

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHMELNYTSKYI NATIONAL UNIVERSITY**

APPROVED

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Khmelnyskyi National
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Chairman of the Academic Council
M. Skyba

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Chairman of the Academic Council
M. Skyba

REGULATIONS

**ON THE ORGANISATION OF THE EDUCATIONAL PROCESS IN
KHMELNYTSKYI NATIONAL UNIVERSITY**

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1 General Provisions

12.1 Regulations on the organisation of the educational process at Khmelnytskyi National University (hereinafter - the Regulations) are the main normative document governing the organisation and conduct of educational activities at Khmelnytskyi National University (hereinafter - the University) and defines its basic principles and principles, features of educational programs and their implementation, organisational and scientific-methodological support of the educational process and its quality, evaluation of learning outcomes and assignment of qualifications to higher education seekers at different educational levels (hereinafter - higher education seekers), ensuring the rights and responsibilities of all participants in the educational process.

12.2 Regulations were developed in accordance with the Laws of Ukraine "On Higher Education" (from 01.07.2014, № 1556-VII) with changes, "On Education" (from 05.09.2017 № 2145-VIII), "On Professional Higher Education" (from 06.06.2014 .2019 № 2745-VIII), Decrees of the President of Ukraine, Resolutions of the Cabinet of Ministers of Ukraine (CMU) of 29.04.2015 № 266 "On approval of the list of branches of knowledge and specialties for which higher education seekers are trained" (as amended), Resolutions of the CMU from 23.03.2016 № 261 "On the procedure for training higher education seekers of the degree of Doctor of Philosophy and Doctor of Science" (as amended by the Cabinet of Ministers of 03.04.2019 № 283), Licensing conditions for educational activities (Cabinet of Ministers of 30.12.2015 № 1187) Resolutions of the Cabinet of Ministers of 24.03.2021 № 365)), Regulations on accreditation of educational programs for training higher education (order of the Ministry of Education and Science of Ukraine from 11.07.2019 №977), standards of higher education, other current regulations and guidance documents Ka the Cabinet of Ministers of Ukraine, the Ministry of Education and Science of Ukraine (MESU) on higher education.

12.3 The educational activity of the university is based on the conceptual principles of the National Doctrine of Education Development, University Development Strategy, and is carried out following this Regulation, the University Academic Council, the Statute and the Rules of Procedure of the University.

12.4 The educational process at the university is based on the degree system of higher education and the principles of science, humanism, democracy, continuity and security, organic combination of educational and scientific activities, independent of interference of any political parties, public and religious organisations. The purpose of the educational process is to realise the personal potential, develop their creative abilities, meet the educational needs of the individual and society to train highly qualified and competitive candidates in the national and international labour markets for enterprises, institutions and organisations of all forms of ownership.

12.5 Content of education - a scientifically sound system of didactic and methodologically formed educational material for different educational levels, which is determined by the standards of higher education, educational (educational-professional, educational-scientific or educational-creative) training program (hereinafter - educational program), structural-logical scheme, programs of academic disciplines, an individual curriculum of the applicant of higher education, other normative acts of the bodies of state administration of higher education and the university. The content of education has a mandatory and optional component and is reflected in the relevant textbooks, manuals, teaching materials and teaching aids.

12.6 According to the current legislation, teaching and assessing academic achievements of higher education seekers at the university is carried out in the *state (Ukrainian)* language. To promote international academic mobility, the teaching of certain disciplines may be carried out in the official languages of the European Union, provided that higher education seekers' knowledge of the relevant discipline is in the official language. The Academic Council of the University determines the list of foreign languages in which academic disciplines can be taught. As a rule, such training is carried out at the expense of individuals or legal entities, and departments develop full educational and methodological support of the discipline in the appropriate language.

12.7 Certain provisions governing various types of educational activities and organisational and methodological support of the educational process at the university, correspond to and supplement the content of this Regulation and are "Public Information". Section "Regulations". Access mode: <https://khnu.km.ua/root/page.aspx?r=60&l=0> .

Amendments to this Regulation are made by participants of the educational process taking into account the proposals of stakeholders and approved by the Academic Council of the University on the proposal of the Scientific and Methodological Council of the University and the Standing Committee of the Academic Council on the organisation of the educational process.

2 Basic terms and their definitions

In this Regulation, the terms are used in the following meaning:

Academic hour - the minimum unit of study time, which is the basis for planning and accounting for classes. The academic hour is usually 45 minutes. Two academic hours form ***a pair of*** academic hours.

Academic integrity - is a set of ethical principles and rules defined by law, which should guide participants in the educational process during training, teaching and conducting scientific (creative) activities to ensure confidence in learning outcomes and / or scientific (creative) achievements.

Violations of academic integrity are: **Academic plagiarism** - publication (in part or in whole) of scientific (creative) results obtained by others as the results of their research (creativity) and / or reproduction of published texts (published works of art) of other authors without indication of authorship;

Biassed assessment - **deliberate** overestimation or underestimation of the academic achievements of higher education seekers;

Deception - providing false information about one's own educational (scientific, creative) activity or organisation of the educational process. Forms of deception include academic plagiarism, self-plagiarism, fabrication, falsification and writing off;

Self-plagiarism - publication (in part or in whole) of their own, previously published scientific results as new;

Write-off - the performance of written work involving external sources of information, other than those permitted for use, in particular when evaluating learning outcomes;

Fabrication - the fabrication of data or facts used in the educational process or research;

Falsification - deliberate change or modification of existing data related to the educational process or research;

Bribery - the provision (receipt) of a participant in the educational process or a proposal to provide (receive) funds, property, services, benefits or any other benefits of material or intangible nature to obtain an unfair advantage in the educational process.

Academic mobility is a process in the field of higher education that gives participants in the educational process the opportunity to study, teach, train or conduct research in another institution of higher education (scientific institution) in Ukraine or abroad:

- **degree mobility** - study in a higher education institution (scientific institution) located outside the place of permanent residence / study of a participant in the educational process, in order to obtain a higher education degree confirmed by a document (documents) on higher education or higher education degree in two or more higher education institutions (research institutions), in particular within the framework of joint or agreed educational programs or agreements;

- **credit mobility** - study in a higher education institution (scientific institution) located outside the place of permanent study of a Ukrainian or foreign participant in the educational process, in order to obtain ECTS credits or relevant competencies / learning outcomes (excluding ECTS credits), which will

be recognized in a higher education institution (scientific institution) as a permanent place of study of a Ukrainian or foreign participant in the educational process. At the same time, the general period of study for participants in credit mobility programs in the institution of higher education (scientific institution), which directs the mobility program, remains unchanged.

Accreditation of an educational program - evaluation of the quality of the educational program and educational activities of a higher education institution under this program for compliance with the standard of higher education, ability to meet the requirements of the standard, as well as stated in the program learning outcomes.

Attestation exam (exam) is a final control of the learning outcomes of a higher education applicant, which he must demonstrate to confirm the acquired competencies defined by the standard of higher education and the educational program;

Certification - establishing the compliance of the level and volume of knowledge, skills and other competencies acquired by higher education seekers with the requirements of the relevant standards of higher education.

Webinar – a modern form of education – seminars, trainings and other events, which takes place using Internet technologies.

Guarantor of the educational program (hereinafter - the guarantor) - full-time research and teaching staff of the university, for which the university is the main place of work, appointed by order of the rector of the university responsible for the implementation of the educational program. work for at least 10 years for the degree of Doctor of Philosophy and Master's degree and 5 years for the bachelor's degree. He can act as a guarantor of only one educational program.

Specialty support group – a group of pedagogical, scientific-pedagogical and / or scientific workers for whom the university is the main place of work and who are responsible for the implementation of educational programs in the specialty at certain levels of higher and postgraduate education for persons with higher education. educational process and meet certain qualification requirements, and which are not included in any group of support in the current semester, including in other institutions of higher education.

General competencies - universal competencies that do not depend on the subject area, but are important for the successful further professional and social activities of the applicant in various fields for his personal development.

higher education seekers - persons who study in a higher education institution at a certain level of higher education in order to obtain the appropriate degree and qualification. At the university they include: students, trainees, interns, graduate students, doctoral students.

Individual educational trajectory is a personal way of realising the personal potential of a higher education applicant, which is formed taking into account his abilities, interests, needs, motivations, opportunities and experience, based on the choice

of higher education types, forms and pace of education their proposed educational programs, disciplines and the level of their complexity, methods and means of teaching. The individual educational trajectory at the university is realised through the individual curriculum of the higher education applicant.

An individual curriculum is a document that determines the sequence, form and pace of mastering higher education components of the educational program in order to implement its individual educational trajectory and is created by the educational institution in cooperation with the higher education institution. The individual curriculum includes mandatory components of the educational program and components selected by the applicant for higher education in order to exercise their right to free choice (25 percent of the educational program).

Inclusive education is a system of state-guaranteed educational services based on the principles of non-discrimination, taking into account human diversity, effective involvement and inclusion of all its participants in the educational process.

Integral competence is a generalised description of the qualification level, which expresses the main competence characteristics of the level in relation to education and / or professional activity.

Informal education (self-education) - education that involves self-organised acquisition of certain competencies, in particular during daily activities related to professional, social or other activities.

Qualification - a standardised set of competencies acquired by a person (learning outcomes) recognized by an authorised entity and certified by a relevant document. Qualifications are divided into educational and professional. **Educational** qualification is a set of higher education institutions recognized by an institution of higher education and certified by a relevant document on education and the learning outcomes (competencies) obtained by a person. **Professional** qualification is a standardised set of acquired competencies (learning outcomes) recognized by a qualification centre, a subject of educational activity (in particular, a higher education institution), another authorised entity and certified by a relevant document, which allows to perform a certain type of work or activity.

Case-method (method of specific situations) - learning technology based on solving specific problems (real situations - economic, social, natural). A case is a written description of a certain real situation.

Project team leader - a scientific-pedagogical (scientific) employee who works at the main place of work at the university, has a degree and experience of scientific-pedagogical and / or scientific work of at least ten years for the degree of Doctor of Philosophy and Master's degree and five years for a bachelor's degree. The project team leader may not simultaneously manage other project groups in the current academic year, except for the management of project teams at different levels of higher education within one specialty of the university.

Competence is a dynamic combination of knowledge, skills and practical skills, ways of thinking, professional, ideological and civic qualities, moral and ethical values, which determines a person's ability to successfully carry out professional and further educational activities and is the result of learning at a higher level.

The European Credit Transfer and Accumulation System Credit (hereinafter referred to as the ECTS Credit) is a unit of measurement of the learning load of a higher education applicant that is necessary to achieve certain (expected) learning outcomes. The volume of one ECTS credit is 30 hours. The workload of one full-time academic year is usually 60 ECTS credits. The ECTS credit does not include the time allotted for final control.

Licensing is a procedure for recognizing the ability of a legal entity to conduct educational activities in a certain specialty at a certain level of higher education in accordance with the standards of educational activities.

Student workload is the time required to achieve the learning outcomes defined by the educational program, which includes all types of educational work: lectures, laboratory, practical, seminar classes, individual work, control activities, training and internships, etc.

Educational classes - lecture, laboratory, practical, seminar, individual lessons , individual tasks, consultation. The duration of classes is calculated in academic hours.

The National Qualifications Framework is a systematic and competency-based description of qualification levels. Regulatory document intended for use in the development, identification, coherence , recognition, planning and development of qualifications.

Non-formal education is education that is usually obtained through educational programs and does not involve the award of state-recognized educational qualifications at the level of formal education, but may result in the award of professional and / or partial educational qualifications.

The normative term of study - is the standard number of academic (academic) years during which the applicant must complete a certain educational program.

Educational process - a system of scientific and methodological and pedagogical activities aimed at the development of personality through the formation and application of its competencies.

Educational activity - the activity of higher education institutions aimed at the organisation, provision and implementation of the educational process in formal and / or non-formal education.

Educational service - a set of actions defined by law, educational program and / or contract of the subject of educational activity, which have a certain value and are aimed at achieving the expected learning outcomes of higher education.

Assessment - any quantitative or qualitative measure based on certain criteria used to determine the level of mastered learning outcomes of a particular discipline or educational program as a whole.

Assessment - a formalised process of determining the level of mastery of higher education seekers of planned (expected) learning outcomes, which is necessary to improve the learning process, increase the effectiveness of teaching, assessment methods and more.

Pedagogical activity - intellectual, creative activity of a pedagogical (scientific-pedagogical) worker or self-employed person in the field of formal and / or non-formal education, aimed at teaching, education and development of personality , its general cultural, civic and / or professional competencies.

ECTS crediting is the process of recognizing credits awarded in another higher education institution in order to obtain a qualification. Credits awarded to participants in one educational program of a particular educational institution may be transferred for accumulation in another program offered by the same or another educational institution, as learning outcomes meet some or all of the requirements of a particular program, part or qualification.

Postgraduate education - specialised improvement of education and professional training of a person by deepening, expanding and updating his professional knowledge, skills and abilities or obtaining another profession, specialty based on previously acquired educational level and practical experience.

Credit assignment is the process of assigning the number of credits to educational programs or educational components based on the workload of the higher education seeker required to achieve the expected learning outcomes.

Credit assignment is the act of assigning a certain number of ECTS credits to a higher education applicant . The award of ECTS credits confirms that the learning outcomes of the higher education applicant have been assessed positively and that he / she has met the requirements for the educational component or qualification.

Awarding a degree and educational qualification is an act of awarding a person who has successfully completed an educational program with the appropriate degree of higher education and awarding an educational qualification.

Program learning outcomes are a set of statements that a higher education seeker should know, understand, and be able to perform upon successful completion of an educational program.

Project group - a group of pedagogical, scientific-pedagogical and / or scientific employees of the university determined by the order of the rector , who are responsible for **initiating** educational activities under a certain educational program (specialty) at a certain level of higher education and postgraduate education for people

with higher education, and meet the qualification requirements specified in the License conditions of

The profile of the educational program is an integral part of the description of the program, which is designed to present in a regular form the basic information about the educational program. It allows to accurately position the educational program among others, to correlate it with the matrix of scientific research, which facilitates its understanding by all major stakeholders (stakeholders) - higher education, employers, researchers , teachers, education quality assurance agencies, etc. Defines the subject area to which the educational program belongs, its educational level and specific features that distinguish it from other similar programs.

Learning outcomes - knowledge, skills, abilities, ways of thinking, attitudes, values, other personal qualities acquired in the process of learning, education and development that can be identified, planned, evaluated and measured and which a person is able to demonstrate after completing an educational program or individual educational components.

The level of education is a completed stage of education, characterised by the level of complexity of the educational program, a set of competencies that are usually defined by the standard of higher education and correspond to a certain level of the National Qualifications Framework.

Syllabus (Latin syllabus - list) is a document on the organisation of study in the discipline , which is developed on the basis of its work program and corresponds to the educational program and curriculum for training in a particular specialty, is a personalised program of the teacher the essence, policy, features, requirements for study and learning outcomes that he must achieve in this discipline.

specialisation is a component of the specialty determined by the university. Before he sees a specialised specialised educational-professional or educational-scientific program of training of applicants for higher and postgraduate education. Several ***related*** specialisations can be introduced within one higher education program. specialisation can be aimed at acquiring competencies defined by the relevant professional standard.

Trainees are students of a higher education institution who have acquired a specialty or profession at the bachelor's level, continue to study at the next educational level and undergo internships at enterprises in the relevant specialty in the conditions specified in the internship agreement in free time.

Internship - a person gaining practical experience in performing tasks and responsibilities in a particular professional activity or field of knowledge. For students - the period of gaining experience outside the institution of higher education, including the workplace may be provided as part of the educational program.

Student-centred learning is a process of qualitative transformation of the educational environment for higher education seekers, which aims to expand their autonomy and ability to think critically based on an effective approach that provides new approaches to curriculum development, teaching and learning . The student-centred approach considers the applicant as an entity with its own unique interests, needs and

experience, able to be an independent and responsible participant in the educational process.

Degree of higher education - is awarded to a person after the successful completion of the relevant educational or research program at a certain level of higher education. Degrees of higher education are: junior bachelor, bachelor, master, doctor of philosophy / doctor of arts, doctor of sciences.

Professional (special) competencies - competencies that depend on the subject area and are important for successful professional activity in a particular specialty.

Formal education is education that is institutionalised, purposeful, planned with the participation of public and recognized private organisations, results in the award of nationally recognized qualifications within a certain educational level (stage, cycle) and is carried out in educational institutions.

Quality of education - compliance of learning outcomes with the requirements established by law, a certain standard of education and / or a contract for the provision of educational services.

Quality of educational activity - the level of organisation and implementation of the educational process, which ensures the acquisition of quality education and meets the requirements established by law and / or contract for the provision of educational services.

3 Regulatory framework for the organisation of the educational process

The normative base of the educational process at the university is the standards of higher education specialties, educational programs, structural and logical scheme of training, curricula , schedule of the educational process, individual curriculum of higher education, curricula and other current regulations of the Ministry of Education and Science of Ukraine and the University. .

3.1 *Standard of higher education* (hereinafter - the Standard) - a set of requirements for the content and results of educational activities of higher education institutions and research institutions at each level of higher education within each specialty.

The standard is developed in accordance with the National Qualifications Framework for each level of higher education in a particular specialty.

Standards are used to determine and assess the quality of the content and results of educational activities of the university during the institutional accreditation and accreditation of educational programs.

The standard defines the following requirements for the educational program:

- the amount of ECTS credits required to obtain the appropriate degree of higher education;
- list of graduate competencies;

- normative content of training of higher education seekers, formulated in terms of learning outcomes;
- forms of certification of higher education seekers;
- requirements for the availability of internal quality assurance system of higher education;
- requirements of professional standards (if any).

Standards for each specialty are developed by the central executive body in the field of education and science, taking into account the proposals of sectoral government agencies, which include higher education institutions, and sectoral associations of employers' organisations and approves them in consultation with the National Agency for Higher Quality Assurance. education of Ukraine.

3.2 Educational program - a system of educational components at the appropriate level of higher education within the licensed (accredited) specialty, which determines the requirements for the level of education of persons who can start studying under this program, the list of components of the educational program and the logical sequence of their study. , necessary for the implementation of this program, as well as the expected learning outcomes (competencies), which must be mastered by the applicant for the appropriate degree of higher education.

The obligatory part (normative content) of the educational program of training specialists in any specialty is determined by the Standard, and the elective part is determined by the individual trajectory of higher education and formed by him in the individual curriculum from the University-wide Catalogue choice . At the same time, the sample must be *at least* 25 percent of the total number of ECTS credits provided for a certain level of higher education (paragraph 15 of the first part of Article 62 of the Law of Ukraine "On Higher Education") .

The content of educational programs of the university, in addition to professional training, should ensure the competency formation necessary for self-realisation and socialisation, active citizenship and ability to work, in particular:

- formation of spiritual and moral values at a level that will promote their integration into civil society and the formation of an active civil position;
- communicative competence, cultural education, ability to integrate into national and world culture;
- promoting multifaceted personal development based on understanding the history and patterns of development of the subject area, including - the formation of social skills (higher skills), including the ability to learn with the appropriate level of independence, the ability to take responsibility and work in critical conditions, resolve conflicts, work in a team, manage your time, ability to think logically and systematically, show creativity, initiative, leadership, creativity, etc.

The scope of the educational program of a certain level of higher education is determined by the Law "On Higher Education" and specified in the Standard, in particular:

- for the bachelor's *degree* on the basis of complete general secondary education (11 years) - 240 ECTS credits. For persons enrolled in short-term bachelor's degree programs based on a junior bachelor's degree (educational qualification level (EQF) within the scope established by the Standard of the relevant specialty;

- for the educational level of the *master* : educational-professional program - 90-120 ECTS loans educational and scientific program - 120 ECTS credits (including research (scientific) component in the amount of not less than 30 percent of the educational program, ie 40 ECTS credits);

- for the educational and scientific level of the *Doctor of Philosophy* - the educational and scientific program is designed for 4 years, while the amount of its *educational* component ranges from 30 to 60 ECTS credits and is specified in the relevant Standard. The content of the mandatory part of the ONP is determined by the "Procedure for training PhD and PhD in free economic science (scientific institutions)", approved by the Cabinet of Ministers of 23.03.2016 № 261 (as amended) and should contain educational components that ensure the formation of competencies:

- 1) in the specialty;
- 2) from the general scientific (philosophical) worldview;
- 3) from the block of universal skills of the scientist ;
- 4) knowledge of oral and written English.

The normative term of study in educational programs is determined in the academic years . The workload of one full-time academic year is usually 60 ECTS credits. The duration of study at the bachelor's level on the basis of complete general secondary education full-time is 3 years 10 months; for part-time (distance) - 4 years 10 months (starting from 2021 of the set - 3 years 10 months). The duration of study at the bachelor's level is based on the level of the bachelor's degree (OQR of the junior specialist) is set depending on the number of ECTS credits of previous education recognized and recalculated by the university (within the amount set by the Standard). The duration of *master* 's studies in full-time, part-time, distance forms of study is: for OPP - 1 year 4 months, for ONP - 1 year 10 months.

Educational programs for the training of foreign nationals and stateless persons receiving higher education at the expense of individuals (legal entities may include teaching and assessment in English or other official languages of the European Union. In this case, the educational program should include the study

The direct management of the educational program at the levels of higher education is carried out by the *guarantor* . The guarantor is personally responsible for ensuring the quality of teaching and learning in the educational program, timely

provision of information for monitoring the program and its accreditation. Appointment of guarantors, at the request of the academic councils of the faculties, is carried out by order of the rector of the university. In the absence of a relevant order, the guarantor is the head of the project team, appointed by order of the Rector in accordance with the License Terms of educational activities (hereinafter - the License Terms).

The procedure for development, examination and approval of educational programs, adherence to the principles and procedures of quality assurance (monitoring, evaluation, periodic review , etc.) are determined by the "Regulations on educational programs for higher education at KhNU", University Information System (MIS): Public information. Position

The draft educational program one month before its approval should be posted on the university's website for public discussion. The educational program is approved by the Academic Council of the University, signed by its chairman, certified by the seal and put into effect by order of the rector.

The educational program should be periodically reviewed and updated taking into account the results of its monitoring and suggestions and comments received from higher education seekers and other stakeholders.

Accreditation of the educational program is carried out by the National Agency for Quality Assurance in Higher Education in accordance with the "Regulations on Accreditation of Educational Programs for Training Higher Education Applicants", approved by the Ministry of

3.3 **The conditions of** a person's access to study under the educational program for education at the appropriate level of higher education are the presence of a document certifying the acquisition of educational qualifications at the previous level (degree), as well as competitive selection or compliance with competitive requirements, including:

- a person has the right to obtain a **bachelor's degree** provided that he has a complete general secondary education. Persons who have received a bachelor's or **degree** a junior specialist 's EQF may apply for a bachelor's degree (for a shorter period);

- the condition for admission to study for a master's **degree** (except for specialties for which the law provides for a master's degree on the basis of complete general secondary education) is a bachelor's degree or educational qualification level of a specialist;

- persons who have obtained a master's degree or have a level of higher education equivalent to a master's degree have the right to apply for the degree of **Doctor of Philosophy** ;

- access to programs that do not involve obtaining a diploma of education, have persons whose level of education corresponds to the level of the program, or persons

who will receive the appropriate level of the program together with the completion of training;

- Access to postgraduate education programs (specialisation, retraining, advanced training, internships) have persons with the appropriate level of higher education.

Conditions of access to joint and double degree programs are determined separately by each educational program.

Upon admission to the university, recognition and equivalence of registered education with the Ministry of Justice of Ukraine dated 27.05.2015 № 614/27059 and relevant provisions of the University.

More detailed information on the conditions of access to educational programs is provided in *the Rules of Admission* to the University, which are formed annually in accordance with the Terms of Admission, approved by the Ministry of Education and Science of Ukraine.

3.4 *The curriculum* is a normative document of the university, which regulates the educational process in a particular specialty and belongs to the package of documents of the educational program. It is based on the educational program and determines the list and scope of disciplines in ECTS credits, the sequence of their study, forms of training and their scope, schedule of the educational process, consolidated time Guidelines Budget for compiling curricula for training higher education seekers at KhNU "(web-page of the educational-methodical department and Modular learning environment)

3.5 *The schedule of the educational process* is a normative document of the university, which determines the calendar terms of theoretical training and practical training, semester control (examination sessions), individual work (for distance / distance learning), research work, qualification work, certification higher education seekers, vacations, registration, preliminary examination and defence of the dissertation (for the third, educational-scientific, level), etc. and is approved by the order of the rector for each academic year.

3.6 *Individual curriculum* of higher education (student, graduate student) - a document, a mandatory part of which is formed by the dean's office on the basis of the curriculum of a particular specialty, and selective - directly to higher education by choosing subjects offered departments for free choice and the Catalog of <https://www.khnu.km.ua/root/page.aspx?l=0&r=52> Elective).

The Individual Curriculum (IEP) is developed for students and graduate students in semesters for each academic year, taking into account the structural and logical scheme of their training. It contains information on the list of compulsory and optional educational components, the sequence of their study, internships, the amount of workload in all types of educational activities, course and qualification work (projects), types of final control and more.

The peculiarity of the formation of the individual *curriculum* of the graduate student is that it is made for the implementation of the educational component of the Doctor of Philosophy according to the educational-scientific program, the duration of which depends on its volume, set within 30 to 60 ECTS credits . Ukraine "On Higher Education") and specified by the standard of higher education training of PhD for each specialty. In this case, the obligatory part is formed by the dean 's office, and the elective part is formed by the graduate student (in agreement with the supervisor) by choosing the disciplines from the university Catalogue of elective disciplines.

To implement the scientific component of the educational and scientific program of training a doctor of philosophy annually in accordance with the approved topic of the dissertation with the participation of the supervisor is an individual plan *of scientific* work of the graduate student.

When forming an individual curriculum of a higher education seekert who has transferred, renewed, etc. to study in educational programs at the university or study in double / joint degree programs, at his request the dean of the faculty in agreement with the relevant department may recognize and recalculate learning outcomes. components he acquired in previous education, including non-*formal* and *informal* forms (for more details, see the Regulations on the Procedure for Recognition and Recalculation of Learning Outcomes of higher education seekers at KhNU), posted on the university's website at Public information "in the" Regulations "section.

Re-enrollment of learning outcomes in certain educational components achieved as a result of their study in other higher education institutions does not reduce the level of responsibility of the university for graduates achieving program learning outcomes and acquiring competencies required by higher education standards in a particular specialty, and does not reduce program (except for persons entering the bachelor's degree on the basis of the educational level of the junior bachelor or OQR of the junior specialist for a reduced period) .

The procedure for forming an individual curriculum for higher education and control of its implementation are given in the provisions "On individual curriculum for higher education of KhNU" and "On the procedure for exercising the right of higher education seekers to freely choose disciplines at KhNU" (Public information. Regulations: <https://khnu.km.ua/root/page.aspx?r=60&l=0>).

3.7 Working curriculum - is based on the approved curriculum and structural and logical scheme for all educational programs and forms of education and specifies the types of classes, their scope, forms of semester control, etc. The working curriculum is developed for each academic year by the deans in cooperation with the graduating departments on the basis of the schedule of the educational process approved for the current academic year and after the formation of a sample of individual curricula by higher education seekers. Based on this document, the university plans the educational

process, its methodological, organisational, material and financial support during the academic year, and it is the basis for determining the workload of research and teaching staff and departments in general.

4 Levels, degrees and forms of training of higher education seekers at the university

4.1 Training of specialists at the university is carried out at the following *levels* of higher education with the award of the appropriate *degree* of higher education:

- first (bachelor's) level - bachelor's degree;
- the second (master's) level - master's degree;
- the third (educational and scientific) level - the degree of Doctor of Philosophy;
- scientific level - doctoral degree.

Bachelor is an educational *degree* obtained at the first level of higher education and awarded by a higher education institution as a result of successful implementation of a higher education *educational and professional* program, the amount of which is determined by regulations and is 180-240 ECTS credits. To obtain a bachelor's degree on the basis of a bachelor's degree or on the basis of professional higher education, a higher education institution has the right to recognize and remit ECTS credits, the maximum amount of which is determined by the higher education standard (Article 5 of the Law of Ukraine "On Higher Education").

Master 's degree is an educational *degree* obtained at the second level of higher education and awarded by a higher education institution as a result of successful completion of the relevant educational program by the higher education applicant. The master's degree is obtained through an *educational -professional* or *educational -scientific* program.

The Doctor of Philosophy is an *educational* and at the same time the first *scientific degree* obtained at the third level of higher education on the basis of a master's *degree*. The degree of Doctor of Philosophy is awarded by a specialised academic council as a result of successful completion of the relevant *educational and scientific* program by the applicant and public defence of the dissertation in the specialised academic council.

Doctor of Science is the second *scientific* degree obtained by a person on the basis of the degree of Doctor of Philosophy and involves the acquisition of the highest competencies in developing and implementing research methodology, conducting original research, obtaining scientific results that provide solutions to important theoretical or applied problems, are of national or global importance and published in scientific journals.

4.2 University education can be carried out in the following *forms* : full -time (full-time), part-time / distance, dual. higher education seekers can combine forms of education.

Full-time (full-time) form of education - the student of higher education is directly involved in the educational process. Full-time education is the main form of in-service education and / or qualification and is carried out both at the expense of the state budget and at the expense of individuals and legal entities.

Part-time education is a way of organising the education of higher education students by combining full-time education during short sessions and self-mastery of the educational program in between. Distance learning is a form of education for a person without separation from work, regardless of gender and nature of his occupations and age and is carried out both at the expense of the state budget and at the expense of individuals and legal entities. The educational process by correspondence is organised taking into account the benefits provided by current legislation for persons who combine work with study.

Distance form of education is an individualised process of education, which takes place mainly through the indirect interaction of distant participants in the educational process in a specialised environment that operates on the basis of modern psychological, pedagogical and information and communication technologies .

Dual form of education - a method of obtaining higher education by the applicant of the first (bachelor's) / second (master's) level of full-time higher education, which combines study at the University with on-the-job training at enterprises / institutions / . languages in accordance

Postgraduate education at the university is carried out by the Center for Postgraduate Education in the above forms.

The procedure for distance learning and distance learning at each level of education is regulated by the "Regulations on in-service training of higher education seekers at KhNU", and the organisation of postgraduate education - "Regulations on advanced training of pedagogical and scientific-pedagogical staff of KhNU" (website University, page "Public Information", section "Regulations" Access mode: <https://khnu.km.ua/root/page.aspx?r=60&l=0>).

5. Forms and types of training sessions and control activities

5.1 The educational process is carried out in accordance with the schedule of the educational process by the departments of the university, taking into account innovative educational technologies, mechanisms and procedures defined by current legislation, in the following *forms* : training sessions; individual work; practical training; control measures.

5.2 The main *types* of classes at the university are: lecture; laboratory , practical, seminar, individual lesson; advice. Other forms of educational process and types of educational classes, if necessary, are determined by the Scientific and Methodological

Council of the University on the proposal of the relevant faculty councils.

5.2.1 **Lecture** - the main form of training at the university, designed to master the theoretical material. As a rule, a lecture is an element of a course of lectures that covers the basic theoretical material of a particular or several topics of the discipline. The subject of lectures is determined by the working program of the discipline (hereinafter - the Work Program) and is developed by each lecturer independently.

Lectures are given by lecturers - professors and associate professors, as well as leading researchers and specialists invited to give lectures.

The lecturer is obliged to adhere to the Work Program on the subject and content of lectures, but not limited to the interpretation of educational material, forms and methods of its presentation, including the use of modern pedagogical technologies. The lecture is held in appropriately equipped premises of the university - classrooms.

5.2.2 **Laboratory lesson** - a form of study in which the student under the guidance of a teacher full-time or remotely using appropriate virtual simulators and laboratories conducts field or simulation experiments or research to practically confirm certain theoretical positions, acquires practical, equipment, computers, measuring equipment, masters the methodology of experimental research in a particular subject area and processing the results.

Laboratory classes are conducted in specially equipped training laboratories using equipment adapted to the conditions of the educational process (laboratory models, installations, chemical reagents, devices, special licensed software, etc.). Laboratory classes can also be conducted in a real professional environment (at the company, in research laboratories, etc.). Admission of higher education seekers to laboratory classes in any discipline must be preceded by instruction in occupational safety and health.

The academic group is divided into two subgroups for laboratory classes. From certain academic disciplines, taking into account the peculiarities of their study and the safety of life of higher education, the division of the academic group into subgroups with a smaller number is allowed. The list of such disciplines on the recommendation of the Scientific and Methodological Council of the University is approved by order of the Rector.

The list of topics of laboratory classes is determined by the Work Program. Replacement of laboratory classes with other types of classes is not allowed.

The laboratory lesson involves monitoring the readiness of higher education seekers to perform specific laboratory work, performing actual laboratory tests, processing the results, drawing up an individual report on the work performed and its defence before the teacher. The grade obtained by the applicant on a four-point institutional scale is entered in the electronic journal of performance and in the teacher's journal and is taken into account when setting the semester final grade in the discipline. Fulfilment of the plan of laboratory works provided by the Work Program by the higher education seekert is a necessary condition of his / her admission to the

semester control in the discipline.

5.2.3 Practical lesson - a form of study in which the teacher organises the consideration of higher education seekers of certain theoretical provisions of the discipline and develops skills and abilities of their practical application by individual performance of higher education seekers accordingly formulated tasks. The list of topics of practical classes is determined by the Work Program.

The practical lesson includes preliminary control of knowledge, skills and abilities of higher education seekers, setting a general problem by the teacher and its discussion, solving problems with their discussion, control tasks, their verification and evaluation. One of the types of practical classes is computer practicum . Practical classes are held in classrooms or training laboratories equipped with the necessary technical means of teaching, computer technology , etc. From certain academic disciplines, taking into account the peculiarities of the study of these disciplines and the safety of life of higher education , the division of the academic group into several subgroups is allowed. The list of these disciplines on the recommendation of the Scientific and Methodological Council of the University is approved by order of the Rector.

The teacher, who is entrusted with practical classes, in coordination with the lecturer of the discipline, develops educational and methodological support: individual tasks of varying complexity, methods of considering individual theoretical positions or solving practical problems, control tasks (tests) to identify the degree of necessary skills etc.

Grades received by the applicant in practical classes on a four- point scale are entered into the electronic journal of academic performance and the journal of the teacher and are taken into account when setting the semester grade in the discipline.

5.2.4 Seminar - a form of training in which the teacher organises a discussion on pre-defined issues, in particular with the use of innovative technologies (webinars, trainings, cases, etc.). On the basis of individual tasks (abstracts) higher education seekers prepare abstracts on these issues.

The list of seminar topics is determined by the Work Program. At each seminar, the teacher evaluates the theses prepared by higher education seekers , their speeches, activity in the discussion, the ability to formulate and defend their position and more. The methodology of conducting a seminar (seminar-conversation, seminar- hearing, seminar-debate, etc.) for a particular discipline is developed by those teachers who teach it.

Seminars are held in classrooms or study rooms with one academic group. In case of a small number of higher education seekers in academic groups, it is allowed to bring together two or more academic groups in a seminar (the total number of higher education seekers in the consolidated group should not exceed 30 people). Current

grades on a four-point scale are entered in the electronic journal of performance and teacher's journal. The grades received by the graduate in seminars are taken into account when setting the semester grade in the discipline.

5.2.5 Individual training - is conducted with individual graduates who have shown special abilities in learning and inclination to research and creative activities, in order to increase their level of training and disclosure of individual creative abilities. Individual training sessions may cover part or all of the classes in one or more disciplines. Conducting individual training sessions involves a much higher, compared to other types of training sessions, the amount of individual work of the applicant. Individual classes are held in extracurricular time according to a separate schedule drawn up by the department, taking into account the individual curricula of the following categories of students:

- participants in competitions in the specialty or individual disciplines;
- members of the national teams of the university in certain sports;
- masters in research topics, etc.

The number of individual training sessions, their scope, forms and methods of conducting, forms and methods of current and semester control are determined by the Work Program.

5.2.6 Consultation - a form of study in which the applicant receives from the teacher answers to specific questions or explanations of certain theoretical provisions or aspects of their practical application. The consultation can be individual or for a group of higher education seekers, depending on whether the teacher advises them on issues related to individual tasks or on theoretical issues of the discipline in general. According to the Work Program, consultations can be conducted in person or remotely in synchronous or asynchronous mode, including using video communication. Group consultations are held in preparation for the final control.

During the semester, consultations on academic disciplines are held according to the schedule established by the department, which takes into account the total time planned for consultations on academic disciplines.

5.2.7 Elective lesson (optional) - a lesson aimed at expanding scientific and theoretical knowledge and practical skills and helps to increase the activity of higher education seekers in the educational process, stimulates them to research, long-term individual work on a particular problem. This form of education increases the effectiveness of educational activities of higher education seekers through individualization.

Elective classes are an additional educational service, are not mandatory for students, and do not provide for the assignment of educational qualifications for a particular educational program. Conditions of access to elective classes should be specified in the educational program and / or curriculum.

5.2.8 Individual tasks are one of the types of individual work of higher education

seekers . These include: preparation of course and qualification (diploma) works (projects), abstracts, essays, calculation and graphic works, preparation of reports , analysis of practical situations, preparation of abstract materials from professional publications, own research, participation in conferences, competitions, etc. .

Course projects (works) are performed in order to consolidate, deepen and generalize the knowledge acquired by higher education seekers during their studies, and their application to the complex solution of a specific professional task.

The subject of course projects (works) should correspond to the tasks of the discipline and be closely related to the solution of practical professional problems. The topic of course projects (works) is developed by the teacher - project manager and approved at a meeting of the department. Management of course projects (works) is carried out, as a rule, by the most qualified teachers of the department. The applicant performs no more than one course project (work) per semester.

Public defence of the course project (work) is carried out before a commission consisting of two or three teachers of the department, including the head. The results of the defence are assessed on a four-point institutional scale and the ECTS scale. Course projects (works) are stored for one year in the archives of the department, and then written off in the prescribed manner.

The purpose, objectives and procedure for course projects (works), requirements for their content, structure and design, etc. are determined by methodological recommendations (guidelines) for course design, developed by the department and brought to the attention of higher education .

Individual tasks are issued to the applicant within the timeframe provided by the Schedule of the educational process or the Work Program and are performed by him independently in consultation with the teacher. Cases of performance of individual tasks by several higher education seekers on a complex topic are allowed.

Individual tasks that are interdisciplinary in nature are determined by the educational program and should have a separate position in the curriculum and its own credit dimension.

Failure to fulfill individual tasks defined by the Work Program and / or STI without good reason is a non-fulfillment of the curriculum and is considered academic debt.

5.2.9 Analytical reviews (essays, essays, etc.) - tasks that contribute to the deepening and expansion of theoretical knowledge of higher education seekers on certain topics of disciplines, develop skills of individual work with educational and scientific literature.

5.2.10 Student research work (RDS) - a form of organisation of student work, during which they are involved in active independent (or under the guidance of a teacher) research activities to form a scientific worldview, mastering the methodology and methods of scientific research, research development skills, abilities to conduct scientific and applied research and creative solution of practical problems. Research work of students at the university is carried out in the following main areas:

- research work in the educational process (determined by the educational program and curriculum);

- research work of students in extracurricular time;
- scientific and organisational events - conferences, competitions, Olympiads, etc.

More detailed information about the organisation of research and development is presented in the Regulations on research work of students of KhNU (university website, "Public information", section "Regulations": <https://khnu.km.ua/root/page.aspx?r=60&l=0>).

5.3 individual work of higher education seekers is the main way to master the study material in the time free from compulsory education. The purpose of individual work is to master the full curriculum and the formation of the applicant's ability to be an active participant in the educational process, the ability to independently (without the direct participation of the teacher) to master theoretical and practical knowledge, including modern information technology. It includes preparation of the applicant for lectures, seminars and practical classes, performance and defence of laboratory and individual tasks, programs of practises, control measures, etc. individual work can be done in the university library, classrooms, computer classes, home, etc.

The content of individual work in a particular discipline is determined by its Work Program and provided with teaching aids (textbooks, scientific literature, teaching aids, lecture notes, etc.), tasks and instructions of the teacher. individual work can also be performed in the form of individual tasks (abstracts, essays, term papers, qualification (diploma) works (projects), etc.).

Methodical materials for individual work of higher education seekers should provide for the possibility of self-control. When organising individual work, it is possible to receive methodological assistance or the necessary advice from teachers, including online, or video communication.

More information is provided in the Regulations on the organisation and control of individual work of higher education seekers of KhNU.

5.4 Practical training is a mandatory component of educational programs aimed at acquiring full-time and part-time (distance) forms of general and professional competencies by higher education seekers. To achieve this goal in the formation of educational programs, project teams provide the necessary types and number of practise-oriented components / educational components using different types of practical training, namely: practical classes, laboratory work, field trips, project preparation and more.

An important place in the system of practical training of students is occupied by training and industrial practises, which include:

- mastering by higher education seekers modern methods, forms of organisation and tools in the field of their future profession;
- formation of professional skills and abilities for higher education seekers to make independent decisions during specific work in real market and production conditions;
- educating the need to systematically update their knowledge and creatively apply them in practise;
- development of skills of research work and the decision of applied problems ;
- formation of teamwork skills;
- obtaining by the applicant higher work experience necessary for the assignment

of professional qualification.

Practical training of higher education seekers is carried out taking into account the competence approach and in accordance with modern labour market requirements on the basis of university practise, public authorities, research institutions, enterprises, organisations, educational and cultural institutions of Ukraine and other countries in accordance with agreements .

practise, depending on the direction, conditions and specific to a particular professional learning goals is divided into the following *types* :

- **educational** (training, sightseeing, computer, volunteer, introductory, technological, training and production operational, design training and production, etc.), during which the applicant under the guidance of a teacher in a group or individually solves educational problems;

- **production** (pedagogical, assistant, undergraduate, research, technological, operational, design, etc.), during which the applicant fully or partially performs the functional duties of an employee of the relevant profession and level and solves real problems. The structure of internship depends on the content of practical training and should ensure the implementation of the main professional functions of those positions for which the applicant can apply for higher education after obtaining the appropriate degree.

The list of types of practises of a particular educational program, their form, duration, timing are determined by the educational program and curriculum.

The content, schedule and technology of the internship are determined by its program, which is developed by the graduating department and approved by the dean of the faculty.

The defence of the practise report is defended before the commission appointed by the head of the department. higher education seekers who have not completed the internship program without good reason may be granted the right to repeat the internship under the conditions specified by the dean's office and the department. Applicants who have repeatedly received a negative grade in practise, defending the report to the commission, are expelled from the university for academic debt.

Responsibility for the organisation, conduct and control of practise rests with the head of the department.

The results of each internship are discussed at a meeting of the department, and the general results of the internship are considered at the academic council of the faculty at least once during the academic year. More detailed issues on the organisation, conduct and summarization of the practises are considered in the Regulations on practical training of higher education seekers of KhNU (University website, "Public Information", section "Regulations". Access mode: <https://khnu.km.ua/root/page.aspx?r=60&l=0>).

5.5 Control measures - a necessary element of feedback in the learning

process. They determine the compliance of the level of knowledge, skills and abilities acquired by higher education seekers with the requirements of normative documents on higher education and ensure timely adjustment of the educational process. Control measures include *incoming*, current *and* final control and are carried out in accordance with the schedule of the educational process and work programs.

ICut (zero) control - diagnosis of the level of knowledge of the applicant, which is used as a prerequisite for successful organisation of the study of the discipline. The choice and conduct of this type of control is the prerogative of the department. Incoming control is usually done in writing.

Ongoing control of higher education seekers' academic achievements is carried out during the semester during practical, laboratory and seminar classes, as well as defence of individual tasks, including online, and aims to check the level of readiness of higher education seekers to perform a particular work or level of assimilation of the passed material.

Final control is carried out in order to assess learning outcomes at a certain level of higher education or at some of its completed stages. Final control includes *semester* control and *certification of the* applicant.

Semester control can be conducted in the form of an exam, a differentiated test or a test. The form of semester control in the discipline (oral, written, test, combined) is determined by the relevant department. The duration of the written component should not exceed two academic hours.

The semester exam is a form of final control of the mastering by the higher education seeker of theoretical and practical material from a separate academic discipline for the semester, which takes place as a separate control event. The form of the exam (written, oral, written-oral) and the type of tasks (test, open-ended questions, case assignments, etc.) are determined by the Work Program. In determining the final semester grade, the results of the current control of the discipline and the final control event (exam) are taken into account.

Semester differentiated test - a form of final control, which consists in assessing the mastering of higher education educational material from a particular educational component solely on the basis of the results of calculation and graphic and course work (projects) and evaluation of practises.

Semester test - a form of final control, which involves assessing the mastering of higher education educational material, usually on the basis of current control (based on the results of practical, seminar or laboratory classes, as well as control activities). The final assessment of a higher education applicant who has successfully completed an individual curriculum may be made in his absence.

More information on the organisation of control measures is set out in the Regulations on control and evaluation of learning outcomes of higher education seekers at KhNU (<https://khnu.km.ua/root/page.aspx?r=60&l=0>).

5.6 *Final certification of* higher education seekers at a certain level of higher education is carried out at the final stage of study . Specific forms of certification for different levels of higher education are defined in the relevant Education Standard and educational program. The procedure of attestation, formation and activity of the Examination Commission are determined by the Regulations on attestation of higher education seekers in KhNU (<https://khnu.km.ua/root/page.aspx?r=60&l=0>).

5.7 In unforeseen situations that require temporary suspension of the educational process (quarantine restrictions, etc.), the decision of the Academic Council of the University develops measures and creates the necessary conditions to ensure the university educational process and all types of educational work, including final certification of higher education. , in the mode of distance learning using the software of the university "Modular learning environment" and "Distance learning", as well as various platforms of information and communication technologies.

6. Organisation and planning of the educational process

6.1 The organisation of the educational process at the university is carried out using the capabilities

- autonomy and self-government of the university;
- academic freedom of participants in the educational process during scientific and pedagogical, pedagogical, scientific or innovative activities;
- academic integrity in the educational process and scientific (creative) activities;
- integration of training, research, innovation and production activities;
- academic mobility of participants in the educational process;
- integration of higher education into the European and world space;
- creating equal opportunities for people in quality education, including for people with special physical needs;
- creating conditions for personal development and creative self-realization;
- student-centered learning, competence approach, ensuring independent and objective assessment of learning outcomes and acquired qualifications ;
- implementation of the concept of lifelong learning;
- combination of training of persons at the university with training at workplaces at the enterprises, establishments, etc .;
- humanism, democracy, patriotism, priority of universal spiritual values;
- independence of educational activities from the influence of political parties, public and religious organisations.

6.2 The educational process is organised by the educational units of the university on the basis of educational programs, curricula and this Regulation with the active participation of student government, higher education in discussing and updating educational programs, introduction of new educational technologies, choice of

disciplines and individual learning trajectories. plans, improving practical training, increasing the role of independent work of higher education seekers, etc.

6.3 Planning of the educational process is carried out on the basis of the curriculum, the schedule of the educational process, individual curricula of higher education seekers and the working curriculum.

6.3.1 *The curriculum* is developed for the entire period of implementation of the OP, regulates the educational process for a certain level of higher education in a particular specialty.

According to the educational program for bachelors and masters , the curriculum of the specialty should consist of two parts - *mandatory* and *elective* . The obligatory component of the curriculum is a guaranteed minimum of the appropriate educational level and must contain all the components, mastering of which is necessary for the assignment of the educational qualification defined by the Standard and the educational program. The maximum amount of the *compulsory* part of the curriculum for the preparation of bachelors and masters may be 75 percent of the total educational program, but not less than 50 percent for the bachelor's degree and 35 percent for the master's degree. The minimum amount of the mandatory part of the educational program (curriculum) must comply with the *Standard* for the relevant specialty.

The elective component of the initial plan is designed to enable the applicant to deepen Graduation departments for the formation of a selective part of individual curricula can offer higher education seekers to choose from as individual disciplines and specialised packages (minors) of disciplines aimed at obtaining the appropriate professional (subject) qualification. Within the scope of the selective component, the student has the right to choose the educational components independently. This choice is not limited to the curriculum of the educational program in which the person is studying. The applicant has the right to choose the disciplines offered for other levels of higher education (educational programs), in agreement with the guarantor of the educational program and the dean of the relevant faculty. In the selective part of the *curriculum* , the developers indicate the serial number of the semester and the total amount of ECTS credits, according to which the applicant must choose from the University Catalog selective subjects to form an individual curriculum for this semester. The choice of disciplines can be made both in paper form (at the request of the applicant) and in automated mode.

The minimum *sample size* of the curriculum for all levels of higher education (except for doctors of science) in accordance with paragraph 15 of the first part of Article 62 of the Law of Ukraine "On Higher Education" must be at least 25 percent of the educational program. component of the SNP).

The curriculum for in-service training (*distance and distance* learning) is formed on the basis of the approved curriculum of the relevant specialty and degree of higher

education *full* -time education and must *fully* comply with it on mandatory educational components (list, name, scope, types of classes, practises and final control). It has a smaller amount of classroom classes due to the increase in the amount of individual work. The percentage of reduction (compared to the full-time curriculum) of the volume of classroom classes for all disciplines should be *proportional* . The total duration of extracurricular classes will not exceed 20 percent of the volume of full-time curricula (approximately 2-3 academic hours per ECTS credit).

The curriculum for the preparation of *a doctor of philosophy* contains an educational and scientific component. The educational component should include compulsory and elective parts.

When drawing up the curriculum for the first and second levels of higher education, it is recommended to follow the following distribution of ECTS credits:

- first (bachelor's) - full-time study: for a full academic year - 60, for a semester - 30 ECTS credits (as an exception, within the annual workload is allowed semester fluctuations up to 2 credits;

- first (bachelor's) - by correspondence: for students of 2017-2020 years of enrollment, the term of study of which is 4 years 10 months , the following distribution is recommended: first-second courses - 45, third-fifth courses - 50 credits ECTS (annual fluctuations in ECTS credits within three credits are allowed); for students of 2021 enrollment and for a reduced period of study - as a rule, 60 ECTS credits per academic year.

- the second (master's) - full-time and part-time (distance) forms of study: 60 ECTS credits for a full year and 30 - for a semester.

The credit dimension of educational components should be a multiple of *the total* number of ECTS loans For *compulsory* disciplines (humanities and socio-economic cycle) each discipline is assigned 4 ECTS credits, and for *fundamental* and *special* - at least 5 ECTS credits, for SNP PhD training - compulsory disciplines are allowed in the amount of at least 3- x ECTS credits. In order to ensure the realization of the right of higher education seekers to free choice and optimization of the educational process: for *elective* disciplines *of general* training, as a rule, the credit dimension of the elective module is 4 ECTS credits.

Curricula in the curriculum that form the general training of higher education, within one field of knowledge (specialty) should be *unified* (title, scope, type of control, semester), which will contribute to the organisation of the educational process and academic mobility of higher education. .

The curriculum of the specialty is signed by the head of the graduating department , guarantor (project team leader) and dean of the faculty, agreed with the educational and teaching departments (for doctors of philosophy - with the department of graduate and doctoral studies) , approved by the Academic Council , signed by its

chairman. . The curriculum comes into force from the beginning of the school year by order of the rector.

The curriculum for the training of specialists in the educational program in a particular specialty is subject to revision subject to the approval of new standards of higher education and is put into effect, usually from the first year and from the beginning of the school year.

Amendments to the approved curricula are made after their examination for compliance with the approved educational program. If the proposed changes lead to a change in the number and / or content of the specialisations provided for in the plan , the curriculum must be re-approved in accordance with the established procedure. If the proposed changes affect the program learning outcomes, the educational program, work programs of relevant disciplines and other documents are subject to updating and re-approval.

6.3.2 *The schedule of the educational process* determines the calendar terms of theoretical and practical training, final control (test and examination sessions), qualification work, certification and vacation, is drawn up for the academic year and approved by the rector of the university.

The schedule of the educational process is formed taking into account the following features:

- the academic year, in addition to graduation courses, lasts 12 months and usually begins on September 1;

- the total duration of theoretical training, examination sessions and internships during the academic year (except for graduation courses) may not be less than 40 weeks and not more than 44 weeks;

- duration of vacation for the school year (except for the last year of study) - not less than 8 weeks (including three weeks - winter vacation), and not more than 12 weeks;

- the academic year is divided into two semesters (autumn and spring), the theoretical training of which ends with examination (winter and summer) sessions;

- The duration of theoretical training is usually: 17 weeks in the autumn semester and 18 - in the spring semester (except for the final), the duration of the examination session depends on the number of exams taken per session, and is usually 1-3 weeks. If in the last semester there are no academic disciplines ending with exams, the examination session is not planned;

- for the final attestation of higher education seekers in the form of attestation exam (exams) in the schedule of the educational process provides one week for one exam; the duration of the implementation and defence of qualification (diploma) work (project) depends on its volume, level of higher education and is set by the graduating department at the rate of 1.5 ECTS credits per week;

- all types of practises (except pedagogical) are conducted, as a rule, outside the terms of theoretical training. Some types of **teaching** practise can be conducted in parallel with theoretical training during the semester.

To take into account the peculiarities of training programs and the necessary details, structural units may draw up their own schedules of the educational process, which are approved by the Vice-Rector for Research and Teaching or the Dean of the Faculty.

The schedule and organisation of the educational process of higher education seekers by the decision of the mass Academic disease (quarantine, pandemic), hostilities, etc., as a result there may be a need for long-term suspension of the educational process and other educational activities at the university. In this case, the Academic Council of the University instructs the Rector's Office to develop and approve by order of the Rector a temporary procedure for organising educational activities in the current situation, which should determine the organisation of the educational process in distance learning using information and communication technologies and open platforms. education, the program complex of the university " distance learning Modular . During the same period, it is recommended to organise the work of structural units, the rector's office and advisory bodies of the university online and in the mode of video communication, etc.

The schedule of the educational process for higher education seekers who study full-time, includes the following stages:

- introductory **session**, during which higher education seekers are acquainted with the main tasks and schedule of disciplines, provide general information about them, give review lectures on disciplines, provide extracts from work curricula (syllabuses) and methodological materials, explain the

- **intersessional period**, during which students of higher education independently master the theoretical material, receive consultations of teachers, including online, perform control and individual tasks, practise programs provided by the curriculum, etc .;

- **examination session**, during which higher education seekers defend assignments completed in the intersessional period, pass semester control activities, receive assignments for the next semester, etc.

The total duration of examination sessions (together with the instructional one) for in-service students is determined by Art. 15 of the Law of Ukraine "On Holidays" and for distance learning (distance) form of study is:

1) for a bachelor with a full term of study:

- up to 30 calendar days a year for 1-2 courses;
- up to 40 calendar days a year - for 3-5 courses;

2) for a bachelor with a reduced period of study on the basis of OQR junior specialist and a master's degree:

- up to 40 days a year for all courses.

Peculiarities of the organisation of the educational process for in-service higher education seekers are given in more detail in the Regulations on in-service higher education for students at KhNU (access mode: [https://khnu.km.ua/root/page.aspx ? r = 60 & l = 0](https://khnu.km.ua/root/page.aspx?r=60&l=0))

Information on the peculiarities of curriculum formation and the schedule of the educational process is set out in the Guidelines for the preparation of curricula for higher education at KhNU (university website, page of the educational and methodological department and in the Modular learning environment).

6.3.3 *The individual curriculum* (IC) of the higher education applicant is formed on the basis of the curriculum of the specialty / educational program taking into account the structural and logical scheme of training and should contribute to the formation of individual trajectory of the student (graduate student).

The set of compulsory disciplines in the IC determines the normative content of the educational program , which must fully meet the standard of higher education in a particular specialty , and elective disciplines selected by the applicant in accordance with the established volumes from the University Catalog of elective disciplines. , including - the implementation of in-depth training in areas (profiles) that determine the nature of future professional activities; training in specialisations of a certain specialty; contribute to the academic mobility of the applicant, his personal interests and demand in the labor market.

For persons with a bachelor's degree (junior specialist), to continue their studies *for a reduced period* of bachelor's degree, the individual curriculum for the academic year is formed on the basis of the full-time bachelor's degree curriculum except for educational components that the university has the right to recalculate on previous education (including non-formal) (more details in the Regulations on the procedure for recognition and recalculation of learning outcomes of higher education seekers in KhNU). Recognized and recalculated educational components are entered in the STI and the study card of the applicant for higher education before the start of the process of forming the STI for the current semester or academic year.

The actual implementation of individual curricula of the current and previous academic years by the applicant is taken into account when forming the STI .

Detailed information on the peculiarities of the formation of the IC is set out in the Regulations on the individual curriculum of the higher education institution of KhNU.

6.3.4 *Curriculum* - developed by deans' offices and graduating departments for each academic year, for all levels of higher education and forms of education after the

formation of a sample of higher education by higher education seekers. The working curriculum specifies the types of classes, their scope, semester forms of control, etc. and is a document that plans the educational process and determines the workload of departments, its methodological, organisational, material support during the school year.

The structure of the working curriculum is as follows:

- initial data from the relevant curriculum (educational program);
- schedule of the educational process;
- time budget in weeks and hours, its distribution by semesters;
- plan of the educational process - the division of classes by disciplines, semesters, hours, types of control, etc.

The initial data for the development of a working curriculum are:

- curriculum and schedule of the educational process;
- the contingent of higher education seekers who study in a particular educational program, or its forecast;
- the number of higher education seekers who have chosen elective disciplines, in accordance with the "Regulations on the procedure for exercising the right of higher education seekers to freely choose disciplines at KhNU";
- standards for the number of students in streams, groups and subgroups;
- code of the department that provides the educational process in a particular discipline, etc.

The working curriculum is signed by the head of the graduating department and the dean of the faculty, it is coordinated with the educational and educational-methodical departments and approved by the vice-rector for scientific and pedagogical work. The signature of the vice-rector is sealed by the university.

The implementation of the approved working curriculum is carried out by forming faculties of applications for the relevant departments to directly ensure the educational process. Responsibility for the compliance of the content of disciplines with the educational and scientific profile of the departments rests with the educational department of the university.

The application for the study load is formed on behalf of the department where the educational program is implemented, and signed by its head. Applications are the basis for the formation of the departments workload of teachers. The responsibility for the implementation of the study load on the applications approved in the prescribed manner rests with the heads of departments.

Terms and times of various types of educational work are regulated by class schedules, exam schedules, schedules of examination commissions, consultations, defence of term papers (projects) and internships, as well as orders for internships.

The procedure for forming working curricula is set out in the " Guidelines for the preparation of curricula for higher education at KhNU."

6.3.5 Work program of the discipline (hereinafter - the Work Program) - normative document of the university, which determines the place of the discipline in the system of general and professional training, the purpose and objectives of its study, contains a statement of specific content of the discipline, sequence, scope and organisational forms of its study, the focus of its content on the formation of general and professional competencies and program learning outcomes, determines the forms and means of current and final controls.

The basis for drawing up the Work Program is the educational program of preparation of the expert of a certain educational level and the corresponding curriculum.

The work program is developed by a lecturer or a group of teachers of the department, who provide a particular discipline, in paper and electronic form, reviewed and approved at a meeting of the department , approved by the dean and sealed by the faculty. Responsibility for the development and design of the Work Program rests with the head of the department. The work program as a component of organisational and methodological support of the discipline is posted on the university website in the Modular learning environment, as well as on the page of the relevant department.

As a rule, work programs should be updated annually, taking into account the results of monitoring and periodic review of educational programs and, in particular, the wishes and comments received from higher education seekers and other stakeholders . In some cases, the Work Programs can be approved for several (up to four) years, and annual updates and changes should be considered at a meeting of the department, drawn up in minutes and attached to them in the form of *annexes* .

Work programs of academic disciplines (in the proposed format) are not objects of copyright and intellectual property.

More detailed information on the structure, content, design requirements, etc. is set out in the Guidelines for the preparation and design of work programs of academic disciplines and their descriptions (Modular learning environment, page of the teaching department, access mode: <http://nmv.khnu.km.ua/>).

6.3.6 Syllabus - the curriculum of the discipline, which includes a description of the discipline, goals and objectives, content modules and names of topics, calendar-thematic plan, tasks for individual work, time of consultations , evaluation criteria and teacher requirements, control questions, list of recommended reading.

The basis for the development of syllabus is:

- educational program for training a specialist of a particular level;
- curriculum;

- working program of the discipline.

The syllabus is a means of communication between a teacher and a higher education seeker, optimizes joint activities between them and promotes quality education through the availability of information.

The syllabus is updated at the beginning of each academic year and is posted on the university's website in the Modular Learning Environment for Free Access to higher education seekers.

7. Scientific and methodological and organisational support of the educational process

4.3 Scientific-methodical and organisational support of higher education is provided by the Ministry of Education and Science of Ukraine, scientific-methodical institutions and institutions of higher education and is based on the use of documents regulated by the current regulatory framework of higher education.

4.4 The basis for the preparation of educational and teaching literature at the university is the educational program, curriculum, programs of disciplines.

4.5 Development, examination and implementation of scientific and methodological support at the university is carried out by: scientific and pedagogical staff, methodological commissions of departments (faculties), academic councils of faculties, Center for Postgraduate Education, departments: educational, teaching, quality assurance of higher education, Scientific and Methodological Council of the University, Academic Council of the University.

4.6 The documents that form the scientific-methodical, educational-methodical and organisational-methodological support of the educational process and should be made public in the public domain include:

- standards of higher education by specialties;
- educational programs and descriptions of academic disciplines;
- information package of the university (specialty);
- training and working curricula;
- work programs of all compulsory and elective disciplines ;
- syllabus;
- methodical materials on the content and organisation of individual work of students, independent study of professional literature, etc .;
- provisions on various issues of organisational and methodological support of the educational process, practical training, ensuring the right to academic mobility, academic integrity, formation of individual curricula, the order of free choice of disciplines, evaluation of learning outcomes and knowledge of learning outcomes acquired through formal, non-formal and informal education, final certification, advanced training of research and teaching staff, etc .;
- other materials by the decision of the Scientific and Methodical Council of the

University.

4.7 Scientific and methodological materials to ensure the educational process, the publication of which is limited for reasons of protection of intellectual property rights of their developers and / or ensuring the quality and objectivity of evaluation of learning outcomes, include:

- textbooks and manuals, including in electronic form, electronic training courses and lecture notes of academic disciplines;
- methodical materials (recommendations, instructions, etc.) for lectures, seminars, practical and laboratory classes, preparation and implementation of individual tasks, workshops, including in electronic form;
- internship programs;
- educational and methodical complexes, including web resources - modules of academic disciplines in a modular learning environment and distance learning courses for distance learning;
- diagnostic tools for current, semester control and final certification, sets of complex control tasks to assess the learning outcomes of higher education.

4.8 Regulations on educational activities and organisation of the educational process at the university, guidelines, requirements for the form and content of materials and documents that are part of educational and methodological support of the educational process, develops educational and methodological department and other relevant departments. After a public discussion, draft documents are considered by the Scientific and Methodological Council of the University and submitted for approval to the Rector or to a meeting of the Academic Council of the University.

4.9 Responsibility for the quality of educational and methodological support of the educational process under the educational program is its Guarantor and the head of the graduating department.

More detailed information on scientific-methodical, educational-methodical and organisational support of the educational process is given in the Regulations on the organisation of educational-methodical work in KhNU and the Regulations on the order of preparation and publication of educational literature in KhNU (<https://khnu.km.ua/root/page.aspx?r=60&l=0>).

8. organising and conducting evaluation of learning outcomes

8.1 An important element of the educational process is the *evaluation* of learning outcomes, which is a tool for recognizing the successful completion of higher education by compulsory learning activities and achieving *program learning* outcomes - both for individual educational components and the educational program as a whole.

Evaluation of learning outcomes at the university is carried out on the principles of objectivity, unity of requirements, planning, openness and transparency, systematic, accessible and understandable evaluation methods. At the same time, the criteria for

assessing the academic achievements of higher education seekers in the educational component should be focused on achieving program learning outcomes. Assessment is carried out in the

Tests, including current and semester tests are conducted in accordance with the schedule of the university's educational process and the Work Program.

8.2 **The current** control of the academic achievements of the applicant is carried out during the semester in order to assess the level of mastery of educational material during **all types** of classes. The main task of current control is to help the student in the organisation and adjustment of his individual work on the study of the discipline.

The results of the current control are taken into account when setting the final semester grade in the discipline. The form of current control during training sessions is determined by the Work Program of the relevant academic discipline (practise program). The current control must be completed no later than the **penultimate** week of the academic semester.

The main **types** of current control are operational and boundary.

Operational control is carried out in lectures, laboratories, seminars , practical classes in the form of testing , testing and acceptance of homework - essays, reports , etc., defence of laboratory and calculation and graphic works. This type of control is carried out by teachers who conduct lectures and laboratory (practical, seminar) classes, both during classroom classes and during extracurricular activities (defence of individual assignments, course projects, etc.), including online on time , defined by the Work Program and the schedule of the educational process .

The control and accounting of the **current** success of higher education seekers is carried out by the teacher by setting in the "Individual plan and journal of the teacher 's **each**work enrolled work under the Work Program, according to the current institutional **four-point** scale . ", " Good ", " satisfactory ", " unsatisfactory "), taking into account the types of educational work in the discipline and the weights established for each of them.

Boundary control of the success of higher education seekers is an objective monitoring assessment of the extent to which they master the programs of academic disciplines, learning outcomes Boundary performance monitoring aims to increase the motivation for learning and conscious academic discipline of higher education seekers, as well as monitors the educational process for each higher education seeker during the semester. It is calculated on the basis of the results of current control using an automated program in the "Electronic Journal".

8.3 **Semester** control in accordance with current regulations may be conducted in the form of exams, tests, differentiated tests. Peculiarities of semester control are reflected in the Work Program (syllabus) and the description of the discipline and are brought to the attention of higher education seekers in the first lesson of the discipline.

The number of disciplines from which the semester control is conducted is

determined by the curriculum, however, the number of control points in the semester should not exceed *eight* , including the defence of the course project (work) and practise. The duration of the session depends on the number of exams passed, but should not exceed three weeks per semester.

The terms of the semester control determine the schedules of the educational process and the defence of term papers (projects) and practises. Exams (final control measures) are conducted according to the schedule, which is communicated to teachers and graduates no later than two weeks before the semester control.

8.4 An applicant for higher education is considered eligible for semester control in the discipline provided that he / she completes all types of academic work provided for in his / her Semester Work Program and achieves the minimum threshold level of assessment. The minimum threshold level of assessment for the educational component is the only one in the university, does not depend on the forms and methods of assessment and is 60 percent of the maximum possible number of points, ie if the *current* assessment *weighs* at least 3.00 -scale scale - not less than 60 points).

8.5 higher education seekers should be informed about the means of monitoring compliance with the rules of academic integrity that will be applied during the assessment and the consequences of their violation. When conducting any form of control, the examiner (Examination Commission, etc.) must determine the list of permitted aids. The person under control is not entitled to use any external assistance.

If the applicant for higher education violates the procedure of control, the assessor has the right to decide to terminate the procedure. In this case, the person is assessed as "unsatisfactory".

8.6 In the semester control (exam, differentiated test) assessment of knowledge is carried out on an institutional four-point scale ("excellent", "good", "satisfactory", "unsatisfactory"), and tests - on a verbal scale ("passed", "not credited"). The final semester grade is defined as the weighted average of grades for all types of academic work in the semester and the final control measure (exam). An applicant who has obtained an unsatisfactory grade for the examination is considered to have an academic debt.

The assessment obtained on the institutional scale is translated into *the ECTS scale* in accordance with table. 1 and both grades are entered by the teacher in the examination (test) information and individual curriculum (test book), and employees of the dean's office - in the study card of the applicant .

Transfer of semester control from the educational component in order to *increase* the assessment is not allowed.

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

Rating by institutional scale		Interval scale	Score for scale ECTS	Definition	Recommended share in the rating, percent
Perfectly		4.75–5.00	AND	<i>Excellent</i> - excellent performance with only a small number of errors	10
Good		4.25–4.74	IN	<i>Good</i> - above average with a few minor errors	25
Good		3.75–4.24	WITH	<i>Good</i> - generally correct work with a small number of significant errors	30
Satisfactorily		3.25–3.74	D	<i>Satisfactory</i> - not bad, but with many shortcomings	25
Satisfactory		3.00–3.24	E	<i>Satisfactory</i> - the performance satisfies the minimum criteria	10
Unsatisfactory	Not credited	2.00–2.99	FX	<i>Unsatisfactory</i> - with the right to retake the discipline	-
Unsatisfactory		0.00–1.99	F	<i>Unsatisfactory</i> - repeated course of the discipline	-

8.7 Elimination of academic arrears on semester control is carried out during the examination session or according to the schedule established by the dean's office. In this case, in order to record the result of the control measure, the applicant of higher education is issued a referral of the established pattern or a consolidated statement is formed, which includes all applicants who have debts in a particular discipline.

Re- compilation of the semester control in the discipline from which the unsatisfactory grade was obtained is allowed no more than *twice* : the first time to the teacher, the second - to the commission created by the dean of the faculty. The decision of the commission is final . If the applicant of higher education received an unsatisfactory grade during the control measure of the commission, he is expelled from the university.

8.8 An applicant for higher education who fails to appear at the final control event without good reason shall be deemed to have an academic debt.

The Dean, if there is a good reason, may set individual terms for the higher education semester control.

8.9 higher education seekers, who according to the semester control have academic debt and did not eliminate it within the time limit set by the dean's office, have the right to apply to the rector to transfer to the next semester study of the discipline in which he is not certified. The rector gives permission to the dean to make changes to the study of the IC discipline, subject to compliance with the structural and logical scheme. Applicants for *final higher* certification, without violating the deadlines for study. In other cases, he may be expelled from the university for non-compliance with the individual curriculum (educational program).

8.10 *The award* of ECTS credits from the educational component to a higher education seeker is subject to the fulfilment of all the requirements of the Work Program and the successful completion of the semester control in the form specified in the curriculum.

8.11 In case *of disagreement* with the teacher's decision on the assessment of the semester control, the applicant may apply to the dean of the faculty with a reasoned statement on the disregard of the assessor's important circumstances in the assessment. The dean makes a decision on the application of the higher education applicant, based on the arguments that motivate his disagreement with the assessment, and the explanations of the teacher. At the decision of the dean, the written work of the applicant may be submitted for evaluation to another researcher who teaches the same or a related discipline, or has sufficient competence to evaluate the work of the applicant. After re-evaluation of the work, the dean takes the final (of the two exhibited in the first and re-evaluation) *higher* grade.

The methodology for conducting control measures and evaluating learning outcomes is set out in the Regulations on monitoring and evaluating learning outcomes of higher education seekers at KhNU (<https://khnu.km.ua/root/page.aspx?r=60&l=0>).

8.12 *Attestation* of higher education seekers is carried out in order to establish the actual compliance of the level and scope of knowledge, skills and other competencies with the requirements of the Standards of Higher Education and the educational program.

Attestation of higher education seekers is carried out openly and publicly, in accordance with current regulations and the Regulations on attestation of higher education seekers at KhNU. Under certain circumstances, confirmed by the relevant documents, the final certification may be conducted online or by video link.

8.13 Attestation of persons obtaining a bachelor's or master's degree is carried out by the *Examination Commission*, which may include representatives of employers and their associations. 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, *assigns the*

appropriate qualification, issues a document of higher **education** and a supplement to the European diploma in the appropriate form.

The form of certification for each educational level is established by the educational program on the basis of the Standard and is reflected in the curriculum. Normative **forms** of attestation are public defence (demonstration) **of qualification** work and / or **attestation** exam (exams), which can be conducted in oral, written, test or combined form. Certification of persons obtaining a **bachelor's** and **master's degree** may also be carried out in the form of **a single state qualifying examination** in the specialty in the manner prescribed by the Cabinet of Ministers of Ukraine.

8.14 Higher education seekers who have fully completed the educational program and received positive marks in all disciplines (compulsory and elective) and practises included in the individual curriculum of the applicant are admitted to the final certification.

higher education seekers who have passed the attestation exam or defended their qualification work with a grade of " **unsatisfactory** " are expelled from the university and receive **an academic** certificate in the prescribed form. Such a person is allowed to retake exams or defend his / her job within three years after graduation.

Applicants who have not passed the attestation exam or defended their qualification work for a good reason, confirmed by the relevant documents, the setrector a new term of attestation for **one** year during the Examination Commission . More detailed information is given in the Regulations on attestation of higher education seekers in KhNU (<https://khnu.km.ua/root/page.aspx?r=60&l=0>).

8.15 The examination commission is created as a single for **all forms of** education in each specialty (educational program). With a small number of graduates, a joint commission for related specialties (educational programs) can be organised. Representatives of employers and their associations may be included in the Examination Commission . The examination commission is created by the order of the rector annually and operates during the academic year.

8.16 A student who has fully completed the bachelor's (master's) educational program has received the final semester grades "excellent" on the institutional scale from at least 75 percent of the educational components of the curriculum, and from other educational components - grades "good", passed the attestation exams with marks "excellent", defended the qualification work with the mark "excellent", issued a document of higher education with **a mark of distinction** .

An obligatory condition for the issuance of a diploma with honours is the student's participation in research (creative) work, which is confirmed by the motivated submission-recommendation to the Examination Commission adopted at the meeting of the starting

Submission-recommendation for the issuance of a diploma with honours is provided subject to at least one of the following mandatory requirements:

- availability of scientific papers corresponding to the chosen specialty and published by the student during his studies at a certain educational level;

- student's participation in international and all-Ukrainian professional scientific conferences during his studies at a certain educational level;

- student's participation in international and all-Ukrainian professional student Olympiads during his studies at a certain educational level;

- student's participation in international and national competitions of scientific works during his studies at a certain educational level;

- participation of the student during his studies at a certain educational level in the implementation of basic and applied research on relevant topics of research, which is confirmed by a copy of the order of enrollment in the performers of research work of the university.

The final decision on the issuance of a diploma to a graduate student *with a mark of honours* is made by the Examination Commission based on the results of the certification and taking into account all the materials submitted to it.

8.17 In case of disagreement with the assessment for the qualifying examination and / or defence of the qualification (diploma) work (project), the applicant has the right not later than 12 o'clock on the next working day following the day of the exam result to file an appeal vice-rector for scientific and pedagogical work. In case of receipt of the appeal by the order of the vice-rector the commission for its consideration is created. The appeal is considered within three working days after its submission. The procedure for appealing and reviewing an appeal is determined by the Regulations on Attestation of Higher Education Applicants.

8.18 Diploma projects (works) after defence are stored in the archives of the university for five years, and then written off and disposed of in the prescribed manner.

8.19 At the end of the work of the Examination Commission, its chairman prepares a report addressed to the rector and submits it to the educational department of the university. The report of the chairman of the commission provides an analysis of the level of preparation of graduates for the educational program in a particular specialty, the quality of certification work, compliance with the subject and content of work to modern requirements, characteristics of students' knowledge recommendations for improving the educational process. The report of the chairman of the Examination Commission on the specialty is discussed at a meeting of the graduating department and the academic council of the faculty.

The general results of the work of the Examination Commissions on specialties are discussed at the meeting of the Academic Council of the University.

8.20 *Attestation* of candidates for the degree *of Doctor of Philosophy is carried* out by a one-time *specialised* academic council of the university, accredited by

the National Agency for Quality Assurance in Higher Education educational and scientific programs in relevant specialties, based on public defence of dissertations. The candidate for the degree of Doctor of Philosophy has the right to choose a specialised academic council.

8.21 *Attestation* of persons obtaining a *doctorate* is carried out by a permanent *specialised academic council of the* university accredited by the National Agency for Quality Assurance in Higher Education, based on public defence of scientific achievements in the form of a dissertation or published monograph or a set of articles published in domestic or domestic international peer-reviewed professional publications , the list of which is approved by the Ministry of Education and Science of Ukraine.

9. Participants in the educational process

Participants in the educational process at the university are:

- scientific and pedagogical, pedagogical and scientific workers;
- higher education seekers (students, graduate students, doctoral students) and other persons studying at the university;
- other employees.

9.1 *Research and teaching* staff are persons who carry out educational, methodological, scientific (scientific-technical , artistic) and organisational activities at the main place of work at the university.

Teachers - persons who at the main place of work at the university conduct educational, methodological and organisational activities.

Researchers - persons who at the main place of work and in accordance with the employment contract professionally carry out scientific, scientific-technical or scientific-organisational activities and have the appropriate qualifications, regardless of the degree or academic title.

9.2 The rights and responsibilities of scientific and pedagogical, pedagogical and scientific workers are determined by the Constitution of Ukraine, Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific and Technical Activities" and other regulations of Ukraine in the field of education. Pedagogical and scientific-pedagogical workers also have other rights and responsibilities provided by law, the University Charter, regulations on structural units, the Collective Agreement, the Rules of Procedure and the employment agreement (contract).

9.3 The procedure for electing persons to vacant positions of research and teaching staff of the University, filling vacancies of research and teaching staff determine the legislation of Ukraine, the Charter of the University and the Procedure for competitive selection for filling vacancies of research and teaching staff of the University (Public information: documents on staff, <https://khnu.km.ua/root/page.aspx?r=60&l=0>). _

9.4 The working time of research and teaching staff is 36 hours per week (reduced working hours), which corresponds to an annual working time of not more than 1548 hours (depending on the number of holidays, weekends and the duration of annual leave).

The working hours of a research and pedagogical worker include the performance of his educational, methodological, scientific, organisational work and other work responsibilities. The maximum annual *study* load per research and teaching staff may not exceed 600 hours.

9.5 The list of types of educational, methodical, scientific and organisational work for scientific and pedagogical and pedagogical workers is established on the basis of recommendations of the central executive body in the field of education and science by order of the rector of the university.

9.6 The amount of educational work of research and teaching staff is calculated on the basis of astronomical hours, except for training sessions, during which the academic hour (45 minutes) is counted as an astronomical hour.

Normalization of volumes of various types of methodical, scientific and organisational work in hours is not provided by normative documents of the Ministry of Education and Science of Ukraine. The amount of time during which the research and teaching staff must perform these types of work is defined as the difference between the annual amount of working time and the amount of study load. The minimum mandatory amount of teaching load within his working hours is set by the department, taking into account the performance of other types of work and in the manner prescribed by the University Charter and the Collective Agreement, but not more than 600 hours.

Time norms for planning and accounting of educational work of scientific and pedagogical workers are determined by the order of the rector. Types of educational work of scientific and pedagogical workers are determined according to their position.

9.7 It is prohibited to require an employee to perform work that is not stipulated in the employment contract (agreement). Involvement of pedagogical, scientific-pedagogical, scientific workers in work not provided for in the employment contract may be carried out only with their consent or in cases provided by law.

9.8 The planning of working hours of a research and teaching staff at the university is carried out taking into account the level of his professional, scientific, innovative and pedagogical qualifications. General calculations of the workload of each research and teaching staff are carried out by the departments on the basis of applications received. When dividing the workload, the employee's profession (diploma, scientific degree). Determination of the suitability of the professional level of the teacher who provides the teaching of the discipline is carried out by the graduating department and the Guarantor of the relevant educational program.

9.9 The teacher, who for the first time applies to read the course of lectures, conducts an open lecture, the topic and venue of which is agreed by the head of the department .

Involvement of lecturers of scientific and pedagogical staff who do not have a scientific degree or academic title, including leading specialists, is possible, as an exception, for the current academic year with the permission of the rector at the joint request of the dean and head of the department.

The lecturer, who is instructed to give a course of lectures, is obliged not later than one month before the beginning of the semester to submit to the department his work program, a set of individual tasks (if planned) and control tasks for final control of the discipline.

The teacher has the right to disagree with the personal workload , if its volume exceeds the maximum permitted or he does not have the necessary qualifications for the quality of the assigned work.

9.10 The annual plan of performance by the scientific and pedagogical worker of methodical, scientific and organisational works is formed for academic year. The main document that determines the organisation of the research and teaching staff during the school year is his *individual* work . Individual plans are made by all scientific and pedagogical workers (full-time, part-time, part-time employees), they are considered and approved at the meeting of the department, after which it is signed by the head of the department. The individual plan of the head of the department is signed by the dean of the faculty. The scientific and pedagogical worker annually reports at the meeting of the department on the implementation of the individual workload provided by his individual plan, educational and methodological, scientific, educational and organisational work.

9.11 With the planned referral of a research and teaching staff to the legally the guaranteed. Forms, procedure and financial support of professional development of scientific and pedagogical workers of the university are defined in the Regulations on professional development of scientific and pedagogical and pedagogical workers of KhNU.

9.12 The schedule of working hours of the researcher and pedagogical worker is determined by the schedule of training sessions and consultations, control measures and other types of work provided by the individual work plan for the academic year. The scientific and pedagogical worker is obliged to adhere to the established schedule of working hours .

9.13 In the performance of their duties, the scientific and pedagogical staff of the University shall observe academic integrity, which shall include:

- compliance with the law on copyright and related rights;

- links to sources of information in the case of the use of information, developments, ideas, statements;
- providing reliable information about research methods and results, sources of information used and own scientific and pedagogical (creative) activities;
- control over the observance of academic integrity by higher education seekers;
- objective assessment of learning outcomes.

For violation of academic integrity, scientific and pedagogical and pedagogical workers may be brought to academic responsibility:

- refusal to award a scientific degree or confer a scientific title;
- deprivation of a scientific degree or academic title;
- refusal to award or deprivation of the awarded pedagogical title , qualification category;
- deprivation of the right to participate in the work of bodies specified by law or to hold positions specified by law, etc.

The procedure for identifying and establishing violations of academic integrity is determined by the Academic Council of the University, taking into account the requirements of the Law of Ukraine on Education and other regulations, as well as the Regulations on Academic Integrity at KhNU.

9.14 Evaluation of scientific and pedagogical activities of scientific and pedagogical and pedagogical staff of the university is carried out annually. The evaluation system includes quantitative and qualitative indicators of all types of work of research and teaching staff and is carried out in accordance with the Regulations on the annual rating evaluation of the work of research and teaching staff of the university in an automated mode.

The results of the evaluation of the activity of scientific and pedagogical workers are the basis for making decisions on extending the term of office, encouragement, imposition of disciplinary sanctions, early termination of employment, etc.

9.15 *Applicants* for higher education at the university are:

student - a person who is duly enrolled in the university and studies full-time (full-time), evening or part-time, distance learning in order to obtain a bachelor's or master's degree;

graduate student - a person enrolled in the university for a doctorate;

doctoral student - a person enrolled or attached to the university for a doctorate.

9.16 Other persons studying at the university include :

students - persons who study at the preparatory department of the university or persons who receive additional or separate educational services, including programs of postgraduate education and adult education;

assistant-trainee - a person who has a higher education of a master's degree, studies in the assistantship-internship of a higher education institution in art specialties in order to improve creative skills.

9.17 The rights and responsibilities of higher education seekers are defined by the Constitution of Ukraine, the Laws of Ukraine “On Education”, “On Higher Education” and other normative acts of Ukraine in the field of education. All university graduates have equal rights and responsibilities.

9.18 The study time of a student - a student of the first and second levels of higher education - is determined by the number of time units allocated for the implementation of the educational training program at the appropriate level. The units of study time of the applicant are the academic hour, school day / week / semester / course / year.

Academic hour is the minimum unit of study time. The duration of the academic hour is usually 45 minutes. Two academic hours form **a pair of** academic hours. The duration of the **couple** without a break between academic hours at the university is 80 minutes.

The study day is an integral part of the student's study time lasting no more than 9 academic hours.

The study week is an integral part of the student's study time lasting at least 45 academic hours (1.5 ECTS credits).

The academic semester is an integral part of the student's academic time, which ends with the final semester control. The duration of the semester is determined by the schedule of the educational process.

Training course - the completed period of study of the student during the academic year. The duration of the student's stay in the course includes the time of semesters, final control and vacation. The beginning and end of a student's studies in a particular course are formalised by the relevant (translated) orders of the The condition for transferring a student to the next course is the implementation of the educational program and individual curriculum workload.

The academic year lasts 12 months, begins on September 1 and for students consists of school days, days of final control, laboratory and examination sessions, etc., weekends, holidays and vacations.

Attendance at classes (except consultations) and internships before the educational program is mandatory for students. It is allowed, in the prescribed manner (for good reasons), free attendance of students in **lectures** .

9.19 higher education seekers within the established general term of study may be transferred to **an individual schedule** of STI in case of inability to attend classes due to: long illness, care for children under three years, active participation in sports and sports groups, combination of studies in senior courses with work (for full-time applicants),

production needs, long-term business trips (for part-time (distance) applicants) and other valid reasons, confirmed by relevant documents.

higher education seekers, who have an individual schedule of IEP, can take tests and exams during the semester.

Transfer of the applicant to the individual study schedule is carried out by the dean of the faculty / head. postgraduate and doctoral studies on the basis of an application submitted by the applicant with a justification of the reason. After signing the application, the applicant agrees on the individual schedule of the IC with the relevant statements and submits it for approval to the Dean / Head. postgraduate and doctoral studies .

It is prohibited to distract higher education seekers from participating in training sessions and control activities established by schedules (schedules), except in cases provided by current legislation .

9.20 An applicant for higher education within at least 25 percent of the educational program ***has the right*** to freely choose academic disciplines, which gives him the opportunity to form an individual educational trajectory.

9.21 If the applicant does not exercise his / her right to choose academic disciplines in due time without good reasons, the relevant positions of his / her IPP are formed on the proposals of the graduating department (guarantor of OP) and approved by the dean. The student's refusal to fulfil the thus formed IC is a gross violation of discipline, and his individual curriculum is recognized as not fulfilled in the amount of credits required for educational qualification, which is the basis for expelling the applicant from the university for failure to comply with individual curriculum.

More information on the free choice of disciplines by students is set out in the Regulations on the Procedure for Exercising the Right of Higher Education Applicants to Freely Choose Disciplines at KhNU and On the Individual Curriculum of KhNU Higher Education Applicants (University website. Public information. Regulations. Access mode: <https://khnu.km.ua/root/page.aspx?r=60&l=0>).

9.22 Responsibility for the quality of teaching and proper methodological support of academic disciplines offered to higher education seekers to exercise their right to free choice is assigned to the relevant department.

9.23 The applicant has the right to a ***break*** in studies due to circumstances that make it impossible to implement the educational program (due to health, conscription in case of loss of the right to deferment, due to family circumstances , etc.). Such persons are granted ***academic leave*** in the prescribed manner. Study or internship in educational and research institutions (including foreign countries) may be grounds for a break in study, unless otherwise provided by international acts or agreements between higher education institutions. Such persons are not expelled from higher education.

Maximum duration of academic leave due to health, in connection with participation in academic mobility programs, family and other circumstances (except for maternity leave, to care for a child under three years of age, if the child needs home care) - up to **one** year. If necessary, the duration of such academic leave may be extended by one year .

9.24 Admission to study of higher education seekers, in which the term of academic leave has expired, is carried out by order of the Rector on the basis of an application, which the applicant must submit no later than two weeks from the beginning of study. In the case of academic leave due to ill health, the application is accompanied by the conclusion of the medical advisory commission (MCC).

Admission to study for persons granted academic leave is usually granted during vacations. Applicants who do not submit documents for admission to study in due time are expelled from the university as those who did not start classes after academic leave .

9.25 **Re-education** - re-passing by an able-bodied higher education seekert who is not entitled to academic leave for health reasons, a course of study for a certain semester, the curriculum of which he has not completed in full, including for good reasons : long-term diseases associated, in particular, with epidemics; frequent illnesses (more than a month per semester); service from the order ; non-fulfillment of the individual plan of academic mobility during study or internship in Ukrainian or foreign institutions of higher education (scientific institutions); difficult family circumstances, including the need to care for family members, etc.

First-year students enrolled in a bachelor's degree program based on a complete general secondary education are not eligible for **re-education** . More detailed information is provided in the Regulations on the procedure for expulsion, interruption of studies, renewal and transfer of higher education seekers and granting them academic leave in KhNU ("Public information". "Regulations"). Access mode: <https://khnu.km.ua/root/page.aspx?r=60&l=0>).

9.26 In the process of implementing the educational program, participants in the educational process are obliged to adhere to the norms of **academic integrity** , which include:

- compliance with the law on copyright and related rights;
- independent performance of educational tasks, tasks of current and final control of learning outcomes;
- links to sources of information in the case of the use of information, developments, ideas, statements;
- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information, etc.

Participants in the educational process may bear academic responsibility for violating the norms of academic integrity, in particular:

- re-assessment (test, exam, test, etc.);
- re-study of the relevant educational component of the educational program;
- deductions from the university;
- deprivation of an academic scholarship;
- administrative penalty.

9.27 For conscientious attitude to learning, active participation in research and public life of the university, higher education seekers can be morally and financially *encouraged* by:

- appointment of scholarships established by the President of Ukraine, the Verkhovna Rada of Ukraine, the Cabinet of Ministers of Ukraine (including nominal), as well as scholarships for special academic achievements;
- announcement of gratitude;
- granting a cash prize;
- inscription on the Board of Honor;
- other types of incentives determined by the decisions of the Academic Council of the University .

Significant personal achievements and / or a high place in the academic rankings are the basis for the application of incentives to higher education seekers.

9.28 higher education seekers are *responsible* for:

- non- compliance with the requirements of the legislation, the Charter and the Rules of the internal order of the university;
- non-compliance with the requirements of labor protection, safety, industrial sanitation, fire safety, provided by the relevant rules and regulations;
- non-fulfillment of the requirements of the educational program (individual curriculum), violation of the norms of academic integrity, non-fulfillment of the requirements of the agreement (agreement) on education.

Types of liability of higher education seekers for failure to perform their duties and obligations, as well as the procedure for bringing them to justice are determined by laws of Ukraine, resolutions and orders of the Cabinet of Ministers of Ukraine, regulations of the Ministry of Education and Science of Ukraine, Statute and Rules - legal acts of the university, as well as the contract (agreement) on education.

10. Academic mobility

10.1 higher education seekers at the bachelor's degree (starting from the third year), master's degree, persons obtaining doctorate or doctoral degrees, scientific and pedagogical, scientific and pedagogical staff of the university have the right to participate in academic mobility programs.

Academic mobility differs:

- at the place of sale - *domestic* (within Ukraine) and *international* ;
- by types - *degree* or *credit*;

- by forms:

a) for persons who obtain bachelor's , master's and doctoral degrees:

- training in academic mobility programs;
- language internship;
- educational and scientific internship;
- practise;
- summer and other schools;

b) for persons obtaining the degree of Doctor of Science, scientific and pedagogical , scientific and pedagogical workers and other participants in mobility:

- participation in joint projects;
- teaching;
- scientific research;
- scientific internship;
- advanced training.

10.2 Academic mobility may be **based on** :

- international agreements on cooperation in the field of education and science; international programs and projects;

- agreements on cooperation of the university with domestic institutions of higher education (scientific institutions);

- agreements on cooperation between the university and foreign institutions of higher education (scientific institutions);

- on the own initiative of the participant of the educational process in coordination with the head of the department and the Academic Council of the University.

10.3 Recognition of learning outcomes in the framework of academic cooperation with higher Credit Education Transfer and Accumulation System or the system of assessment of academic achievement of higher education seekers, adopted by the relevant educational institution .

Upon completion of the academic mobility agreement program confirmed by the relevant document, the university must fully recognize the agreed number of ECTS credits, recalculate and assign them to the higher education applicant. The procedure for recognizing learning outcomes in a partner institution is determined by the university prior to the implementation of academic mobility programs under the agreement.

Enrollment of educational components is carried out on the basis of the Academic Certificate with the list and results of academic disciplines, their volume in ECTS credits and information on the system of assessment of academic achievement the partner institution. Thus obligatory disciplines are recalculated so:

a) **completely** - when the declared learning outcomes and the amount of discipline in ECTS credits coincide completely or not less than 75 percent;

b) **partially** - the share of loans that corresponds to the results of studies that

match (the rest is displayed as an academic difference);

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

9.4. Disciplines of free choice of higher education seeker (except for professional ones that affect the award of qualifications) may be recalculated instead of any disciplines of a partner institution of *the same level in* full and without restrictions;

The results of the sectoral control of students during the period of study at the partner educational institution are translated into the assessment scale adopted by the university.

10.5. If the applicant does not complete the study program during his / her stay in the partner institution, he / she may be offered the following after returning to the university:

a) individual schedule of liquidation of academic debt;

b) repeated training at the expense of individuals or legal entities.

For doctors of philosophy and doctors of science participating in academic mobility programs, the type of report and training program (internship), the procedure for recognizing ECTS credits obtained in a partner institution, etc. are stipulated by a tripartite agreement agreed with the supervisor (consultant).

10.6 Research and teaching staff, for whom the University is the principal place of work, may exercise their right to academic mobility for professional activities, in accordance with the agreement on participation in the academic mobility program. At the same time, these employees retain their main place of work for up to one year. According to the law, remuneration at the main place of work is maintained for up to six months, unless otherwise provided by the academic mobility program.

More detailed information in the Regulations on the procedure for exercising the right to academic mobility of participants of the educational process of KhNU (access mode: <https://khnu.km.ua/root/page.aspx?r=60&l=0>).

11. Internal quality assurance system of higher education

11.1 The system of internal quality assurance of educational activities and the quality of higher education (hereinafter - the System) at the University meets the requirements of European standards and recommendations for quality assurance in higher education (ESG), Article 16 of the Law of Ukraine "On Higher Education" and Article 41 ». The established System operates at five organisational levels in accordance with the Regulations on the system of internal quality assurance of educational activities and higher education at KhNU (University website. Public Information Page. "Regulations" section. Access mode: <https://khnu.km.ua/root/page.aspx?r=60&l=0>) and other normative documents regulating these issues.

11.2 The system contains:

- strategy (policy) and procedures for ensuring the quality of higher education;
- system and mechanisms for ensuring academic integrity;
- monitoring and periodic review of educational programs;
- ensuring publicity of information about educational programs, degrees of higher education and qualifications;
- published criteria, rules and procedures for assessing higher education;
- published criteria, rules and procedures for evaluating pedagogical (scientific and pedagogical
 - published criteria, rules and procedures for evaluating the management activities of university executives;
 - ensuring the availability of the necessary resources for the organisation of the educational process, including individual work of higher education;
 - providing advanced training of pedagogical, scientific and scientific-pedagogical workers;
 - ensuring the availability of information systems for effective university management;
 - creation of an inclusive educational environment, universal design and intelligent adaptation at the university;
 - other procedures and measures determined by special laws or documents.

11.3 Basic principles, procedures and indicators of quality assurance of educational activities and higher education at the university, distribution of responsibilities for quality assurance of educational activities and higher education between structural units of the university, participants in the educational process are defined in the Regulations on Internal Quality Assurance higher education at KhNU

12.

Final provisions

12.1 This provision shall enter into force after its approval by the Academic Council of the University and the issuance of an order of the Rector on its implementation.

12.2 Changes to this Regulation are made for consideration and approval by the Academic Council of the University.

12.3 Provisions concerning the organisational and educational-methodical support of the educational activity of the university and supplementing these Regulations shall not contradict it.

12.4 Regulations on the organisation of the educational process at Khmelnytskyi National University are posted on the university's website on the page "Public Information" in the section "Regulations", access mode: <https://khnu.km.ua/root/files/01/10/03 /00001.pdf> .