

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

APPROVED BY
Academic Council of Chernihiv
Polytechnic National University
31 August 2020, Protocol No.6

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

REGULATION
on Continuous and Final Evaluation of Students' Knowledge
at Chernihiv Polytechnic National University

*(amended according to Academic Council's
decision as of December 28, 2020, Protocol No.10
and Rector's Order No. 120 as of December 28,
2020;
as of March 29, 2021, Protocol No.3 and Rector's
Order No. 60 as of March 29, 2021;
as of April 26, 2021, Protocol No.4 and Rector's
Order No. 80 as of April 26, 2021;
as of June 30, 2022, Protocol No.5 and Rector's
Order No. 220/BC as of June 30, 2022;
as of December 27, 2022, Protocol No. 9 and
Rector's Order No.1060/BC as of December 27,
2022)*

1. GENERAL PROVISIONS

1.1. The Regulation on Continuous and Final Evaluation of Students' Knowledge (hereinafter – the Regulation) of Chernihiv Polytechnic National University (hereinafter – the University) is a part of the internal system of higher education quality assurance of the University.

1.2. The Regulation has been developed in accordance with the Law of Ukraine "On higher education", the order of the Ministry of Education and Science of Ukraine as of 16.10.2009 No. 943 "On the introduction of the European Credit Transfer System in higher educational establishments of Ukraine", the letter of the Ministry of Education of Ukraine as of 26.02.2010 No. 1/9 —119 “On Guidelines for the Implementation of the European Credit Transfer System and its Key Documents in Higher Education,” ECTS User Guide, and the Regulation on the Organization of the Educational Process of Chernihiv Polytechnic National University in order to define the key principles of students' knowledge evaluation complying with the European Credit Transfer System (hereinafter – ECTS).

1.3. The Regulation defines the features of knowledge evaluation in the discipline, practice and certification of students studying for "Junior Bachelor degree", "Bachelor degree", "Master degree" and "Doctor of Philosophy degree" (except certification) of full-time, part-time (distant) and dual form of education.

1.4. The evaluation system of students' knowledge includes continuous, intermediate and semester control in academic disciplines, assessment of practical training and certification in a certain educational level.

Evaluation is carried out according to a 100-point scale with subsequent translation into the national scale (the University scale) and the ECTS scale.

1.5. Evaluation of students' knowledge increases their motivation to work systematically and actively throughout the study period under relevant educational and scientific programs at particular levels of higher education in order to form systemic and sustainable skills, as well as to expand opportunities for comprehensive disclosure of students' capabilities, develop their creative, scientific thinking and improve the effectiveness of the educational process.

1.6. 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.

1.7. Semester control, evaluation of practical training and certification are carried out in accordance with the plan of the educational process in the classrooms of the University according to the approved schedule.

In some cases, according to the Rector's order (due to the quarantine, etc.) evaluation (including defense of qualification works and (or) certification exam) can be carried out in the remote form (in a synchronous mode) ensuring authentication of students.

2. KEY PRINCIPLES OF KNOWLEDGE EVALUATION IN ACADEMIC DISCIPLINES

2.1. The continuous assessment 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.

2.2. The intermediate assessment 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.

2.3. The semester assessment 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.

If the discipline is taught over two or more semesters, semester assessment is carried out each semester in the form provided by the study plan. The total final grade (for the diploma supplement) is given as the average grade.

2.4. The number of tests for each discipline is determined by the working educational program and depends on (1) the amount of credits for the discipline; (2) the number of hours allocated for seminars, practical classes, laboratory work; (3) the number of logically completed parts of the discipline; (4) the form of semester assessment.

2.5. In the discipline, for which an exam is provided by the study plan, a student can gain 60-75% of the final grade if he/she has completed all types of work during a semester and 40-25% of the final grade when taking an exam.

In the discipline, for which a pass-fail test is provided by the study plan, a student can gain 60-90% of the final grade if he/she has completed all types of work during a semester and 40-10% of the final grade when taking a pass-fail test.

If a student completed all types of work during the semester, they can, if they wish, leave the number of points scored as a final grade and not take the exam (pass-fail test).

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

(Paragraph 2.5. has been amended according to Academic Council's decision as of December 28, 2020, Protocol No.10 and Rector's Order No. 120 as of December 28, 2020).

2.6. In order to evaluate students' educational achievements and improve the quality of higher education, the evaluation forms of key competencies formulated in the National Qualifications Framework of Ukraine, which are presented in Annex 3, are recommended. The provided recommendations do not limit the academic freedom of the scientific and pedagogical worker regarding the use of the most appropriate forms of assessment within individual disciplines.

(Paragraph 2.6. has been added according to Academic Council's decision as of June 30, 2022, Protocol No.5 and Rector's Order No. 220/BC as of June 30, 2022).

3. ORGANIZATION OF CONTINUOUS AND INTERMEDIATE EVALUATION

3.1. At the beginning of the semester students are informed about the division of the educational material of the discipline into the content modules, their number, types of continuous assessment and criteria for their evaluation.

3.2. Continuous assessment is implemented in the form of questioning, defense

of laboratory and practical work, reports at seminars, express control, by checking the results of various self-study tasks, control of the assimilation of educational material, planned for self-study and other forms according to the working study plan.

3.3. Intermediate control is implemented in the form of tests, which are carried out within a week after studying the material of the completed part of the discipline during a practical class, seminar, and laboratory work or at any other time, free from studying (*using distance learning technologies and Moodle open-source learning management system*).

3.4. A student who has an excuse approved with document that he / she was not able to participate in the forms of continuous and intermediate assessment, has the right to complete it within two weeks after returning to study.

3.5. Results of continuous and intermediate assessment are recorded in a lecturer's grade book. Directors of educational-scientific institutes (deans of faculties) may introduce additional files to record student academic performance in order to analyze it.

3.6. It is not allowed to re-take intermediate tests if a student missed it without good reason or if student wants to get a better grade.

4. ORGANIZATION OF SEMESTER EVALUATION

4.1. Evaluation of student academic performance during a semester is carried out according to the national scale ("excellent", "good", "satisfactory", "unsatisfactory") and the ECTS scale if it is an exam and according to the two-point scale ("passed", "failed") if it is a pass-fail test. Grades are recorded in the academic performance transcript (Annex 1) and student academic file in the automated management system.

(Paragraph 4.1. has been amended according to Academic Council's decision as of March 29, 2021, Protocol No.3 and Rector's Order No. 60 as of March 29, 2021).

4.2. Semester assessment is carried out in the form of a pass-fail test, semester exam, defense of a course paper (project) in a particular discipline in terms defined in the schedule of the educational process. A type of semester assessment in a particular is defined by the study plan.

4.3. 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.

4.4. Pass-fail tests take place during a pass-fail tests week according to the schedule. Lecturers and students are informed about the schedule not later than one week before a pass-fail tests week.

4.5. Students who have completed all the requirements of an academic discipline are allowed to take an exam (pass-fail test). The results of an exam (pass-fail test) are evaluated according to the grading system taking into account the level of completed tasks.

4.6. *A course paper (project)* is one of the forms of students' self-study. Its purpose is to deepen and generalize the knowledge acquired by students over the study period and apply it to solve a specific professional task. The final stage of completing a course paper (project) is its defense. A course paper (project) is regarded as a separate credit and evaluated as a type of self-study. Members of the commission evaluate the defense of a course paper (project) according to a 100-points scale taking into account the criteria presented in the guidelines for course papers (projects). The guidelines are

developed and published by the departments complying with the Regulation on Academic Publications at the University.

4.7. If a student during the semester has not completed in full all types of work, has unfinished practical classes, laboratory work or has not gained the minimum required number of points (*that is, the number of points that, in total, with the maximum possible number of points that a student can receive during the semester evaluation, will not allow to receive the final grade "satisfactory - E, 60 points"*) he /she is not allowed to take an exam (pass-fail test) during the semester evaluation. However, he / she has the right to cover an academic debt according to the procedure provided in Section 6 of the Regulation.

(Paragraph 4.7. has been amended according to Academic Council's decision as of April 26, 2021, Protocol No.4 and Rector's Order No. 80 as of April 26, 2021).

4.8. According to the *procedure of awarding and paying scholarships at Chernihiv Polytechnic National University* the results of the semester assessment in academic disciplines and practical training are grounds for making an the academic performance ranking and awarding scholarships for full-time students at the expense of the state budget of Ukraine.

4.9. Upon the application of a student a director (dean) may allow a student either to take exams (pass-fail tests) ahead of the schedule or to shift examination (pass-fail tests) period and set individual deadlines for pass-fail tests and exams. The reason for this may be participation in academic mobility programs, health condition, family circumstances or work (for part-time students). A necessary condition for granting such permission is documentary evidence of the reasons for early completion or postponement of examination (pass-fail tests) period, as well as the absence of academic debts in the previous semester.

5. PRACTICAL TRAINING EVALUATION AND CERTIFICATION

5.1. Organization and evaluation of practical training are defined in the Regulation on Student Practical Training of Chernihiv Polytechnic National University.

5.2. *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.

5.3. Certification of persons who obtain the degrees of Junior Bachelor, Bachelor or Master is carried out by the Examination Commission that could include representatives of employers or their associations according to the Regulation on Procedure of Organization of Examination Commissions' Work for Students' Certification at Chernihiv Polytechnic National University.

5.4. Based on the decision of the Examination Commission, the University awards a person who has successfully completed an educational program at a certain level of higher education, the appropriate degree of higher education and assigns the appropriate qualification

5.5. Students' certification is carried out in the form of certification exam and / or defense of qualification work. Certification may include the unified state qualification exam that is carried out according to the specialty and procedure defined by the Cabinet of Ministers of Ukraine.

5.6. Students who have fully completed the individual curriculum and successfully passed all exams and pass-fail tests are admitted to certification.

5.7. An *attestation exam* is the final control of the learning results of the student, which they must demonstrate in order to confirm that they have acquired the competencies defined by the standard of higher education and the educational program.

5.8. 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. The Examination Commission evaluates a qualification work based on the results of the public defense. The requirements for writing and executing of qualification works, evaluation criteria are defined in the guidelines developed by graduating departments according to the Regulation on Academic Publications at Chernihiv Polytechnic National University. According to the decision of the department, preliminary defense of qualification works can be carried out.

5.9. Re-taking an exam and / or re-defense of a qualification work in order to get a better grade is not allowed.

6. PROCEDURE FOR COVERING ACADEMIC DEBTS

6.1. An academic debt is a debt that occurs if a student receives unsatisfactory grades in academic disciplines over the semester assessment (exams, pass-fail tests, course papers/projects, etc.) that is carried out according to the schedule of the educational process approved by the Rector of the University.

6.2. Students who have received unsatisfactory grades (including failure to take an exam (pass-fail test) without good reason) in disciplines, the total amount of which does not exceed 20 credits, are allowed to cover an academic debt. The entire amount of theoretical material provided by the working program of the academic discipline shall be covered by a student. Academic debt shall be covered prior to certification. If there is a debt in the discipline, knowledge and skills of which are required to study the disciplines of the next semester, such debt shall be covered before a new semester.

6.3. Academic debt for the semester evaluation shall be covered during an additional examination period for covering academic debts that is organized by the members of director's offices of educational-scientific institutes (members of dean's offices) according to the schedule of the educational process approved by the Rector of the University.

6.4. Re-taking exams (pass-fail tests) takes place no more than two times in each discipline. 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.

6.5. The results of covering academic debts are presented in the academic debt transcript (Annex 2).

6.6. 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.

7. SUBMISSION AND CONSIDERATION OF APPEALS

7.1. 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. To resolve these disputable issues an appeals commission is introduced in each educational-scientific institute (faculty, center) by order of the director (dean). The commission includes heads of the departments, scientific-pedagogical workers and representatives of student government. The director (dean) is appointed to be the chairperson of the appeals commission.

7.2. The chairperson of the appeals commission ensures a proper work of the commission, timely and unbiased consideration of students' appeals, keeping records and documents and is personally responsible for performing tasks of the commission and his / her duties.

7.3. 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. The Rector of the University sends an appeal for consideration by the appeals commission of the relevant educational-scientific institute (faculty, center).

7.4. Appeals shall be considered by the appeals commission within three days from the date of receipt of the appeal.

7.5. A scientific-pedagogical worker who conducted an exam (pass-fail test), the head (a member) of the commission for recognition of learning outcomes in informal education or the head of the Examination Commission (if an appeal is against the results of certification) may be present at the meeting of the appeals commission. They have the right to provide reasonable explanations to the student and members of the appeals commission on the compliance of the grade with the approved evaluation criteria.

7.6. Based on the results of consideration of the appeal, the appeals commission may make the following decisions:

- to refuse to satisfy the appeal due to insufficient grounds for changing the result;
- to satisfy the appeal.

7.7. The results of consideration of the appeal shall be recorded in the minutes of the meeting of the appeal commission. The student, whose appeal is being considered, is invited to sign the minutes of the appeal commission and indicate if he / she agrees or disagrees with the decision of the appeal commission.

7.8. If the appeal is satisfied, the appeals commission proposes to cancel the results of the exam (pass-fail test) or certification and to appoint a re-examination (test) or re-certification. Based on the decision of the appeals commission, an appropriate order is issued by the educational-scientific institute (faculty, center) on the results of knowledge evaluation during the semester assessment and recognition of learning outcomes in informal education and practical training evaluation. A relevant Rector's order is issued concerning the results of certification.

7.9. In this case, one of the members of the appeals commission is included either in the commission for re-taking the exam (pass-fail test), recognition of learning outcomes in informal education or in the examination commission for re-certification.

7.10. The results of re-taking an exam (pass-fail test), recognition of learning outcomes in informal education or re-certification are not subject to appeal.

CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

Educational-scientific institute _____

Faculty _____

Specialty (educational program) _____

Academic degree _____

Year of studying _____ Group _____

202__ – 202__ academic year

ACADEMIC PERFORMANCE TRANSCRIPT No. _____”____” _____ **202__**

in _____

(the title of an academic discipline)

for _____ academic semester.

Type of semester evaluation _____ Total number of hours _____

(exam, pass-fail test)

Date of semester evaluation _____

Scientific-pedagogical worker _____

(academic title, surname and initials of a person who puts the final grade)

Scientific-pedagogical worker _____

(academic title, surname and initials of a person who carried out continuous evaluation)

No.	Student name and surname	Number of individual plan of a student	Final grade		
			in points (sum of columns 4 and 5)	ECTS scale	National scale
1	2	3	4	5	6

(Annex 1 has been added to the Regulation according to Academic Council's decision as of December 27, 2022, Protocol No. 9 and Rector's Order No.1060/BC as of December 27, 2022).

CHERNIHIV POLYTECHNIC NATIONAL UNIVERSITY

Educational-scientific institute _____
 Faculty _____
 Specialty (educational program) _____
 Academic degree _____
 Year of studying _____ Group _____
 202__ – 202__ academic year

ACADEMIC DEBT TRANSCRIPT No. _____

in _____
(the title of an academic discipline)
 for _____ academic semester.

Type of semester evaluation _____ Total number of hours _____
(exam, pass-fail test)

Date of coverig the academic debt _____

Scientific-pedagogical worker _____
(academic title, surname and initials of a person who carried out continuous evaluation)

No.	Student name and surname	Number of individual plan of a student	Final grade		
			in points	ECTS scale	National scale

(Annex 2 has been added to the Regulation according to Academic Council's decision as of December 27, 2022, Protocol No. 9 and Rector's Order No.1060/BC as of December 27, 2022).

Evaluation Forms of Key Competencies

Competences	Evaluation forms
The first (Bachelor) level	
<p>Knowledge (<i>Conceptual academic and practical knowledge, critical consideration of theories, principles, methods and concepts in the field of professional activity and/or study</i>)</p>	<ul style="list-style-type: none"> • frontal and individual questionnaire during practical and laboratory classes • completion/presentation of group and individual tasks and tests • module final test
<p>Skills (<i>Profound cognitive and practical skills demonstrating mastery and innovation required to solve complex specialized tasks and practical problems in the field of professional activity and/or study</i>)</p>	<ul style="list-style-type: none"> • presentations and reports on individual tasks/abstracts • participation in trainings, cases, business games, etc. • the use of licensed software to solve tasks
<p>Communication (<i>Conveying information, ideas, problems, solutions, personal experience and argumentation to specialists and non-specialists; collection, interpretation and application of data; having professional conversations, including in the foreign language in written and oral forms</i>)</p>	<ul style="list-style-type: none"> • presentation of results of individual tasks • public defence of course papers/projects • defence of group projects
<p>Responsibility and autonomy (<i>Managing complex technical or professional activity or projects; the ability to bear responsibility for making and approving decisions in unforeseen working and/or educational circumstances making judgments taking into account social, scientific and ethical aspects; organization and management of professional development of individuals and groups; the ability to continue studying with a considerable amount of autonomy</i>)</p>	<ul style="list-style-type: none"> • compliance of individual tasks with regulatory documents • meeting deadlines for completion of tasks • compliance with internal standards of academic works' authenticity • compliance of individual tasks with the requirements outlined in didactic materials
The second (Master) level	
<p>Knowledge (<i>Specialized conceptual knowledge that includes modern scientific achievements in the field of professional activity or study and is a prerequisite for original thinking and research and critical understanding of problems in the field and the boundaries of that knowledge</i>)</p>	<ul style="list-style-type: none"> • frontal and individual questionnaire during practical and laboratory classes • tests • completion of group projects, including interdisciplinary ones • defence of completed projects, abstracts, reports and presentations • module final test • for graphic works – presentation
<p>Skills (<i>Specialized problem-solving skills required for research and/or innovation to develop new knowledge and procedures; the ability to integrate knowledge and solve complex tasks in wide and interdisciplinary contexts; skills in solving problems in new and unknown environments taking into account aspects of social</i>)</p>	<ul style="list-style-type: none"> • individual conversations during practical classes to identify students' ability to see the essence of the problem and ways to solve it • evaluation of interdisciplinary projects • evaluation of conclusions to practical tasks

<p><i>and ethical responsibility when only incomplete or limited information is available)</i></p>	<ul style="list-style-type: none"> • participation in “world café”, disputes and business games • completion of cases • evaluation of innovation level of ideas suggested • evaluation of novelty and creativity degree in ideas presented in projects, reports and presentations • writing essays and completion of other individual tasks
<p>Communication <i>(Conveying one’s own knowledge, conclusions and argumentation to specialists and non-specialists, including students, in a clear and unambiguous way)</i></p>	<ul style="list-style-type: none"> • evaluation of being active in discussions and skills in argumentation • active participation in “world café”, disputes and business games • group defence of group projects and presentations • public speeches at conferences, seminars and round-table discussions
<p>Responsibility and autonomy <i>(Management of complex and unpredictable work and educational processes requiring new strategic approaches; responsibility for contribution to professional knowledge and practice and/or evaluation teamwork results; the ability to continue studying with a high level of autonomy)</i></p>	<ul style="list-style-type: none"> • meeting deadlines for written works submission • assessment of the quality of preparation and defence of the business plan, analytical works and reports • methods of reflection, self-assessment of progress in the knowledge and skills • observance of internal norms of uniqueness of academic works
<p>Third (educational and scientific) level, Doctor of Philosophy</p>	
<p>Knowledge <i>(Specialized and methodological knowledge in the field or on the boundaries of that knowledge or professional activity)</i></p>	<ul style="list-style-type: none"> • identifying the amount of knowledge on a particular section of the topic, problem during a special (individual) conversation of a teacher with a PhD student, public presentations and defence of scientific papers • execution of control works and testing that require reasonable use of theoretical and methodological knowledge in the process of forming the argumentation of the answer
<p>Skills <i>(Specialized skills and methods, necessary for solving crucial problems in the sphere of professional activity, science and/or innovation, expansion and reassessment of existing knowledge and professional practice; initiating, planning, implementing and adjusting a consistent process of thorough research with due academic integrity; critical analysis, evaluation and synthesis of new and complex ideas)</i></p>	<ul style="list-style-type: none"> • reviewing the compliance of the content of scientific texts of the graduate student with the generally accepted logic of the organization and technology of scientific research • observance of the generally accepted norms of uniqueness of performance of academic works • examination of scientific work for compliance with the presence of elements of scientific novelty
<p>Communication <i>(Free communication on issues related to the field of scientific and expert knowledge, with colleagues, the general scientific community, society as a</i></p>	<ul style="list-style-type: none"> • availability of publications in national and international peer-reviewed publications, speeches at public scientific and practical events, availability of advisory

<p><i>whole; use of academic Ukrainian and foreign languages in professional activities and research)</i></p>	<p>publications, comments in the media</p> <ul style="list-style-type: none"> • availability of an international certificate of knowledge of a foreign language, availability of a national certificate of knowledge of the Ukrainian language • joint scientific publications with colleagues from national and foreign scientific institutions
<p>Responsibility and autonomy <i>(demonstration of significant authority, innovation, high degree of independence, academic and professional integrity, constant commitment to the development of new ideas or processes in the advanced contexts of professional and scientific activities; ability to continuous self-development and self-improvement)</i></p>	<ul style="list-style-type: none"> • scientific works, research proposals, grant applications submitted for participation in competitions • confirmation of the level of uniqueness of scientific works through verification by licensed software • availability of a certificate of completion of advanced training programs, courses on online platforms

(Annex 3 has been added to the Regulation according to Academic Council's decision as of June 30, 2022, Protocol No.5 and Rector's Order No. 220/BC as of June 30, 2022).