.

The main tasks and functions, as well as the organization of the management of the faculty and the educational-scientific institute are carried out by the regulations on the relevant educational-scientific institutes and faculties of the University.

16.5. The management of the educational-scientific institute is carried out by the director, the management of the faculty is carried out by the dean, who must have a scientific degree and / or academic (honorary) title, as a rule, according to the profile of the educational and scientific institute (faculty).

The director of the educational- scientific institute (dean of the faculty) may delegate part of his /her powers to his /her deputies. The powers of the director of the educational-scientific institute (dean of the faculty) are determined by the regulations on the educational-scientific institute (faculty) of the University, which are approved by the Academic Council of the University and put into effect by order of the Rector of the University and relevant job descriptions.

The director of the educational-scientific institute (dean of the faculty) issues orders on the activity of the respective educational-scientific institute (faculty), which are obligatory for all participants of the educational process of the educational-scientific institute (faculty) and can be canceled by the rector of the University.

16.6. The Center for Retraining and Part-Time Learning ensures training of part-

time students on the basis of full secondary and vocational education and part-time Master students.

16.7. The Academic Office is a structural unit of the University, which carries out planning, organization and control over the educational process.

The main tasks and functions of the Academic Office are defined in the Regulation on the Academic Office of Chernihiv Polytechnic National University and other regulations of the University.