

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**KHMELNYTSKYI NATIONAL UNIVERSITY**

**APPROVED**

by the Academic Council of  
Khmelnyskyi National University  
Record № 14 as of 29.04.2021

Chairman of the Academic Council  
[signature and seal] M. SKYBA

**AMENDMENTS** approved by  
the Academic Council of  
the University

Record №14 as of 29.04.2021  
Chairman of the Academic Council  
[signature] M. SKYBA

## **REGULATIONS**

### **ON RECOGNITION AND RE-EVALUATION OF LEARNING OUTCOMES OF HIGHER EDUCATION SEEKERS AT KHMELNYTSKYI NATIONAL UNIVERSITY**

**Brought into force** by order of the Rector  
of Khmelnytskyi National University  
on the 12 of January 2020. № 188

Khmelnyskyi

**Content**

General provisions.....	3
Procedure for determining academic differences and re-evaluation of learning outcomes.....	6
Recognition and re-evaluation of learning outcomes participants of academic mobility programs.....	9
Recognition and re-evaluation of learning outcomes acquired by a person in non-formal and informal education .....	10
Registration of documents .....	13
Final provisions .....	14
Appendix A .....	15
Appendix B .....	17
Appendix C .....	18

## 1 General provisions

1.1 The regulations on the procedure for recognition and re-evaluation of learning outcomes of higher education seekers at Khmelnytskyi National University (hereinafter referred to as the Regulation) is developed in accordance with the Laws of Ukraine "About education", "About higher education" (amended), resolution of the Cabinet of Ministers of Ukraine of 12.08.2015 No. 579 "On Approval of the Regulation for implementation procedure of academic mobility right", methodological recommendations of the Ministry of Education and Science of Ukraine on the implementation of ECTS and its key documents in higher educational institutions (the Letter of the Ministry of Education and Science of Ukraine No. 1/9-119 dated February 26, 2010), other normative documents on higher education issues, as well as "Regulations on the recognition of foreign documents on higher education, scientific degrees and academic titles at Khmelnytskyi National University" (KHNU), "Regulations on the organisation of the educational process at KHNU", "Regulations on control and evaluation of learning outcomes of higher education seekers at KHNU", the Charter and Internal rules of Khmelnytskyi National University.

1.2 The regulation regulates the procedure for recognition and re-evaluation in Khmelnytskyi National University (hereinafter – the University) of the results of training (educational components, assigned ECTS credits) for a certain educational-professional or educational-scientific program (hereinafter – the educational program), obtained by a person both for formal education and for non-formal (informal) education of the corresponding higher education level, determining the academic difference in the curricula for higher education seekers of various degrees – bachelour, master, doctor of philosophy (hereinafter – higher education seekers) all forms of training who:

- are transferred from other institutions of higher education to study at the University;
- study at the University at The bachelour's level of education and want to transfer from one speciality to another within one or another field of knowledge;
- are transferred from one form of studies to another;
- wish to study in parallel (simultaneously) in several educational programs or in double (joint) diploma programs;
- continue their studies after academic leave or are left for secondary studies;
- are renewed for studies after being expelled;
- study at the university under academic mobility programs both in Ukraine and abroad,
- have acquired certain results of training in non-formal (informational) education programs, certified by relevant documents;
- enter the University for the first year (under the short term of study) or for the second or third year (with a standard period of study) based on the educational-qualification level of Junior Specialist (hereinafter – of a junior specialist), or the educational level of a junior bachelour;

□ enter the University for a related or another speciality on the basis of a bachelor's, master's, doctor of Philosophy degree (educational component) or an educational-qualification level of a specialist.

1.3 Recognition and re-evaluation of the results of studies in certain educational categories achieved as a result of their study in other institutions of higher education, does not reduce the level of responsibility of the University for the achievement of graduates of program learning results and the acquisition of competencies provided for by the standard of higher education in a certain speciality (hereinafter – the standard) and does not reduce the duration of studies in the educational program (except for persons who enter the Bachelor's degree based on the educational level of a junior bachelor or educational-qualification level of junior specialist).

1.4 In this regulation *terms* are used in this meaning:

***academic mobility*** - a process in the area of higher education that provides participants of the educational process with the opportunity to study, teach, train or conduct scientific activities in another institution of higher education (scientific Institution) on the territory of Ukraine or abroad;

***the academic difference*** in discipline – is the difference:

- by scope (more than 25 per cent of the total scope of the discipline);
- according to the form of the final semester control (credit – instead of an exam);
- according to the content of the discipline in which the person was certified earlier, and the corresponding discipline of the educational program (curriculum) in force at the University;

***academic difference*** – this is a list of subjects of the university curriculum for previous semesters that higher education seeker in a particular speciality has not yet studied. The academic difference is not considered to be the disciplines of free choice of a higher education seeker, in which he is certified in a previous higher education institution (except for professional ones that affect the assignment of qualifications);

***recognition of learning outcomes*** - a procedure that provides for confirmation by the competent authority of the fact that the knowledge and skills acquired by a person in the context of formal/non-formal/informal education are evaluated according to certain criteria and meet the requirements of the higher education standard;

***informal education*** (self-education) - education that provides for the self-organised acquisition of certain competencies by a person, in particular during daily activities related to professional, social or other activities;

***non-formal education*** - education obtained, as a rule, according to educational programs and does not provide for the award of state-recognised educational qualifications at the levels of formal education, but may end with the assignment of professional and/or partial educational qualifications;

***formal education*** - education that is institutionalised, purposeful, planned with the participation of state and recognised private organisations, has the consequence of awarding nationally recognised qualifications within a certain educational level (stage, cycle) and is carried out in educational institutions.

1.5 The academic difference in academic disciplines that need to be recognised and re-evaluated is established by the Dean (deputy dean) of the faculty, comparing

the of the discipline in ECTS credits and its content based on the documents subsisted by the person on previous education with the corresponding components of the educational program for which higher education seeker plans to study at the University. Unfulfilled course projects (works) in the academic discipline, as well as non-completed practises, are not included in the academic difference but are entered in the individual curriculum of the higher education seeker for the next academic semester (year). The seeker should eliminate the established academic difference within the time period determined by the dean's office, based on the fact that the total scope of the educational program for a certain level of higher education and speciality in ECTS credits must meet the standard of higher education.

1.6 Recognition and re-evaluation of educational components (academic disciplines) and assigned ECTS credits is carried out by the dean of the faculty at the request of the higher education seeker (Appendix A) and coordination with the head of the Department, according to which the academic discipline is fixed, on the basis of the submitted document on previous education, in particular: academic certificate; appendix to the Diploma of Higher Education (Diploma of junior specialist, junior bachelor, bachelor, Specialist, Master), issued by an accredited institution of higher education of Ukraine; an extract from the training card of the higher education seeker or certified by the dean of the individual educational plan (for higher education seekers of the university) certificate and/or based on expert assessment.

1.7 Higher education seeker applies to re-evaluate educational components and the necessary documents to the dean no later than one week from the beginning of his studies at a certain university course (until the formation of an individual curriculum). The period during which documents are reviewed and a decision is made on the procedure for re-evaluating educational components should not exceed *ten* days.

1.8 The results of learning that higher education seekers acquired while studying under academic mobility programs in domestic or foreign institutions of higher education are credited by automatic transfer of credits using the European system of grades transferring and in accordance with the "Regulations on the implementation of the right to academic mobility of participants in the educational process of KHNU" (university website, Page "Public Information", section "Regulations". Access mode: <http://khnu.km.ua/root/page.aspx?l=0&r=60>). In this case, the evaluation of educational components to the higher education seeker and the assignment of ECTS credits is realised on the basis of the academic certificate submitted by him (in the ECTS form) with the list and results of studying academic disciplines, their scope in ECTS credits and information about the system of assessment of educational achievements, certified in accordance with the established procedure in the partner higher education institution (hereinafter referred to as the partner institution). The academic certificate provides a standardised format for describing all types of educational activities of a higher education seeker. It is an important tool for academic recognition of learning outcomes. The results of semester control for the period of study of a higher education seeker in a partner institution are transferred to the Institutional Assessment Scale.

1.9 ECTS credits given to a higher education seeker within the framework of the educational program of a certain higher education institution or acquired by him under non-formal (informal education) programs in Ukraine may be recognised and in the educational program that trains higher education seekers at universities. Persons who have foreign educational documents must carry out the procedure of their recognition and obtain a certificate confirming the person's right to continue education in Ukraine. The Regulatory Act regulating the implementation of the recognition procedure in Ukraine by all competent authorities is [Order of MES dated 05.05.2015 № 504](#).

### **Procedure for determining academic differences and re-evaluation**

2.1 During the acquisition of higher education, a person may have any of the situations listed in paragraph 1.2 of this regulation, when between the curriculum (educational program) according to which the person studied and the curriculum (educational program) according to which the person wishes to continue studying at the university, there is an *academic difference*, which can represent both *academic divergence* in the academic discipline and *academic difference* in the curriculum. It should be borne in mind that the discrepancy *in the name* of the discipline (without changing its scope and form of Final Control), provided that its content corresponds to the program results of learning and there is a reasoned conclusion of the relevant department of academic differences *does not count*.

*The procedure* and *terms* of elimination of academic differences are established by the dean's office of the faculty within one week from the moment of submission of the application by the higher education seeker.

2.3 The number of types of final semester control that make up the academic difference, as a rule, should not exceed *eight* control units (exams, tests). If the curriculum provides for passing a test and exam in the discipline, then an exam is added to the academic difference.

2.4. *The procedure* for eliminating academic differences and the type of expert evaluation is determined by the head (expert (subject) commission) of the relevant department with the permission of the dean (Appendix A).

2.5 *Re-evaluation* of the results of training and transfer of ECTS credits from the educational components passed by the higher education seeker (academic disciplines, practises, individual tasks etc.) for preliminary education, corresponding to the university curriculum, is realised by the dean of the faculty (deputy dean for educational and methodological work) *based on* conclusions of the head (expert commission) of the relevant department.

2.6 *Required* academic disciplines of the educational program that provide the normative content of education can be re-evaluated in this way:

a) *completely* - when the declared results of training and the scope of discipline in ECTS credits coincide;

B) *partially* - the share of credits that correspond to the results of studying that coincide (the rest is displayed as an academic divergence);

C) *asymmetrically* - when learning outcomes are provided by multiple disciplines with fewer credits instead of one multi credit and vice versa;

2.7 Re-evaluation of components of the educational program can be realised according to the following options:

- individual decision of the dean of the faculty;
- decision of the dean of the faculty based on the conclusion of the expert commission (head) of the relevant department;
- decision of the dean of the faculty based on the results of additional expert assessment of the higher education seeker by the relevant department on certain topics (after the elimination of academic divergence).

2.8 The individual decision of the dean of the faculty to re-evaluate a component of the educational program (academic discipline) may be made if:

- the name of the discipline and the type of Final control are *completely* the same, and the total amount (in ECTS credits/hours) and acquired learning outcomes at a previous higher education institution amount to at least 75 percent of the corresponding indicators of the discipline provided for in the university curriculum;
- the names of disciplines have an insignificant stylistic difference, but they fully provide program-based learning outcomes;
- the names of academic disciplines have significant differences, but when comparing curricula, their content coincides, and the program results of training correspond to the standard (educational program);
- the grade of an academic discipline is set on a scale that has no less gradations than the institutional scale for evaluating learning outcomes;
- curricula (educational programs) of various types of higher education institutions (for example, University – College, University – Institute, etc.) are integrated with the University's curricula, or there is a cooperation agreement between the University and the relevant higher education institution for training specialists.

2.9 Persons who enter the University for the first year (for a reduced period of study) or for the second or third year (with a standard term of study) based on a junior specialist / junior bachelor's degree, their academic disciplines in institutions of professional pre-higher / higher education may be re-evaluated by the decision of the dean based on the conclusions of the expert commission (head) of the relevant department.

2.10 **Expert group** the (subject) Commission of the department is formed in cases where there are certain grounds for re-evaluation of the discipline, but the Dean does not make an individual decision. The order on the composition of the commission and the terms of its work is issued by the Dean of the faculty. The expert (subject) Commission is formed consisting of two or three people: the head of the department, who provides teaching of the discipline, and one(two) teacher(s), who teaches the same or related discipline.

2.11 The Commission considers the application-referral of the higher education seeker (Appendix A), examines his documents on previously obtained education, if necessary, interviews with him to clarify the content of the discipline studied in the previous institution of Higher Education, which needs to be re-evaluated and makes a conclusion about the possibility (impossibility) of re-evaluating the academic discipline. The commission's conclusion should contain a meaningful statement of the circumstances that indicate the possibility (impossibility) of re-evaluating the discipline, as indicated in the application referral of the higher education seeker.

If necessary, in order to establish compliance with the content of the discipline, the person enrolled in the university must provide a copy of the curriculum of the discipline from the previous institution of higher education.

2.12 The expert commission may make a motivated conclusion on: -  
the possibility of full recognition and re-evaluation of the discipline;  
- the need for additional certification on certain topics and re-evaluation of the discipline based on the results of expert assessment;  
- inability to re-evaluate the discipline.

The final decision is made by the dean based on the conclusion of the expert commission.

2.13 The additional certification for *separate* topics of the discipline can be conducted in various forms according to the type of semester control, namely: in the form of an interview, written control work or testing on topics that were not studied by the higher education seeker before or were studied in incomplete scope, including using elements of distance learning technologies, etc.

2.14 Educational component defined as an academic *difference*, is put in the individual curriculum of the higher education seeker for the corresponding semester with the establishment of a deadline for its elimination. The higher education seeker receives a task, description (syllabus) of the discipline at the relevant department, studies the discipline on an individual schedule processing all types of training sessions, before the work program of the discipline, under the guidance of a teacher who teaches this discipline and is appointed by the head of the Department. The teacher provides the higher education seeker with the necessary educational materials for independent work, Control questions for Final Control, provides a sufficient level of advisory assistance and conducts final control.

2.15 When the discipline is re-evaluated, the positive grades of learning outcomes previously received by the person remain. If in the academic certificate of a higher education seeker who has transferred (resumed) to study, the grades are set on an assessment scale other than the institutional one, then they must be brought into line with the assessment scales in force at the University (institutional and ECTS) according to appendixes B, C. Similarly, the ECTS scale score is determined for the discipline in which the semester control was conducted in the form of a credit with a rating of "credited". If a higher education seeker has received several grades in a re-evaluated discipline, or the grade of additional certification on individual topics is taken into account, then the overall final grade in the discipline is defined as the arithmetic mean.

The decision to recognise and re-evaluate an academic discipline may also be made if:

- an exam taken at a higher education institution where a higher education teacher previously studied can be counted as a credit (differentiated credit) with an appropriate score on the institutional and ECTS scale;
- credit (differentiated credit), if it was evaluated on the ECTS scale, can be counted as an exam with the corresponding grade, if it completely matches  
iii the scopes (in ECTS credits).

Recognised and re-evaluated components of the educational program are put in the individual curriculum (credit book) and personal card of the higher education seeker with ECTS credits and grades assigned to them.



2.16 A higher education seeker has the right to refuse to re-evaluate in an academic discipline if he is not satisfied with the grade received earlier and pass it as an academic difference or study it again.

2.17 Higher education seeker may be re-evaluated in educational components studied in the current or subsequent semesters in accordance with the university curriculum, of which he is certified in a previous educational institution, provided that they comply with paragraph 2.8 of this Regulation.

2.18 Higher education seekers who are left on the *repeated* studying at the University, in agreement with the head of the Department for which the academic discipline is assigned, by the decision of the dean, academic disciplines can be re-evaluated, for which they are certified according to the results of the final control.

2.19 Higher education seekers who have established an academic difference (divergence) must do it within the time limits determined by the schedule established by the relevant Dean's office. The deadline for eliminating the academic difference is the last day before the start of the next examination session. The term of elimination of the academic difference may be extended by order of the vice-rector for scientific and pedagogical work of the University if the relevant document confirms objective grounds.

2.20 Elective academic disciplines *of general training* at the request of a higher education seeker can be fully re-evaluated, and their scope is determined by the number of ECTS credits within this cycle of disciplines of the curriculum for training specialists of the relevant speciality and educational level at the University. Elective academic disciplines *of professional* training, if they provide for professional specialisation and have not been studied before, are included in the individual curriculum of higher education seekers for study.

### **Recognition and re-evaluation of learning outcomes to participants of academic mobility programs**

3.1 Training of domestic and foreign higher education seekers in accordance with educational programs agreed between partner institutions, including academic mobility programs, is realised in accordance with the Regulation on the procedure for exercising the right to academic mobility of participants in the educational process at KHNU and may provide for:

- obtaining by higher education seekers a document on the higher education of a partner institution (*stepwise* mobility);
- obtaining joint or double higher education documents of partner institutions (*stepwise* mobility);
- obtaining ECTS credits and/or related competencies and learning outcomes (without ECTS credits) that will be recognised at the University (*credit* mobility);
- completing language and research internships, etc.

3.2 The main documents on the basis of which the training of higher education seekers in academic mobility programs is realised are:

- Training agreement or Internship Agreement (academic agreement);
- Information package (course catalogue);

- Application form of a higher education seeker (application form of the higher education seeker);
- Academic certificate;
- information about the academic achievement assessment system, certified in accordance with the established procedure in the partner institution.

Training agreement-a formalised tripartite agreement on the organisation of credit mobility and recognition of ECTS credits, signed before the start of the mobility period by the higher education seeker, the University, and the institution-partner, which provides the higher education seeker with guarantees that the results of training and ECTS credits obtained during the academic mobility period will be recognised.

3.3 If the documents specified in paragraph 3.2 of these regulations are available, the University *recognises* equivalent and *automatically* credits the higher education seeker with the results of their studies and assigns ECTS credits obtained at a partner institution, without any additional work or assessment (Convention on the recognition of higher education qualifications in the European region, Lisbon, 1997).

3.4 Educational components, including Practical Training (Internship), successfully mastered in a foreign partner institution, on the basis of the academic certificate issued by them, are entered in the appendix to the Diploma of the higher education seeker under the original names and with their translation into the state language.

3.5 ECTS credits for a certain educational component are awarded to the higher education seeker after completing the planned educational activity for the loss of academic activity and achieving the corresponding learning results, which is confirmed by the assessment system in force in the partner institution.

3.6 In case of problems or disputes with the recognition of learning outcomes and re-evaluating credits in one or more disciplines, the academic mobility coordinator of the relevant faculty is authorised to assemble an expert commission.

3.7 Final certification of higher education seekers who exercise the right to academic mobility is carried out in accordance with the current legislation unless otherwise provided by interstate agreements.

3.8 The deputy dean for educational and methodical work - coordinator of the faculty ECTS – is responsible for the quality of registration and truthfulness of the information provided in the academic certificate. The certificate is signed by the Dean, vice-rector for scientific and pedagogical work of the University and sealed.

#### **4 Recognition and evaluation of learning outcomes acquired by a person in non-formal and informal education**

4.1 The learning outcomes and competencies required for the award of educational and/or professional qualifications may be achieved and acquired by a person in the formal / non-formal / informal education system:

4.2 Learning outcomes obtained by a person outside the context of formal education through practical experience through non-formal and/or informal education are recognised in the University's formal education system in accordance with the procedure specified by law. The university may decide to recognise and evaluate learning outcomes and assign ECTS credits in the amount of up to 10 of the total amount

from the total scope of the educational program, including in the academic discipline as a whole or its individual sections or types of educational work (for example, course work, the corresponding cycle of laboratory (practical) work, practice, etc.).

The right to recognise the learning results obtained in non-formal or informal education applies to higher education seekers at the University of all degrees – bachelors, masters, doctors of philosophy.

4.3 Recognition of the results of training in the discipline in full should be carried out in the semester preceding the semester in which, according to the curriculum of the speciality (educational program), the discipline that is enrolled should be studied. If there is a need to evaluate a part of the discipline of a certain type of academic work, then this procedure is performed in the current semester.

4.4 Recognition and evaluation of learning outcomes in the discipline in the *complete* the scope acquired in non-formal and/or informal education provides for the following stages:

4.4.1 A higher education seeker applies to the dean of the relevant faculty for recognition of learning outcomes from certain educational components acquired in non-formal and/or informal education. The application is accompanied (if any) by documents confirming the results of the training that the higher education seeker received in the previous education-certificates, certificates, educational programs, etc.

4.4.2 The dean of the faculty issues an order on the establishment of a commission, which instructs to review the submitted documents of the higher education seeker for compliance of the results of training obtained in the discipline of non-formal education with the requirements of the educational program. The commission usually consists of: the guarantor of the educational program in which the higher education seeker is studying; the head of the relevant department; the leading teacher in the relevant discipline. The commission reviews the documents submitted by the higher education seeker, conducts an interview with him /her and makes one of the possible decisions in accordance with paragraph 2.12 of these regulations.

4.4.3 If an insufficient level of knowledge of the higher education seeker is established or the scope of the discipline does not correspond to the educational program, the commission decides on the appointment of additional certification, for which it sets its form and terms.

4.4.4 When the Commission makes a decision to conduct *certifications* the teacher of the relevant department, on behalf of the head of the Department, introduces the higher education seeker with the program of the academic discipline and the list of control questions submitted for final assessment, issues the necessary educational and methodological literature for completing tasks and provides advice. To complete tasks and prepare for the final control, a higher education seeker is given 7-10 working days (depending on the scope of the discipline or its elements). The Commission evaluates knowledge according to the current university "Regulations on monitoring and evaluating the learning outcomes of higher education seekers at KhNU" (university website, Page "Public Information", section "Regulations") and issues a final assessment on the institutional scale and the ECTS scale in the direction issued by the dean's office, and in the individual curriculum. After recognition of the learning outcomes obtained through non-formal / informal learning, an identical number of ECTS credits assigned to the corresponding educational component (part) of the formal educational program is automatically assigned to the higher education seeker.

4.4.5 When determining the results of learning from the educational component acquired by a person in non-formal /informal education, it is recommended to use one of the most common assessment tools – the portfolio method. The portfolio includes documents that higher education seekers have collected to reveal their individual skills obtained in various ways.

The portfolio takes into account the list of materials that confirm the skills and knowledge acquired by a person through previous experience in non-formal and informal learning. The portfolio may contain recommendations from employers and managers; if necessary, success analysis, resumes, and other documents. Using a portfolio, an expert can more objectively analyse and evaluate the information provided by a higher education seeker.

4.4.6 If the average mark scored by the higher education seeker based on the results of certification is lower than 3.00, then the results of training acquired in non-formal and/or informal education are ***not counted***.

The commission draws up a protocol in which it justifies the decision to enrol or not enrol the relevant academic discipline and ECTS credits and submits it to the relevant Dean's office.

4.4.7 Information about the recognised and re-evaluated results of training in a certain discipline is entered by the teacher (Commission) in the individual curriculum of the higher education seeker, and the employee of the dean's office – in his study card in this form: the name of the discipline according to the university curriculum, the scope of the discipline in ECTS credits (hours), the assessment on two assessment scales and the number and date of the expert commission record on re-evaluating (basis). The higher education seeker is exempt from studying the re-evaluated discipline in the next semester.

4.5 If the Commission draws a ***negative*** conclusion regarding the recognition of learning outcomes acquired in non-formal and/or informal education, the higher education seeker has the right to apply to the rector of the University with an application for an ***appeal***. The rector by his order creates an appeal commission consisting of the vice-rector  
3 for the educational and methodical work, the dean of the faculty and the research and teaching staff of the relevant department, who were not part of the expert commission. Based on the results of consideration of the appeal, the appeal commission makes a reasonable decision on the full or partial confirmation of the complaint or on leaving the filed complaint without confirmation.

4.6 If there is a need to evaluate certain sections or types of academic work in the discipline, the higher education seeker applies to the head of the Department. The manager instructs the relevant teacher to review the knowledge of the declared sections of the discipline and, based on the teacher's conclusions, makes a decision on approval (disapproval) of the application of the higher education seeker.

Recognition of the results of non-formal and/or informal education obtained by a person prior to starting learning at a certain educational level of the University ***is not implemented***.

4.7 Recognition of learning outcomes acquired in informal and/or informal education is not allowed during your stay in the temporarily occupied territory of Ukraine or uncontrolled areas of the Donetsk and Luhansk regions.

4.8 In case of recognition and evaluation of learning results acquired by a person in non-formal and/or informal education, to the extent of *over* 30 credits the university is obliged to inform the Ministry of education and science of Ukraine about all cases of transfer of ECTS credits.

4.9 The Centre for postgraduate education, departments and other divisions of the university should conduct explanatory work among higher education seekers to expand the opportunities for deepening their professional training or obtaining other competencies/ learning outcomes through the system of non-formal / informal education, providing them with advice on the specifics of recognising various forms of non-formal / informal education, including expanding access to higher education for persons studying for inclusive education, etc.

## **5 Registration of documents**

5.1 Preparation and registration of documents on establishing an academic divergence (difference), recognition and re-evaluating of components of the educational program and assignment of ECTS credits to a higher education seeker is entrusted to the dean's office of the faculty where he is studying. The decision to evaluate educational components is made by the order of the dean. The original order is attached to the personal file of the higher education seeker.

5.2 The academic certificate (a copy of the appendix to the higher education diploma), the application for re-evaluating educational components, agreed with the dean of the faculty, are attached to the study card of the higher education seeker, and after completing training under a certain educational program-to his personal file.

5.3 Information about *recognised* and *re-evaluated* educational components (learning results) acquired by the higher education seeker both in formal (preliminary) education and in non-formal (informal) form of study are entered in his individual curriculum, study card (electronic database) in the form of credits, differentiated credits and exams and certified by the signature of the Dean/deputy dean for educational and methodological work. The studying card indicates the name of the document (exam (credit) list, direction, etc.) based on which the re-evaluation was made (Series, Number, Date of issue and the name of the educational institution that issued it). Grades are issued according to the University's current assessment scales.

5.4 Results of the *academic difference* are recorded in the direction (academic performance accounting statements), individual curriculum (credit card) and training card of the higher education seeker (electronic database).

5.5 In the appendix to the European-style Diploma of a higher education seeker (after completing his studies under a certain educational program), all recognised and re-evaluated at the university educational components from the previous education and discipline of the educational program (curriculum), of which the higher education seeker is certified at the University, are entered. The total scope of the educational program of a certain level of higher education must correspond to the standard of higher education in a certain speciality.

## **6 Final provisions**

6.1 The higher education seeker of the University of all forms of study and levels of Higher Education has the right to recognise the results of training acquired in non-formal and/or informal education.

6.2 This regulation and the amendments made to it come into force from the moment of its approval by the Academic Council of the University.

6.3 If changes or additions are made to state regulatory documents regulating the issues of this regulation, the relevant paragraphs of the regulation lose their force and the necessary changes are made instead, approved by the Academic Council of the University.

## Appendix A

To the Dean of the faculty

\_\_\_\_\_ Faculty

\_\_\_\_\_ Surname, initials

Student(postgraduate) \_\_\_\_\_ Group name

\_\_\_\_\_ Surname, name

### APPLICATION

Please re-evaluate me a discipline \_\_\_\_\_ Name, scope( ECTS credits/ hours)

\_\_\_\_\_ ,

Which I studied in \_\_\_\_\_ Name of previous higher education institution

And passed \_\_\_\_\_ Type of final control with a grade \_\_\_\_\_ .

Date

Signature

To the head of the  
department \_\_\_\_\_  
Name

\_\_\_\_\_  
Surname, initials

Student(postgraduate) \_\_\_\_\_  
Surname, initials Faculty name

Has to eliminate the academic difference in the discipline \_\_\_\_\_  
Name

With the scope \_\_\_\_\_ ECTS credits(hours),final semester  
control \_\_\_\_\_.  
Student(postgraduate) \_\_\_\_\_, who has studied in \_\_\_\_\_  
Surname, initials Name of higher education institution

\_\_\_\_\_,  
studied the discipline \_\_\_\_\_ and passed  
Name, scope, ECTS credits

\_\_\_\_\_ with the grade \_\_\_\_\_.  
Type of control

Please consider the issue of elimination by a student  
(postgraduate) \_\_\_\_\_  
Surname, initials

Academic difference on the discipline \_\_\_\_\_  
Name

\_\_\_\_\_ and make a  
corresponding decision (no later than three days).

Dean of the faculty \_\_\_\_\_  
signature Initials, surname

Decision of the department \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Head of the department \_\_\_\_\_  
Signature Initials, surname

Approved decision:

Dean of the Faculty \_\_\_\_\_  
signature Initials, surname

Date



## Appendix B

**Table 1 - Correspondence of the institutional assessment scale of the ECTS assessment scale**

Rating by institutional scale		Interval scale	The score for ECTS scale	Definition	Recommended share in the rating, percent
Perfectly	Passed	4,75–5,00	A	<b>Excellent</b> - excellent performance with only a small number of errors	10
Good		4,25–4,74	B	<b>Good</b> - above average with a few minor errors	25
Good		3,75–4,24	C	<b>Good</b> - generally correct work with a small number of significant errors	30
Satisfactory		3,25–3,74	D	<b>Satisfactory</b> - not bad, but with many shortcomings	25
Satisfactory		3,00–3,24	E	<b>Satisfactory</b> - the performance satisfies the minimum criteria	10
Unsatisfactory	Not passed	2,00–2,99	FX	<b>Unsatisfactory</b> - with the right to retake the discipline	–
Unsatisfactory		0,00–1,99	F	<b>Unsatisfactory</b> - repeated course of the discipline	–

Appendix C

**Table of translation of results of the assessment of academic achievements of the higher education seeker from a four-point scale and the ECTS scale to a 100-point scale**

Score on		100-point scale	Institutional interval scale of weighted average score	Score on		100-point scale	Institutional interval scale of weighted average score	Score on		100-point scale	Institutional interval scale of weighted average score	Score on		100-point scale	Institutional interval scale of weighted average score	Score on		100-point scale	Institutional interval scale of weighted average score
f o u r p o i n t s c a l e	E C T S			f o u r p o i n t s c a l e	E C T S			f o u r p o i n t s c a l e	E C T S			f o u r p o i n t s c a l e	E C T S			f o u r p o i n t s c a l e	E C T S		
5	A	100	5,00-5,00	4	B	94	4,74-4,74	4	C	85	4,24-4,24	3	D	74	3,74-3,74	3	E	65	3,24-3,24
5	A	99	4,95-4,99	4	B	93	4,67-4,73	4	C	84	4,20-4,23	3	D	73	3,67-3,73	3	E	64	3,20-3,23
5	A	98	4,90-4,94	4	B	92	4,60-4,66	4	C	83	4,15-4,19	3	D	72	3,60-3,66	3	E	63	3,15-3,19

5	A	97	4,85-4,89	4	B	91	4,54-4,59	4	C	82	4,10-4,14	3	D	71	3,54-3,59	3	E	62	3,10-3,14
5	A	96	4,80-4,84	4	B	90	4,49-4,53	4	C	81	4,05-4,09	3	D	70	3,49-3,53	3	E	61	3,05-3,09
5	A	95	4,75-4,79	4	B	89	4,43-4,48	4	C	80	4,00-4,04	3	D	69	3,43-3,48	3	E	60	3,00-3,04
				4	B	88	4,37-4,42	4	C	79	3,95-3,99	3	D	68	3,37-3,42				
				4	B	87	4,31-4,36	4	C	78	3,90-3,94	3	D	67	3,31-3,36				
				4	B	86	4,25-4,30	4	C	77	3,85-3,89	3	D	66	3,25-3,30				
								4	C	76	3,80-3,84								
								4	C	75	3,75-3,79								