

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
TERNOPIL VOLODYMYR HNATIUK NATIONAL PEDAGOGICAL UNIVERSITY**

APPROVED by
Academic Council
of Ternopil Volodymyr Hnatiuk
National Pedagogical University
August 31, 2018
protocol number 1
The head of the academic council

Put into operation
Order No. 2016-p
dated August 31, 2018



REGULATIONS
ON ORGANIZATION OF THE EDUCATIONAL PROCESS
OF THE FOREIGNERS AND PERSONS WITHOUT CITIZENSHIP
at Ternopil Volodymyr Hnatiuk National Pedagogical University

1. General regulations

1.1. The Regulations on the organization of the educational process (hereinafter referred to as the Regulations) at the Ternopil Volodymyr Hnatiuk National Pedagogical University (hereinafter - the University, TNPU) defines the basic principles and principles of educational activity, especially the formation of educational programs, their implementation and scientific and methodological support, evaluation of educational outcomes and qualification, quality assurance of the educational process, rights and responsibilities of participants in the educational process.

The Regulations are developed in accordance with the Law of Ukraine "On Higher Education", taking into account the requirements of the Laws of Ukraine "On Education", "On General Secondary Education", "On Extracurricular Education", "On Vocational Education", "On the Professional Development of Workers" and other laws of Ukraine, Decrees of the President of Ukraine, resolutions of the Cabinet of Ministers of Ukraine (eg on distance education), the University Charter, other normative legal acts in the field of higher education, employment and social and labor relations, as well as the recommendations and standards specified in the documents and the Bologna and Copenhagen processes recognized by Ukraine.

1.2. The organization of the educational process of foreign citizens at the University is carried out in accordance with this Regulation, taking into account the Concept of educational activity of the University; Regulations on the Academic Council of the University; Strategies for internationalization of TNPU, University Development Program; Programs of measures to ensure the quality of education at the University; Rules of the internal regulations at TNPU; The Code of Honor of the University and other documents regulating the activity of the University. The provisions and amendments thereto are approved by the university's academic council.

1.3. The main direction of the educational activity of TNPU is preparation at all levels of higher education (bachelor's, master's, educational and scientific / educational and creative, scientific) in all spheres of knowledge of highly skilled and competitive national and international labor market specialists for scientific and educational institutions, state bodies, enterprises, institutions and organizations of all forms of ownership, approval of national, cultural and universal values.

1.4. The organization of educational activities of the University provides: i) the integration of education, research and production; ii) ensuring competitiveness through high quality assurance; iii) the construction of educational programs on a competency basis, in accordance with the levels of the National Qualifications Framework; iv) ensuring a unified approach to the development of educational programs of all levels, with due regard to educational and professional standards, the definition of criteria for evaluating learning outcomes (knowledge, skills, skills and other competences), terms and procedures for confirming qualifications obtained by a person; v) independent and objective assessment of the qualifications acquired; vi) the development of academic policies based on the analysis of the needs of the labor market and the prospects for the development of the industries concerned; vii) facilitating student admission to

professional qualifications; recognition of high-quality practical training of students as a necessary condition for obtaining qualifications at all levels; viii) guaranteeing the equality and access to the University's educational programs for those groups of people who, because of their educational, educational, educational, educational, educational, educational, educational, educational, educational or cultural background, require special support; ix) independence of educational activities from the influence of political parties and religious organizations; x) the participation of all the University staff in ensuring the educational activities of the University and in ensuring the quality of educational programs.

1.5. The content of education is determined by the educational (educational and scientific) program, the structural-logical scheme of training, curriculum, work curriculum, individual student curriculum, curriculum programs, normative documents of state administration bodies of higher education and the University and reflected in the relevant educational and training- methodical materials

1.6. The language of the educational process at the University is the state language (Ukrainian). The use of foreign languages in the educational process at the University is carried out in accordance with the law.

2. EDUCATIONAL PROGRAMS

2.1. Educational activities at the University at different levels of education are carried out by appropriate educational, educational and scientific (educational and creative) programs (hereinafter - Educational programs). For those who have successfully mastered the relevant Education Program, the University guarantees the receipt of the corresponding diploma or certificate and / or certificate.

2.2. The content of the University's educational programs, in addition to training, should ensure the formation of key competences, 'soft skills', which are necessary for self-realization, active citizenship, social harmony and the ability to work in a knowledge society, for persons who are studying, in particular: i) the formation of spiritual and moral values at a level that will promote their integration into society and the formation of an active civic position; ii) the formation of a picture of the world that is adequate to the current level of scientific knowledge (in accordance with the level of higher education), general and professional competencies in the field of science and technology; iii) cultural education, the ability to integrate into national and world culture; iv) promotion of multifaceted personality development, including the formation of the ability to learn with an appropriate level of autonomy, critical thinking, creative approach, initiative, ability to solve problems using the acquired knowledge and skills, assess risks, determination and constructive management of feelings and entrepreneurship.

2.3. Educational programs of higher education are developed taking into account requirements of the standard of higher education of the corresponding specialty (ECTS credits, the list of competences of the graduate, results of training, forms of certification of applicants for higher education, requirements for the existence of a system of internal quality assurance of higher education), requirements of professional standards (if any)

and adopted on the basis of the approved mission of the University and analysis of the needs of the society, the decision of the Academic Council regarding the general competences of the University graduates. In the absence of a higher education standard, the Education Program project is developed on the basis of a draft standard and subject to revision after its approval.

2.4. The volume of higher education curricula is determined in ECTS credits and is usually (unless otherwise specified by the standard of higher education):

for bachelor's educational level on the basis of complete secondary education - 240 ECTS credits;

the educational level of the bachelor on the basis of the qualification of a junior specialist (higher education), the normative volume of the educational program remains unchanged, with the possibility of re-counting the results of training in the amount of up to 60-120 ECTS credits;

for master's educational level: educational-professional program - 90-120 ECTS credits.

According to the educational-scientific level of the Doctor of Philosophy - 4 years, the educational component of the educational-scientific program of preparation of PhD is determined by the University (within the limits of 30 to 60 ECTS credits), in accordance with the requirements of the standard of higher education of a certain specialty.

2.5. The normative duration of studying for Educational Programs is determined in academic years. For higher education levels, the applicant's educational load is 60 ECTS credits per academic year. The length of the academic year at graduation courses may be less than 12 months.

2.6. Educational programs designed to teach foreign citizens and persons without citizenship who receive higher education at the expense of individuals (legal entities) provide for teaching and evaluation in English, in other languages of the European Union, in Ukrainian and / or Russian. In this case, the educational program provides for the study of the state language as a separate discipline (as a foreign language).

2.7. The description of the educational program includes: i) the profile of the program (description of the purpose of the program, program competences and learning outcomes, teaching characteristics, assessment and resource provision, requirements for persons who can begin the program training, etc.); ii) a list of components (components) of the educational program; iii) the structural and logical scheme of the program; iv) a description of the forms of certification of education applicants; v) matrix providing component of program competency program and learning outcomes.

The appendix to the Educational Program is a curriculum that defines (in ECTS credits) the list and volume of academic disciplines, the sequence of their study; forms of conducting training sessions, their volume; curriculum schedule; forms of current and final control. The requirements for the content and form of the description of educational programs are approved by the Academic Council of the University and approved by the

rector. The language (s) of teaching and evaluation of certain educational components (components), if different from the state, are indicated in the description of the educational program and in the curriculum.

2.8. The University's educational programs are oriented towards the student of higher education, create conditions for the formation of individual trajectories of training and are aimed at expanding the person's capacity for employment and further training with a higher level of autonomy.

2.9. Terms of Access to Educational Programs:

2.9.1. The main conditions for access of a person to the Education Program for education at the appropriate level (degree) is the possession of a document attesting to the acquisition of educational qualifications at the previous level (degree) of education, as well as the passing of the contest or compliance with competitive requirements, in particular:

A person has the right to obtain a Associate Bachelor's or Bachelor's degree, provided that she has completed general secondary education. Bachelor's degree programs (for a shortened program) may also be applied for persons with an educational qualification level of higher education of a junior specialist (a degree of a junior bachelor) subject to admission to a related specialty;

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

persons who have obtained a master's degree or have a higher education level, equivalent to a master's degree, have the right to study for obtaining the degree of a doctor of philosophy;

Access to programs that do not provide for a diploma in education, have persons whose level of education corresponds to the level of the program, or persons who receive the corresponding program level, together with the completion of training.

2.9.2. Specific requirements regarding the conditions for access to the Education Programs are provided in the Rules of admission to the University for the relevant year, which are formed in accordance with this Regulation and the Conditions of admission to education, approved by the Ministry of Education and Science of Ukraine.

3. FORMS OF TRAINING

3.1. Teaching at the University can be carried out in the following forms:

- Institutional: full-time (daytime, evening), part-time, extramural-distance, network;
- Individual (external);
- dual.

The order of exercising distance, network, external and dual forms at each level of education is regulated by separate provisions.

3.1.1. In full-time (daytime, evening) forms of education takes a direct part in the educational process. The daytime education is the main form of education and / or qualification with a break from production. In the evening form - education and / or qualifications can be obtained without interruption.

3.1.2. Extramural form of education - a way of organizing education for education providers through a combination of full-time education during short-term sessions and independent study of the educational program in between them. The extramural form of education is a form of education and / or qualifications without separation from production.

3.1.3. Extramural-Distance learning form is a way of organizing education for education providers through a combination of full-time education during short-term sessions and independent learning of an educational program between them using the University's electronic resources based on the Moodle distance education system and the information web space. This form of obtaining education is mainly due to the indirect interaction of distant from each other participants in the educational process in a specialized environment, which operates on the basis of modern psycho-pedagogical and information and communication technologies.

3.1.3.1. Specificities of organization of educational process by Extramural-Distance form of training

The educational process for the distance learning form is carried out in the following forms: independent work; training sessions; practical training; control measures. The main types of training for distance learning are: lecture, seminar, lesson, practical classes, laboratory classes, consultations and others.

Lecture, consultation, seminar, are conducted with students remotely in synchronous or asynchronous mode according to the curriculum.

Obtaining of study materials, communication between subjects of distance learning during distance learning sessions is ensured by the transmission of video, audio, graphic and text information in synchronous or asynchronous mode. The practical lesson, which involves the implementation of practical (control) work, takes place remotely in asynchronous mode. Laboratory classes are held internally in specially equipped training laboratories or remotely with the use of appropriate virtual simulators and laboratories. Other types of training sessions in the educational process may include business games, projects in groups, etc. These types of training sessions can be conducted internally or remotely in synchronous or asynchronous mode, which is determined by the work program of the discipline.

Control measures in the discipline in the course of the training of specialists in Extramural-Distance learning at the University include intermediate (thematic, modular), final and other University-defined control of the knowledge, skills and abilities acquired

by the student in the learning process. Cross-border control can be carried out remotely with the use of information and communication technology capabilities, while the final one is only permafrost.

3.1.3.2. Providing distance learning

The scientific and methodological support of distance learning includes:

- i) methodical recommendations for the development and use of pedagogical-psychological and information-communication technologies in distant extramural training
- ii) criteria, tools and quality control systems for distance and distance learning;
- iii) content, didactic and methodological content of web resources (distance courses) on the SDO platform Moodle (<http://elr.tnpu.edu.ua/>) curriculum / training curriculum.

System engineering support for distance learning includes:

- i) hardware (personal computers, network equipment, uninterruptible power supply, servers, equipment for videoconferencing, etc.) that provide the development and use of web-resources for learning purposes, the management of the learning process and the necessary types of educational interaction between sub-entities distance learning in synchronous and asynchronous modes;
- ii) information and communication support with channel throughput, which provides all subjects of distance learning of the educational institution with round-the-clock access to web resources and web services for the implementation of the learning process in synchronous and asynchronous modes;
- (iii) general and special-purpose software (including for persons with special needs) that must be licensed or built on open source software products;
- (iv) The web resources of the disciplines (programs) required to provide distance learning may include:
- v) guidelines for their use, sequence of tasks, control features, etc .;
- vi) documents for the planning of the educational process (curricula, curriculum plans, schedule of classes);
- vii) video and audio recordings of lectures, seminars, etc .;
- viii) multimedia lecture materials;
- ix) terminology dictionaries;
- (x) practical tasks with methodological recommendations for their implementation;
- xi) virtual laboratory work with methodological recommendations for their implementation;

- xii) virtual simulators with methodological recommendations for their use;
- (xiii) test packages for conducting control measures, testing with automated result checking, testing with teacher verification;
- xiv) business games with guidance on their use;
- xv) links to electronic libraries;
- (xvi) a distance course combining the above-mentioned web resources of a discipline (program);

In order to provide distance learning for students, pupils, students, students, an educational institution can create its own web resources or use other web resources to be checked at this institution.

3.1.4. Dual form of education - a way of obtaining education, which involves a combination of training people in educational institutions with training in the workplace in enterprises, institutions and organizations to obtain certain qualifications on the basis of relevant agreements.

3.2. A person who learns can combine forms of learning. It is not allowed simultaneous training in two programs full-time form.

4. FORMS OF ORGANIZATION OF EDUCATIONAL PROCESS, TYPES OF EDUCATIONAL TRAINING AND CONTROL

4.1. Organization of educational process at all levels of education can be individual, group, collective and implemented through higher education programs using the following forms:

- 1) training sessions (lecture, seminars, practical classes, laboratory classes, individual lessons, consultation);
- 2) self-study (independent mastering of educational components, individual tasks, including course and master's design). The amount of time allocated for the independent work of the student is determined by the level of the Education Program according to the National Qualifications Framework, is recorded in the description of the educational program, the curriculum and is (for the daily form of training, as a percentage of the total amount of study time of the discipline): i) by educational degree junior bachelor - from 33 to 67%; ii) for a bachelor's degree - from 50 to 67%; iii) for the master's degree - from 67 to 75%; iv) for the educational-scientific degree of the doctor of philosophy - from 75 to 85%.
- 3) practical training (educational and industrial practices, research work). The practical training of educational instructors is conducted taking into account the competent approach at the bases of practice of the University, in state authorities, in scientific institutions, in enterprises, in organizations, in educational and cultural institutions of Ukraine and other countries.

The organization of practical training is regulated by the Regulations on the practice of students, other normative documents of the University. In order to take into account the specifics of practical training in different specialties in each structural subdivision, based on the Regulations of the University, their own Regulations on the organization of practice and practice programs, which are approved by the academic councils of these divisions, are developed.

The practice report is protected by the Commission with the participation of the University's practice leader.

4) control measures (exam, credit, differentiated cards, input and final control works, defence of course paper and qualification / master's work, etc.).

5. PLANNING THE EDUCATIONAL PROCESS

5.1. Planning the educational process is carried on basis the individual pstudy plans and curriculum and graphics of the educational process. In order to specify the planning of the educational process for the school year, taking into account the conditions of training in a specific structural unit at the appropriate course (year of study), a working curriculum is drawn up.

5.2. The curriculum is a normative document of the University, which contains information about the specialty, educational or educational-scientific level, qualification, normative term of training, the schedule of educational process, sections of theoretical, practical training, compulsory and selective components of the educational program (with fixation of their volume in ECTS credits and number of hours of training), specialization (if any), number and form of semester control, final certification, total budget of the training time for the whole normative term and its division into the training sessions and the time allotted for self-study academic work, study time division budget for certain forms of employment with each discipline and training for all study period.

The curriculum is a part of the documentation of the Educational Program and is approved by the Academic Council of the University, in accordance with the procedure established by the University. The Academic Council of the University can delegate the authority to review the curriculum for the already approved Educational Program to the scientist councils of the faculties. The introduction of the curriculum is carried out after their signing by the rector of the University.

Examination of curricula before their signing is carried out by the Scientific and Methodical Council.

5.2.1. In the structure of curricula allocate mandatory and selective components.

5.2.2. Compulsory component of the curriculum by higher education programs can not exceed 75% of the volume (in ECTS credits) of the curriculum and includes academic disciplines, qualifications / theses / projects, practices and other special educational workloads of the student aimed at achieving the learning outcomes identified by the Study Program . At the same time at least 50% of the curriculum should be allocated to the achievement of educational outcomes determined by the standard of education in

the specialty, the rest of the volume of compulsory study load is allocated for the components of the program introduced by the decision of the University or the structural subdivision. The compulsory component of the curriculum must contain all the components that are required to qualify for the curriculum.

5.2.3. The elementary component of the initial plan, designed to provide the opportunity for an education provider to deepen professional knowledge within the framework of the chosen educational program and / or to acquire additional specialist professional competencies, must be not less than 25% of the educational load of the educational program. Within the scope of the sampled person who is studying, has the right to choose educational components on their own. Such a choice is not limited to the curriculum of the program on which the person is studying. If necessary, the specialized (profiled) blocks (packages) of disciplines, including those aimed at obtaining the appropriate professional qualification, can be introduced at the expense of the selective component in the curriculum.

5.2.4. Educational disciplines and practices are usually planned in the amount of 3 and more ECTS credits, and their number in the academic year does not exceed 16. The credit dimension of academic disciplines is multiple total load. Usually it is planned that the practice lasts no more than one semester, and the academic discipline - no more than two semesters. The total number of exams and credits (without term papers / projects and practices per semester) can not exceed 8 (but no more than 5 examinations for the exam session).

5.2.5. The number of hours of training in the academic disciplines is planned taking into account the achievement of the learners of the ability to study autonomously and is (as a percentage of the total amount of study time, for full-time education): from 33 to 50 - by the levels of junior bachelor and bachelor, from 25 to 33 - by level Master's degree, from 15 to 25 - by the level of Doctor of Philosophy.

5.2.6. Curriculum by extramural (extramural-distance) form of study contains a list of disciplines, which is similar to the curriculum of the full-time form of study of the program itself, and has a shorter duration of classroom activities by increasing the volume of independent work. The percentage of reduction (compared to the curriculum of full-time education) of the number of training sessions should be proportional to all disciplines of the curriculum. The aggregate duration of classroom studies by extramural form of training can not exceed 20% of the amount of study placements in the full-time training plan of the same program / specialty and can be reduced (up to 5%) by combining classroom and distance learning (listening to video lectures, participating in Skype-classes, consultations, processing of materials for preparation, execution of individual projects and research tasks through the system of Electronic Resources of TNPU-Moodle. The forms of final control should coincide with the full-time study form (if available).

5.2.7. Changes to the approved training plans 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 specialization plan, the curriculum must be

re-approved in accordance with the established procedure. If the proposed changes affect the program's learning outcomes, then the re-approval is subject to the entire program entirely.

5.3. The curriculum is a normative document of the University, which defines the calendar terms of theoretical training and practical training, semester control (examination sessions), the liquidation of academic debt, preparation of course and qualification / master's works / projects, certification of education, vacations, independent work (for distance learning), research work, registration and defense of the dissertation (for the third, educational and scientific level).

The curriculum schedule is for the academic year and is approved by the rector of the University. In order to take into account the specifics of the training programs and necessary details, the structural units make the proper charts of the educational process in terms of programs and courses (years of training), which is approved by the first vice-rector.

5.3.1. The curriculum for a full-time study is based on the following features:

- the school year, except for the first and final courses, lasts 12 months and begins on September 1. The school year for first-year students may start in the range from September 1 to November 1 (by the set for the autumn semester) or by March 1 (by the set for the spring semester);
- the aggregate duration of theoretical training, examination sessions and practice during the academic year (except for graduation courses) can not be less than 40 weeks and exceed 44 weeks;
- the academic year is divided into 2 semesters (autumn and spring), the theoretical training during which completes the exam sessions (winter talent), during which time is allocated for semester control and academic debt;
- Training and production practices can be conducted both before and after the examination sessions;
- the duration of theoretical instruction usually is: 15 weeks in the autumn semester and 19 - semester (except graduation), the duration of the exam session (winter and summer) is usually 3 weeks for full-time students and 3-10 days for extramural students (Extramural-distance) study forms. If in the last academic semester there are no academic disciplines ending in exams, then the examination session may not be planned;

5.3.2. The duration of the semesters, the timing of theoretical lessons (examination sessions) maybe changed in the case of holding in the corresponding semester of training and production practices with separation from theoretical classes, to comply with the requirements of the agreements to the programs of double diploma, etc.

5.3.3. If the curriculum foresees the protection of the qualification / master's work / project, then the timetable of the educational process is allocated for its writing: not less

than 4 weeks for an academic bachelor's degree and not less than 8 weeks for an educational master's degree (taking into account the peculiarities of preparation in the subdivisions). In separate, substantiated cases, parallel writing of qualification / master's work / project and the continuation of theoretical studies is allowed: study lessons are carried out no more than two days a week, the terms of writing qualification / thesis / project proportionally increase.

5.3.4. The curriculum of the extramural form of study envisages training in the following stages:

- An introductory examination period, during which students are introduced to the main tasks and schedule of studying the discipline, provide general information about it, provide methodological materials, access passwords to the system of distance education (the university base of electronic courses) Moodle, explain the system of evaluation of academic achievements, features blended -education, etc .;
- Inter-examination period, during which students independently master the theoretical material, carry out control tasks and send them to teachers;
- An examination period, during which students defend the tasks performed in the inter-examination period, undergo semester control. The aggregate duration of the examination sessions (together with the instructor) on the extramural form of training is up to 30 calendar days per year for 1-2 courses for the bachelor's degree; up to 40 calendar days a year - 3-5 courses in the educational degrees of a bachelor's and master's degree. In the organization of examinations and examinations, the study course takes into account that the training sessions can be planned for no more than 6 days a week and no more than 12 hours a day. When This is allocated time for credits (not less than 2 hours for the academic team) and examinations (not less than 4 hours for the exam for the academic group).

5.4. Terms and period of conducting various types of training

The work is regulated by schedule of classes, exam schedules, schedules of examination commissions, consultations, defense of course projects (projects) and practices, as well as orders for practice. Deducing students from participating in training sessions and control activities, established by schedules / schedules, except for cases stipulated by the current legislation is prohibited.

5.4.1. Schedules of classes, schedules of consultations and examinations, schedules of work of examining commissions, orders for passing the practice for each semester is concluded by the dean's office of the faculty with the approval of the training department and vice rector for scientific work and international cooperation, according to the schedule of the educational process for the current academic year for each specialty, Educational the program. The schedule should ensure that the curriculum is fully implemented in terms of training. The schedules of classes and the schedules of consultations shall be made public not later than three days before their beginning.

5.4.2. The schedules of the examination commission, the submission of the heads of the structural units, are approved by the training department, approved by the first vice-rector and made public not later than a month before the beginning of its work.

6. EVALUATION OF THE STUDY OUTCOMES

In accordance with the requirements of the European Credit Transfer and Accumulation System and the Standards and Recommendations on Quality Assurance in the European Higher Education Area, the evaluation of the results of learning as a tool for recognizing the successful completion of compulsory education by the student of compulsory education and achieving certain learning outcomes - as for individual teaching disciplines (assignment credits) and the program as a whole (qualification) - is an essential element of the educational process.

6.1. The main principles of the evaluation policy

6.1.1. Assessment of learning outcomes is based on the principles of objectivity, systematic and systematic, planned, unity of requirements, openness, transparency, cost-effectiveness, accessibility and comprehensiveness of the assessment methodology, taking into account the individual possibilities of the students.

6.1.2. The language of assessment and the language of teaching coincide. About the use of another language of assessment and / or teaching of education applicants must be warned before the study of the relevant discipline (passing the practice).

6.1.3. The ratio of learning outcomes and forms (methods) and evaluation criteria is based on the following principles:

- the results of the training with the relevant strategies and evaluation criteria are determined for the Educational Program in general, for each of its educational components separately (academic discipline, practice, coursework and qualification work) and fixed in relevant normative documents of the University - description of the educational program, work syllabus of the academic discipline, etc.;
- the forms (methods) and evaluation criteria chosen for the current and final control of the discipline (practice, individual task, other educational component), are consistent with the results of training in this discipline and the types of educational activities carried out in the process of training;
- The assessment forms (methods) provide the validity of the assessment of the student's progress and the establishment of the fact of the achievement of the learning outcomes. Evaluation criteria are based on the expected learning outcomes;
- the forms of final control of the educational component are determined by the educational program and can not be replaced by others.

6.1.4. The final assessment of the results of studies at the University is carried out on a single 100-point scale. The assessment of the applicant of education corresponds to the ratio established in the assessment of the level of formation of professional and general

competences to the planned learning outcomes (in percentages). If necessary, the following scale of conformity is applied with the estimates based on the five-point rating system:

**Table of conversion of ECTS 100-point scale into national scale
(5-grade and 2-level)**

| National system score | 100--point ECTS | Wordy ECTS point | Definition of ECTS point | Competence level | |
|-----------------------|-----------------|--|--|------------------|--------|
| | | | | exam | credit |
| 90-100 | A | Excellent | High (creative) | Excellent | Passed |
| 82-89 | B | Very Good | Satisfactory (constitutive, variational) | Good | |
| 75-81 | C | Good | | | |
| 64-74 | D | Satisfactory | Average (reproductive) | Satisfactory | |
| 60-63 | E | Satisfactory | | | |
| 35-59 | FX | Failed with a possibility of re-compiling the credit | Poor (receptive and productive) | Fail | Fail |
| 1-34 | F | Failed with the compulsory re-studying the semester credit program | | | |

Programs of Higher Education, when re-evaluating the assessments obtained in other educational institutions, the recommendations of the European Credit Transfer System are used (unless otherwise provided by a bilateral agreement).

6.1.5. Conditions for recognition of successful studies at the University:

- loans are awarded to individual students after the completion of an educational activity, which is required by a formal training program or a separate educational component, successful evaluation has reached
- The criterion for a successful student to undergo an assessment is to achieve the minimum threshold levels for each of the planned learning outcomes and the minimum threshold for the educational component as a whole;
- the minimum threshold level for each planned educational component of the learning outcomes is determined by the relevant work program (regulations), but can not be lower than 50% of the maximum possible number of points;
- the minimum threshold level for an educational component is unique in the University, does not depend on the forms and methods of evaluation and is 60% of the maximum number of points;
- An applicant for education may be excluded from the final evaluation if during the semester he / she:

1) has not reached the minimum threshold level for those learning outcomes that can not be assessed during the final control;

2) gaining the number of points that is insufficient to obtain a positive assessment, even if it is achieved at the final control of the maximum possible result.

Conditions of admission are approved in the work program of the discipline. The decision to ban the teacher is taken by the dean; it is made public before the beginning of the relevant control;

- the final score from the educational component, the final form of control for which the score is established, is defined as the sum of grades / marks for all, successfully evaluated, learning outcomes. Scores lower than the minimum threshold to the final score are not added;

- the total score from the educational component as a whole, the final form of examination for which the exam is established, is defined as the sum of marks / marks for all successfully evaluated learning outcomes during the semester (grades below the minimum threshold to the final grade are not added) and the score obtained during the exam. If the student's assessment at the exam is lower than the minimum threshold (60% of the maximum possible for a defined form of number control), then the examination points are not added to the semester assessment (considered to be zero), and the final score from the discipline is unsatisfactory;

- for failure to pass the evaluation of educational outcomes, educational credits are not awarded;

- if the applicant for education, admitted to semester control, does not take part in it for reasons connected with him, it is considered that the control has not been made and the score "0" is scored ("unsatisfactory"). He / she should immediately inform the international department (the person responsible for the foreign students' educational process) and / or the vice rector for scientific work and international co-operation for reasons independent of the applicant's cause (including temporary sickness due to illness) that may justify his absence. In due time (no later than within three working days after the end of the period of temporary disability) submission of the corresponding application with confirmation (certificate of the established sample) of temporary disability, the applicant extends the term of the semester control: within the limits determined by the schedule of the educational process - according to the decision of the dean, for a later term - the order of the first vice-rector;

- The number of credits that can be attributed to a student demonstrating their (out-of-program) achievement, equivalent to the number of credits that are set for the relevant educational component of the program;

- if the academic discipline (practice) lasts two or more semesters, the final score is determined on the last semester control. The procedure for the formation of such assessments is approved in the work program of the academic discipline.

6.1.6. Assessment helps effective learning:

- In the design of the current assessment, feedback is provided: Educational students should be able to use the result of the assessment so as to improve their performance during the next assessment;
- if possible, the tasks are being implemented, during which the educational appraisers use the results of their research, the number of final evaluations should be minimized; whenever possible - applicants for education should be offered a choice of a range of assessment methods;
- The assessment system should help educators determine whether there is / no progress in learning the educational component.

6.1.7. Ensuring the objectivity of the assessment:

- Educationalists must have some time to study before they are evaluated;
- Scientific and pedagogical (pedagogical) staff and other persons involved in the assessment (hereinafter referred to as appraisers) must be familiarized with the existing methods of testing and examination, receive, if necessary, support for the development of their own skills in this field;
- if possible, evaluation should be carried out by more than one appraiser;
- The decision on the number of appraisers, their staff and the involvement of external appraisers should be timely;
- appraisers have the opportunity to not participate in the assessment in the event of a conflict of interest;
- schedule

evaluation of students who are engaged in individual curricula must, in structure and consistency, correspond to the standard assessment schedule, and assessment dates - to the approved individual chart;

- if possible, the student's assessment should be anonymous;
- The assessment should be consistent, fair and objectively applied to all students, conducted in accordance with established procedures;
- The place of assessment, the conditions of work and the performance of tasks by students with special needs should be clearly defined;
- Clear and accurate records of evaluation procedures and decisions should be kept within the deadlines set (calibration and examination information, minutes of meetings of commissions, etc.). Students' works (except those for which other terms are defined) must remain during the semester.

6.1.8. Requirements for ensuring transparency of assessment, creating equal opportunities and preventing unfair benefits:

- evaluation information should be clear, precise and accessible to all participants in the educational process (education applicants, teachers, executives, independent members of the examination commission);
- Criteria and methods of evaluation, evaluation of evaluation should be made public in advance (before the beginning of the assessment);
- for persons whose state of health prevents compliance with the full scope of the rules of control of procedures, on behalf of the name of Dean filed at least one month before the assessment, according to the severity of the obstacles and limitations of opportunities maybe an elongate time for the task (but not more than by half from the established deadline) or provided another, adequate situation, the opportunity to pass control measures;
- other persons undergoing assessments, in which the established and confirmed medical certificate, chronic diseases or temporary disability, which may significantly affect the performance of the assessed work, on behalf of the dean (to be submitted before the beginning of semester control), may also be provided adequate situations opportunity take control measures.

6.1.9. Terms of evaluation:

- the timing of the final evaluations should permit to effectively and accurately evaluate the planned result of training;
- The amount of workload for assessment procedures for educators and teaching staff should be acceptable and as convenient as possible. In particular, for full-time students, it is not allowed to complete two exams within one calendar day. When completing exam schedule, on full-time study exams are planned for students not more often than once every two days. At the same time, taking into account the high-intensity educational process of students of the extramural course of studies, two examinations are completed during one calendar day - one in the first change, the other in the second;
- the timetable for the final evaluation, including the final terms of the submission of the education of his work, must be determined in advance;
- the form of the control and its duration, the special requirements for the procedure must be communicated to the learners in advance (at least before the control);
- Learners must be notified of the means of controlling compliance with the rules of academic integrity and the TNPU Code of Conduct that will be used during the assessment and on the consequences of their violation;

- when conducting any forms of control by an appraiser (examiner, examination commission, etc.), an exhaustive list of authorized auxiliary means should be determined;
- Persons admitted to the control and evaluation must have at their disposal a document certifying the identity;
- the person who is in control has no right to use any external (third-party) assistance;
- If the appraiser suspects the person in control that he is using unauthorized auxiliary means, he / she has the right to invite her to take actions that would invalidate the suspicion. If the person who passes control, refuses the offer of the appraiser, its result is evaluated as "0" points ("failed");
- if the applicant seeks to influence the outcome of the assessment by writing, using unauthorized means or external assistance (fraud), his result is rated as "0" ("failed");
- if the applicant of education violates the control procedure, the appraiser has the right to make a decision to terminate the procedure. In this case, the control is evaluated as "failed" (0 points);
- Violations in the exam process (protection of course works / projects and practices) should be immediately announced by the appraiser (appraisers). The document proving the violation (the memorandum, protocol, etc.) must be transferred to the management of the structural unit of the University on the same day;
- before the completion of the assessment, students must receive information on the timing of the publication of its results;
- the terms for the re-compilation of the final control forms should be determined before the beginning of the estimates.

6.1.10. The evaluation results during the semester control should be included in the test and examination information and (in addition to the negative and outcomes) - to the individual educational curriculum of the applicant of education.

6.1.11. A semester control overturning with a view to improving the positive assessment is not allowed.

6.1.12. The methodology, content and procedure for conducting all forms of current and semester control, evaluation of course papers / projects and practices, terms of admission to semester control, criteria for evaluating the results for different levels of education and the order of their documentation, especially the organization of semester control for different forms of education are regulated by the System Regulation assessment of the academic achievements of the University students.

The specific conditions of the content, methods of conducting and evaluating all forms of control from a separate discipline, practice, course work / project are determined by the teacher, the guarantor of the program, approved by the department and reflected

accordingly in the work program of the discipline or practice, methodological guidelines for course design, etc.

6.2. Using evaluation results

6.2.1. Assessment of learning outcomes is the basis for making decisions on the transfer of students to subsequent courses, the award of partial and full qualifications, the recognition of educational declarations, the formation of ratings distributions and student ratings, and also used for monitoring educational programs.

6.2.2. As a result of the assessment during semester control, credits are taken over by individual subjects (practice, coursework / projects), and, subject to the completion of the training (individual training) plan, admitting the student to the next semester (transfer to the next course).

6.2.3. Evaluation of the results of a particular part of the program in a defined procedure may be the reason for the attribution of partial qualifications, if provided by the Educational Program.

6.2.4. By the results of semester control assessments for the entire period of education and certification of education applicants are awarded educational qualifications (degrees).

6.2.5. On the basis of the results of the assessment during the semester control over the entire period of study, the determined educational program of all applicants to study at the same time entered the study, the distribution of estimations (distribution) of the educational program for the corresponding year of introduction is formed. Distribution of estimates shows the frequency with which the same program different marks.

According to the ECTS recommendations, the basis of decision-making when re-evaluating the estimates obtained at another educational institution is to compare the statistical distribution of assessments in different educational institutions. The distribution of assessments is also used at the University for comparing the application of the assessment scale to faculties / institutes, in various subject areas / specialties.

Comparison of assessors with the assessment of the distribution of ratings determines the level of student success and allows you to compare it with the level of success of education for other programs.

6.2.6. The results of the semester control of the Education Program of the semester are analyzed by the program guarantor (working group of the program), reported and discussed at meetings of departments, academics, faculty councils / institutes and the Academic Council of the University. The results of discussions at the scientific councils are the basis for initiating changes in educational programs under the conditions of admission to the Educational Programs, in the rules of evaluation.

When deciding on the introduction of any changes to the rules of evaluation or Educational Programs, the timing of the introduction of such changes, as well as

distribution to persons who are already studying in Educational Programs, must be agreed with the organs of student self-government.

7. ATTRIBUTION OF QUALIFICATIONS

7.1. For educational providers who have successfully fulfilled the requirements of the University's educational program, a full or partial educational qualification is awarded and an appropriate education document (diploma, certificate, certificate, certificate, etc.) is issued.

7.2. Educational qualification

7.2.1. The University awards, recognizes and confirms educational qualifications in the fields of specialization and levels of education licensed at the University or (if special law provides for accreditation) with accredited Educational Programs.

7.2.2. Educational qualification is determined by the educational level (educational, educational and scientific degree), the name of the specialty (if necessary - the name of the educational program and / or specialization). The wording of the title of educational qualification in a document on education is defined by normative documents.

7.2.3. An educational qualification is awarded by the University, upon the decision of the relevant qualification / examination committee to a person who has received recognition

Educational results of studying by the educational program.

7.2.4. The procedures for awarding / approving and confirming educational qualifications, the procedure for the formation and functioning of qualification / examination commissions determine certain provisions.

7.3. Final certification of higher education graduates

7.3.1. Attestation of higher education students takes place at the University in directions, specialties and Educational programs and ends with the issuance of documents of the established sample on the award of the corresponding degree of education and the attribution of the qualification. Requirements for

e attestation of applicants for higher education is determined by the Law of Ukraine "Providence of Education", the Cabinet of Ministers of Ukraine, regulatory documents of the central executive authority in the field of education and science, higher education standards, the Regulations on the procedure for the establishment and operation of the examination commission of the University, and other special provisions of the University.

7.3.2. The certification of educational applicants, except in cases stipulated by law, is carried out in an open and transparent manner. Students of higher education and other persons present at the certification, including during the defense of the dissertation of the doctor of philosophy, can freely perform audio and / or video recording of the attestation process.

7.3.3. The attestation establishes the correspondence of the level of knowledge and abilities, other competences acquired by the applicant of higher education to the requirements of the standards of higher education and the educational program.

7.3.4. Forms of certification of applicants for higher education (protection of qualification work / project, qualification examination, complex qualification exams, etc.) are defined in the Educational Program and take into account the requirements of the relevant standards of education.

Certification of persons who obtain a master's degree may be carried out in the form of a single state qualification examination in the specialties and in the manner prescribed by the Cabinet of Ministers of Ukraine.

7.3.5. Certification of persons who obtain a degree of junior bachelor, bachelor and master, is conducted by an Examination Commission, which may include representatives of employers and their associations.

The procedure for the formation of the Examining Commission is defined in the Regulations on the procedure for the establishment and work of the exchange committee at the University.

7.3.6. The examination commission is created annually, approved by the order of the rector on the submission of the structural unit and operates during the calendar year. The schedule of work of the Examination Commission is approved by the rector (pro-rector) and made public not later than a month before the beginning of its activity.

7.3.7. The Examining Committee meetings are open and take place with the participation of more than half of its composition and subject to the mandatory presence of the chairman of the Examiner's Commission. Meetings of the Examining Commission are executed by the protocol.

7.3.8. Complex final examination on specialty for persons who obtain a doctoral philosophy is carried out by a separate Examination Commission.

7.3.9. Attestation passes every student of higher education after full completion of his educational plan at the appropriate educational level. The terms of the attestation are defined in the curricula of the preparation of specialists and the schedule of the educational process.

7.3.10. Assigning qualifications of higher education to the levels of junior bachelor, bachelor and master degree students who received positive assessments in accordance with the educational program of the form of certification, is carried out by

order of the rector of the University on the basis of the decision of the examination commission.

7.3.11. Decision on the correspondence of educational and scientific achievements of the applicant of higher education with the requirements of the Regulations on the diploma with honors is taken by the examination committee.

7.3.12. A student of higher education, who, at the time of compilation of the final qualification, received an unsatisfactory rating, is not allowed to compile such forms of final certification (if any) and deducted from the University. He must be issued an academic certificate of the established sample.

7.3.13. Certification of persons who obtain a Ph.D. degree is carried out by a permanent or specialized specialized academic council of the corresponding faculty / institute of the University on the basis of public defense of scientific achievements in the form of a dissertation. Ph.D. student has a right to choose a specialized academic council.

7.4. Qualification (complex qualification) exam

7.4.1. The program of qualifying (complex qualification) exam is formed on the basis of the list of general-professional and specialized professional competencies (formulated in terms of learning outcomes) specified in the Educational Program.

7.4.2. The program, methodology and form of the qualification (complex qualification) exam, the criteria for evaluation of the exam separately for the examination of the results of training are determined on the basis of the approved program of education by its guarantor, agreed with the profile department (departments), educational and methodical Committee of the structural unit and approved by the academic council of the faculty. The program of qualifying (complex qualification) examination should be communicated to the educators of education not later than six months before the certification.

7.4.3. If the student's answer to the qualifying (complex qualification) exam does not meet the requirements of the level of attestation, the Examining Commission decides that the student has not passed the certification, which should be reflected in the minutes of the meeting.

7.4.4. For disagreement with the assessment of the qualification (complex qualification) exam, a higher education has the right to submit an appeal to the rector no later than 12 hours of the next working day on the day of announcement of the result of the request. In case of appealing by the order of the rector (first vice-rector) is created

7.5.7. Evaluation of qualification / master's degree / master's work / projects is carried out during protection at the Examining Committee, whose members may consider responses to the work of the scientific supervisor and reviewers when assessing the protection. The final score is formed as an average of the ratings of the members present.

7.5.8. If the protection of the qualification / thesis / project does not meet the requirements of the level of attestation, the Examining Board decides that the applicant of education has not passed the certification, which should be reflected in the minutes of the meeting.

7.5.9. In case of disagreement with the assessment of the protection of the qualification / master's work / project, a higher education graduate has the right to appeal to the rector no later than 12 hours of the next working day on the day of announcement of the defense result. In case of receipt of appeal by the order of the rector (the first vice-rector) a commission for its consideration is created. The appeal is considered within three working days after its submission.

7.5.10. Full-text electronic versions of qualifying / master's papers / projects after their protection must be transferred to the profile departments to the repository of academic texts of the University.

7.5.11. Those who have not completed the qualifying exams and / or did not defend the final qualification / master's thesis / project due to failure to appear without valid reasons or to receive an unsatisfactory assessment have the right, under a separate contract, to provide educational services for a repeated (from the following academic year) final certification within three years after deductions from a higher education institution. When exceeding the allowed threshold of academic plagiarism, re-protection of work on the same topic is not allowed.

7.5.12. Features of the preparation and protection of qualifications / master's works / projects by joint educational programs with other institutions of higher education are governed by agreements on the relevant Educational Programs.

7.6. Documents on education

7.6.1. The list of information that has to be contained in the documents on education is established by the Cabinet of Ministers of Ukraine.

The procedure for the production, issuance and registration of documents on education provided for by special laws, requirements for their form and / or content are approved by the central executive body in the field of education and science, taking into account the requirements of special laws.

Examples and technical descriptions of higher education documents are approved by the Academic Council of the University; Wants to be posted and made public on the official website.

7.6.2. The document on education (educational and scientific stages) is issued to a person who has successfully completed the relevant educational program and has

passed the certification. Diploma with honors issued in accordance with the Regulations on the diploma with honors from the University.

7.6.3. The University issues the following types of documents on the award of a full educational (educational and scientific) qualification of the corresponding level:

- a bachelor's degree;
- Master's degree;
- Diploma of Doctor of Philosophy.

7.6.4. An integral part of the bachelor's, master's, and doctor's degrees is the addition to diploma-euro

a sample that contains structured information about the completed training.

An integral part of the diplomas of a junior bachelor is the addition to the diploma.

7.6.5. University degree document is issued by the University only under an accredited Educational Program. Under the uncredited educational program, the University produces and issues its own documents on higher education in the order and according to the model determined by the Academic Council of the University.

7.6.6. The documents on the education of the state model for persons studying under the state order, the University produces and issues at the expense of the state budget, and for persons studying for natural or legal persons, the cost of education documents is included in the cost of education. The cost of documents on education of the state standard establishes the Cabinet of Ministers of Ukraine.

7.6.7. In case of obtaining a higher education in accordance with the agreements between the University and other institutions of higher education, including foreign, Educational programs, the University has the right to produce and publish joint diplomas in accordance with the model determined by the joint decision of academic councils.

7.6.8. In the case of a higher education student at the same time in two specialties / programs, the University has the right to produce and issue a duplicate diploma according to the model determined by the Academic Council.

7.6.9. Information on issued educational documents may be included in the Unified State Register of education documents in the manner determined by the central executive body in the field of education and science.

7.6.10. University in accordance with the established procedure carries out the issuance of documents (certificate, certificate) attribution of partial educational qualifications within the relevant educational (educational-scientific) level.

University units that perform the functions of training, retraining and advanced training of specialists in licensed specialties, have the right to issue certificates and certificates for advanced training.

7.7. Issuance of duplicate documents on education

7.7.1. In the event of loss, destruction or damage to the education document, the University issues a duplicate, the content of which corresponds to the previously issued educational document for the form in force at the time of issue. The production of duplicates takes place at the expense of the person receiving the duplicate.

7.7.2. Making and issuing a duplicate of the document on education is carried out on the order of the rector (the first vice-rector), issued on the basis of a personal statement of the person holding the qualification - about the loss of the education document (with information on the name of the document, the name of the educational institution and the date of its completion, reasons for loss, contact information etc.) and archival reference. Statements on the issuance of a duplicate must be added: 1) a copy of the identity document; 2) consent to the collection and processing of personal data; 3) a certificate from the internal affairs body about the loss of an education document (if any); 4) a copy of the lost, destroyed or damaged document of education (if any); 5) a copy of the certificate of marriage or divorce, of the name of the name, surname and patronymic (if necessary); 6) a copy of the announcement in printed mass media at the place of residence of the holder of the qualification regarding the invalidation of the document on education (with indication of the name, whom and whom issued, numbers to issue extradition).

7.8. Academic Reference

7.8.1. A student deducted from the University prior to completing the education program receives an academic certificate containing information on the educational program, studying the discipline, protected coursework / projects and practice reports received in the tests and examinations, as well as the number of ECTS credits received.

7.8.2. The procedure for the production, issue and registration of academic certificate, requirements for its form and / or content are approved by the central executive body in the field of education and science, taking into account the requirements of special laws. A sample and technical description of the academic certificate is approved by the Academic Council of the University.

7.8.3. If the training was carried out under a program in which ECTS loans were not awarded, the certificate should include information on the amount of study time in hours.

7.8.4. Academic certificate does not include educational components, of which the applicant of higher education received unsatisfactory results. Persons who dropped out of the first year of the University and did not pass exams and / or qualifications issued an academic note stating that the applicant had not completed the examinations and examinations.

7.8.5. A student of higher education has the right to apply for an academic certificate in the event of interruption of training.

7.9. *Cancellation of documents on education*

7.9.1. Incorrectly issued educational document must be canceled, withdrawn and, if necessary, replaced.

7.9.2. The reason for the decision to abolish the issued education document is an established act of mistaken manufacturing and / or issuance of an education document, and established (according to the designated Academic Council of the University for the detection and establishment of facts of violation of academic integrity) the fact of a violation of academic integrity.

7.9.3. Authority to decide on the cancellation of a published document about the education belong to the rector of the University.