

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

PROCEDURE
for determining the academic difference and recognizing the outcomes of the
previous education at Chernihiv Polytechnic National University

(effective as of 16.09.2022)

*(amended according to Academic Council's
decision as of February 22, 2021, Protocol No.2
and Rector's Order No.30 as of February 22,
2021;
as of March 29, 2021, Protocol No.3 and
Rector's Order No.60 as of March 29, 2021;
as of as of June 30, 2022, Protocol No.6 and
Rector's Order No.115 as of June 30, 2022;
as of May 30, 2022, Protocol No.4 and Rector's
Order No.111 as of May 30, 2022)*

Chernihiv 2020

1 General Provisions

1.1 Procedure for defining the academic difference and recognizing the outcomes of the previous education (hereinafter – the Procedure) at Chernihiv Polytechnic National University (hereinafter – the University) has been developed in accordance with the Law of Ukraine "On Higher Education", "Procedure for Recognition in Higher and Professional Pre-Higher Education of Study Results Obtained Through Non-Formal and/or Informal Education", "Regulations on the Organization of the Educational Process at Chernihiv Polytechnic National University" and "User Guide ECTS 2015", approved by the Ministers of Higher Education of the European Higher Education Area in 2015 at the ministerial conference in Yerevan.

(Paragraph 1.1 has been amended according to the decision of the Academic Council as of March 29, 2021, Protocol No.3 and Rector's Order No.60 as of March 29, 2021; according to the decision of the Academic Council as of May 30, 2022, Protocol No.4 and Rector's Order No.111 as of May 30, 2022)

1.2 Recognition of the results of previous education (transfer of educational disciplines, transfer of credits) is a process by which credits assigned in one context (program, institution) are recognized in another formal context. Credits awarded to a higher education student within one educational program can be transferred for accumulation at the University from another higher education institution or for accumulation in another educational program (specialty) of the University.

(Paragraph 1.2 of the Procedure has been amended according to the decision of the Academic Council as of March 29, 2021, Protocol No.3 and Rector's Order No.60 as of March 29, 2021)

1.3 The Procedure regulates the activity of directorates of educational-scientific institutes (deans of faculties) of the University in determining academic difference and defines the procedure for recognizing the results of previous education (transfer of academic disciplines, transfer of credits), as well as those obtained through informal and/or informal education in case of:

- transfers, renewals, participation in academic mobility programs;
- simultaneous studying under several educational programs;
- entering the University for a certain educational level based on the previously obtained educational level;
- renewing the studies after the academic leave;
- when calculating the amount of funds to be reimbursed by higher education students, who are re-educated at the expense of the state budget;
- transferring the results of non-formal and/or informal education.

(Paragraph 1.3 of the Procedure has been amended according to the decision of the Academic Council as of March 29, 2021, Protocol No.3 and Rector's Order No.60 as of March 29, 2021; according to the decision of the Academic Council as of May 30, 2022, Protocol No.4 and Rector's Order No.111 as of May 30, 2022)

1.4 Academic difference is a discrepancy between the individual study plan, under which the student studied and under which he/she wishes to study in order to obtain the corresponding educational degree upon transfer, renewal,

enrollment at the University. An academic difference may also arise during the academic mobility of higher education students.

1.5 The determination of the academic difference and/or the recognition of the results of previous studies is carried out on the basis of a comparison of the individual study plan to a certain educational program of the University and the documents issued to the student at the previous place of study:

- an academic record in case of renewing the studies;
- a copy of an academic transcript or academic file in case of transfer;
- додатку до диплома у випадку зарахування до Університету на основі раніше здобутого освітнього ступеню; a diploma supplement in case of admission to the University based on the previously obtained educational degree;
- a notice with the list and learning outcomes after studying academic disciplines, number of credits and information on the evaluation system of learning outcomes in case of academic mobility and informal education.

(Paragraph 1.5 has been amended according to the decision of the Academic Council as of March 29, 2021, Protocol No.3 and Rector's Order No.60 as of March 29, 2021)

1.6 Academic difference occurs in cases when in the documents issued to the student at the previous place of study:

- there are no disciplines provided for by the present study plan or were supposed to be covered during previous years of studying according to the higher education standards;
- the discipline was covered to a lesser extent, with fewer ECTS credits (the difference is more than 25%);
- there are significant differences in the content of the academic discipline and learning outcomes.

2 Grounds and Procedure for Transferring Academic Disciplines when the Student is Transferred or Renews The Studies

2.1 Transferring academic disciplines (transferring credits) is carried out on the grounds that a student files an application to a director of an educational-scientific institute, dean of a faculty based on a comparison of the individual study plan to a certain educational program of the University and the documents issued to the student at the previous place of study.

2.2 A positive decision about transferring credits is made provided that:

- the names of the academic disciplines are identical or have a slight stylistic difference, but the volumes, the content of the educational programs and the learning outcomes do not differ;
- the number of credits allocated for an academic discipline differs by less than 25%.

At the same time, the differentiated pass-fail test can be counted as an exam, with a corresponding assessment on the ECTS scale; a non-differentiated pass-fail test can be counted as a differentiated credit, with a grade on the ECTS scale of at least "C", 75 points (good).

2.3 When transferring a discipline a positive grade that was previously obtained is preserved. It is not allowed to retake exams (differentiated pass-fail test) in a discipline in order to increase the grade specified in the documents issued to the student at the previous place of study.

If the grade in the discipline consists of several grades for separate semesters or grades for several modules, then the higher education student is awarded an average performance grade taking into account the volumes of the relevant components of the educational discipline.

If necessary (in particular, in the event that the documents issued to the student at the previous place of study contain learning outcomes only according to the national grading scale), the grade is adjusted to the grading scale effective at the University as follows: "satisfactory" - 68 points (D), "good" - 83 points (B), "excellent" - 95 points (A).

2.4 A director of an educational-scientific institute, dean of a faculty or a scientific-pedagogical worker (head of a department) who delivers the discipline on behalf of a director of an educational-scientific institute (dean of a faculty) makes a decision on credit transfer.

2.5 When making a decision on credit transfer, the result of transfer is documented in the relevant file. At the same time, the name of the discipline, the total number of hours/credits, the grade and the reason for transfer (academic reference number, diploma, etc.) are entered into the educational card of the student.

(Paragraph 2.5 of the Procedure has been amended according to the decision of the Academic Council as of March 29, 2021, Protocol No.3 and Rector's Order No.60 as of March 29, 2021)

2.6 The higher education student is exempted from studying the transferred discipline in the next semester.

3 The Procedure for Recognizing Learning Outcomes Obtained in Non-Formal Education and/or Informal Education

3.1 According to the Law of Ukraine "On Education", non-formal education is education that is obtained, as a rule, according to educational programs and does not provide for the awarding of state-recognized educational qualifications by education level, but may end with the awarding of professional and/or partial educational qualifications. Informal education (self-education) is education that involves the self-organized acquisition of certain competencies by a person, in particular during everyday activities related to professional, social or other activities.

Non-formal education refers to any planned program of personal and social education for students, created to increase the range of skills and knowledge outside the educational program at the University. This includes participation in summer schools, training sessions, seminars, etc.

3.2 The right to recognition of the learning outcomes in non-formal and/or informal education extends to students of all levels of higher education.

3.3 Recognition of the results of a person's non-formal and/or informal education is a set of procedures that establish their compliance with the learning

outcomes provided for by the relevant educational program (learning outcomes of certain educational components or program learning outcomes) or a certain level of education, based on the results of which a decision is made on the possibility of transferring certain educational components of the corresponding educational program (including, within the framework of its optional component).

3.4 Recognition of learning outcomes in non-formal and/or informal education is allowed for disciplines that are to be taught from the second semester.

3.5 The recognition of learning outcomes in non-formal education extends to compulsory, optional disciplines of the educational program, as well as to individual modules (topics) of academic disciplines.

3.6 The total amount of educational components of the educational program, which are awarded to the student based on the results of recognition of the results of non-formal education, cannot exceed 25 percent of the relevant educational program (for specialties of the field of knowledge 12 "Information Technologies" cannot exceed 35 percent of the relevant educational program).

3.7 The student files an application to a director of an educational-scientific institute (dean of a faculty) with the request to recognize the learning outcomes obtained in non-formal and/or informal education, and to transfer received credits. A declaration on the previous education and document evidencing information mentioned in the declaration (if available) are attached to the application. The declaration must contain the surname, first name, patronymic, a description of the learning outcomes of informal and/or non-formal education, information about the entity that carried it out, information about previous education and experience, during which these learning outcomes were obtained, a list of additional documents provided by the student to confirm it (if available).

Documents confirming informal education and/or professional, public or other activities issued in the temporarily occupied territory of Ukraine or the territory of a state recognized by the Verkhovna Rada of Ukraine as an aggressor state or an occupying state shall not be considered.

3.8 To recognize the learning outcomes in non-formal and/or informal education, a subject commission is created by order of the director of the educational-scientific institute (dean of the faculty). It consists of the director of the educational-scientific institute (dean of the faculty); the guarantor of the educational program or the head of the graduating department where the student studies; scientific-pedagogical workers who teach disciplines to be transferred.

3.9 Based on the information contained in the declaration of previous education and the submitted documents, the subject commission compares (analysis and comparison by content and level of complexity) the learning outcomes of informal and/or non-formal education with the learning outcomes provided for by the relevant educational program and makes a decision on compliance/inconsistency of the student's declared learning outcomes with certain learning outcomes provided for by the compulsory component of the educational program, and identifies the learning outcomes that are subject to evaluation.

3.10 In case of inconsistency of the declared learning outcomes of the informal and/or non-formational education with the learning outcomes provided for by the mandatory component of the University's educational program, the

subject commission considers the possibility of recognizing such learning outcomes within the optional component of the educational program under which the student studies.

3.11 Within 10 working days, the subject commission makes a decision on the possibility/impossibility of conducting further recognition procedures. In the case of sending requests for confirmation or clarification of the necessary information to the disciplines specified in the declaration of previous education by institutions that carried out non-formal and/or informal education sessions or where professional, public or other activities were carried out, during which the results of the relevant education were obtained, the application review period continues until the specified information is received and processed by the commission.

3.12 If the information provided in the declaration of previous education and additional documents provided by the student do not allow identification of the learning outcomes of non-formal and/or informal education, or the information provided in the declaration of previous education is not confirmed, the subject commission returns the documents to the student without further consideration indicating the reasons for making such a decision.

3.13 The higher education student has the right to re-submit to the subject committee an application for recognition of the learning outcomes of non-formal and/or informal education and a declaration containing specified information and additional documents that confirm it and allow identification of the declared learning outcomes.

3.14 The subject commission makes a decision on transferring a certain educational component of the educational program, if, based on the results of the recognition, all learning outcomes provided for by this educational component are recognized. In this case, the student is awarded with the number of ECTS credits corresponding to the educational component. The evaluation of such an educational component is determined based on the results of evaluation of the recognized learning outcomes. If, based on the results of recognition of the results of non-formal and/or informal education, only part of the learning results provided for by a certain educational component is recognized, the student will be awarded with separate types of educational work for such an educational component.

3.15 In the event that the subject committee makes a decision on the possibility of recognizing the learning outcomes of non-formal and/or informational as part of the optional component of the educational program in accordance with Paragraph 3.10 of this Procedure, based on the results of the recognition of such study results, the committee awards the student with a certain number of credits of the optional component of the educational program. In this case, the recognized learning outcomes must be documented in the individual study plan as one or more optional educational components with a total volume not exceeding 6 ECTS credits.

3.16 A higher education student cannot be exempted from attestation based on the recognition of the learning outcomes of non-formal education and/or informal education.

3.17 In the event of a negative decision by the subject commission regarding the recognition of the learning outcomes, the student has the right to appeal to the Rector of the University in accordance with the procedure specified in the "Regulations on continuous and final evaluation of students' knowledge at Chernihiv Polytechnic National University."

(Section 3 of the Procedure has been amended according to the decision of the Academic Council as of May 30, 2022, Protocol No.4 and Rector's Order No.111 as of May 30, 2022)

4- The Procedure for Recognizing Learning Outcomes under Academic Mobility Programs

4.1 The recognition of the learning outcomes obtained during the academic mobility program and transferring ECTS credits obtained at a partner institution is carried out in accordance with the study agreement and the individual study plan of the participant of academic mobility.

4.2 The decision on recognition is made by the director of the educational-scientific institute (dean of the faculty) or a scientific-pedagogical worker (head of the department) on behalf of the director of the educational-scientific institute (dean of the faculty) on the basis of an academic certificate or other document issued to the participant of academic mobility by a partner institution.

4.3 The decision on recognition is executed in the form of an order by the director of the educational-scientific institute (dean of the faculty).

4.4 The university must fully recognize the number of ECTS credits agreed in the Academic mobility agreement, documented in the individual study plan of the participant of academic mobility.

4.5 Learning outcomes can be recognized (transferred) also within the scope of educational components, the study of which is provided for by the educational program under which the participant of academic mobility studies at the University (upon the corresponding application of the participant of academic mobility).

4.6 In the event that changes were made to the study plan of the participant of academic mobility at the partner institution, the higher education student must provide a copy of the study plan, after which the director of the educational-scientific institute (dean of the faculty) prepares the corresponding changes to the individual study plan of the participant of academic mobility.

Recognition of learning results in this case is carried out on the basis of a modified individual study plan.

4.7 In the event that the participant of academic mobility receives unsatisfactory results of studies at the partner institution for educational components that were subject to recognition in accordance with the individual study plan, the higher education student must liquidate the academic debt (up to 20 ECTS credits) before the next semester evaluation. If such debt amounts to more than 20 ECTS credits, then the student is expelled from the University for failure to fulfill the individual study plan.

The student has the right to include in the diploma supplement educational components obtained at the partner institution and included in the academic

certificate (or other document issued by the partner institution), which were not provided for in the initial individual plan. To do this, the participant of academic mobility addresses to the director of the educational-scientific institute (dean of the faculty) with the relevant application and supporting documents.

(Section 4 has been added to the Procedure according to the decision of the Academic Council as of March 29, 2021, Protocol No.3 and Rector's Order No.60 as of March 29, 2021)