

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE ROBERT
ELWORTHY INSTITUTE OF ECONOMICS AND TECHNOLOGY**

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Acting Rector

_____ I. M. Vasylenko

REGULATIONS

**ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS
AT THE ROBERT ELWORTHY INSTITUTE OF ECONOMICS
AND TECHNOLOGY**

Kropyvnytskyi - 2022

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1. GENERAL PROVISIONS

The Regulations on the organization of the educational process (hereinafter referred to as the Regulations) is a regulatory document that governs the system of comprehensive measures aimed at implementing the content of education at the Robert Elworthy Institute of Economics and Technology (hereinafter referred to as the Institute) at certain levels of education in accordance with educational standards. This Regulation shall guide the activities of the teaching staff, management, structural units of the Institute, as well as the applicants for higher education of the Institute (hereinafter referred to as the applicants), who participate in the educational process for the purpose of its effective organization. The Regulations are not a confidential document and are published on the official website of the Institute.

1.2. The Regulations are developed on the basis of:

- The Law of Ukraine "On Education";
- The Law of Ukraine "On Higher Education";
- The Law of Ukraine "On Professional Higher Education";
- The Law of Ukraine "On the National Informatization Program";
- The Law of Ukraine "On Information";
- Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Licensing Conditions for the Conduct of Educational Activities of Educational Institutions" of 30.12.2015, No. 1187;
- Resolution of the Cabinet of Ministers of Ukraine "On Approval of the National Qualifications Framework" of 23.11.2011, No. 1341;
- Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Regulation on the Procedure for the Implementation of the Right to Academic Mobility" of 12.08.2015, No. 579;
- Order of the Ministry of Education and Science of Ukraine "On Approval of the Regulation on the Practice of Students of Higher Educational Institutions of Ukraine", dated April 08, 1993, No. 93;
- Order of the Ministry of Education and Science of Ukraine "On Approval of the Regulation on the Procedure for Transfer, Expulsion and Reinstatement of Students of Higher Education Institutions" of 15.07.1996, No. 245;
- Order of the Ministry of Education and Science of Ukraine "On Approval of the Regulation on Academic Leave and Re-education in Higher Education Institutions" of 06.06.1996, No. 191/153 (in the part that does not contradict the Laws of Ukraine "On Education" and "On Higher Education");
- Order of the Ministry of Education and Science of Ukraine "On Approval of the Regulation on Distance Learning" dated 25.04.2013 No. 466 (as amended);

- Order of the Ministry of Education and Science of Ukraine "On Approval of Forms of Documents on Higher Education (Academic Degrees) of the State Standard and Annexes to Them, Sample Academic Transcript" of 12.05.2015 No. 525 (as amended);

- Order of the Ministry of Education and Science of Ukraine "On Approval of Forms of Documents for Training Specialists in Higher Education Institutions", Order of the Ministry of

of Education and Science of Ukraine of February 16, 2018, No. 160;

- Statute of the Robert Elworthy Institute of Economics and Technology;

- Other regulatory documents of the Robert Elworthy Institute of Economics and Technology.

1.3. The Dean of the Faculty is responsible for organizing the development, amendments and additions, timely bringing this Regulation in line with the current legislation.

2. GENERAL CHARACTERISTICS OF THE EDUCATIONAL PROCESS. AUTONOMY AND ACADEMIC FREEDOM OF THE INSTITUTE.

MAIN TASKS, RIGHTS AND OBLIGATIONS OF THE INSTITUTE

2.1. The educational process.

2.1.2. *The educational process* is an intellectual, creative activity in the field of higher education and science, which is carried out at the Institute through a system of scientific, methodological and pedagogical activities and is aimed at transferring, assimilating, increasing and using knowledge, skills and other competencies of students, as well as at forming a harmoniously developed personality.

2.2. Autonomy and academic freedom.

2.1.2. *The autonomy of the Institute is the independence*, independence and responsibility of the Institute in making decisions regarding the development of academic freedom, organization of the educational process, research, internal management, economic and other activities, independent selection and placement of personnel within the limits established by applicable laws.

2.1.3. *Academic freedom* is the autonomy and independence of participants in the educational process in the conduct of pedagogical, scientific and pedagogical, scientific and/or innovative activities, which is carried out on the principles of freedom of speech and creativity, dissemination of knowledge and information, conducting research and using their results and is implemented subject to the restrictions established by law.

2.3 The main tasks of the Institute are:

2.3.2. conducting high-level educational activities that ensure that persons of higher education receive the appropriate degree in their chosen specialties;

2.3.3. training and retraining of specialists in innovative programs;

- 2.3.4. conducting scientific activity by conducting research and ensuring the creative activity of participants in the educational process, training of scientific personnel and the use of the results obtained in the educational process;
- 2.3.5. formation of personality by means of patriotic, legal, ecological education, education of moral values, social activity, public position and responsibility, healthy lifestyle, ability to think freely and self-organize in modern conditions in participants of the educational process;
- 2.3.6. ensuring an organic combination of educational, scientific and innovative activities in the educational process;
- 2.3.7. conducting scientific research and related works of the innovation cycle, introducing innovations on the basis of interaction between education and science;
- 2.3.8. preservation and enhancement of moral, cultural, scientific values and achievements of society;
- 2.3.9. establishing international relations and conducting international activities in the field of education, science, sports, art and culture;
- 2.3.10. creating conditions for the exchange of students, postgraduate students, doctoral students, researchers and research and teaching staff with educational institutions of other countries;
- 2.3.11. dissemination of scientific knowledge among the population, raising the educational and cultural level of citizens;
- 2.3.12. studying the demand for certain specialties in the labor market;
- 2.3.13. conducting scientific research that ensures the advanced development of basic and applied research, solving the most important problems of legal, socio-economic and socio-political development of the country and their close connection with the educational process, reproduction and enrichment of the scientific potential of the state;
- 2.3.14. preparation and publication of educational and methodical literature, introduction of the latest educational technologies into the educational process;
- 2.3.15. organizing and holding conferences, symposia, seminars, including international ones;
- 2.3.16. participation in the development of state policy, forecasting of development prospects in the field of education and science of Ukraine.

2.4. **The Institute has the right** to:

- 2.4.2. to develop and implement educational (educational and professional, educational and scientific) programs in accordance with the license for educational activities;
- 2.4.3. independently determine the forms of education and forms of organization of the educational process;
- 2.4.4. to choose the types of bachelor's degree programs provided by the International Standard Classification of Education;
- 2.4.5. to make the final decision on the recognition, including the establishment of equivalence, of bachelor's, master's, doctoral / doctor of philosophy / doctor of arts, doctor of sciences and

- academic titles of associate professor, professor during enrollment in training and/or for the position of research or scientific and pedagogical worker;
- 2.4.6. to introduce rating assessment of educational, artistic, research and innovative achievements of participants in the educational process;
- 2.4.7. provide additional educational and other services in accordance with the law;
- 2.4.8. independently develop and implement their own programs of educational, artistic, scientific, research, technical and innovation activities;
- 2.4.9. independently introduce specializations, determine their content and programs of academic disciplines;
- 2.4.10. award degrees to applicants who, in accordance with the law, have successfully passed the certification procedure after completing their studies at the appropriate level of higher education;
- 2.4.11. to establish independently or with co-founders institutions of professional (vocational), professional higher education, colleges;
- 2.4.12. to form, reorganize and liquidate its structural subdivisions;
- 2.4.13. to carry out publishing activities, in particular, to publish textbooks, manuals and scientific works, as well as to develop its own printing base;
- 2.4.14. to carry out joint activities with educational institutions, scientific institutions and other legal entities on the basis of relevant agreements;
- 2.4.15. to place its educational, research and educational and research and production units at enterprises, institutions and organizations;
- 2.4.16. participate in the work of international organizations;
- 2.4.17. to introduce its own symbols and attributes;
- 2.4.18. to establish own forms of moral and material encouragement of participants in the educational process;
- 2.4.19. to take the initiative to the bodies that manage the field of higher education to amend existing or develop new regulations in the field of higher education, as well as to participate in project work;
- 2.4.20. exercise other rights that do not contradict the law.

2.5. **The Institute is obliged to:**

- 2.5.2. take measures, including through the introduction of appropriate modern technologies, to prevent and detect academic plagiarism in the scientific works of researchers, scientific and pedagogical, pedagogical, other employees and applicants and bring them to disciplinary responsibility;
- 2.5.3. have an internal system of quality assurance of educational activities and quality of higher education;
- 2.5.4. to create the necessary conditions for obtaining higher education by persons with special educational needs;

2.5.5. publish on the official website, on information stands and in any other way information about the exercise of their rights and fulfillment of obligations.

2.6. The language of instruction at the Institute is the state language of Ukraine. In order to create conditions for international academic mobility, the Academic Council of the Institute may decide to teach one or more academic disciplines in English or other foreign languages, while ensuring that the Applicants know the relevant academic discipline in the state language.

2. A MULTI-LEVEL SYSTEM OF EDUCATION

3.1 At the Institute, the training of applicants is carried out according to the relevant educational (educational-professional, educational-scientific) programs at the first (bachelor's) and second (master's) levels of higher education, as well as as well as at the level of professional undergraduate and vocational education.

3.1.1. The first (bachelor's) level of higher education corresponds to the sixth level of the National Qualifications Framework and provides for the acquisition of theoretical knowledge and practical skills sufficient for the successful performance of professional duties in the chosen specialty (specialization).

3.1.2. The second (master's) level of higher education corresponds to the seventh level of the National Qualifications Framework and provides for the acquisition by a person of in-depth theoretical and/or practical knowledge, skills, abilities in the chosen specialty (or specialization), general principles of methodology of scientific and/or professional activity, other competencies sufficient for the effective performance of innovative tasks of the relevant level of professional activity.

3.2. Obtaining higher education at the appropriate level of higher education involves the successful completion by a person of the relevant educational (educational, vocational, educational and scientific) program, which is the basis for awarding the appropriate degree of higher education.

3.3 **Bachelor's degree** is an educational degree obtained at the first level of higher education and awarded by the Institute as a result of the successful completion of the educational and professional program by the applicant, the volume of which is 180-240 ECTS credits.

3.4. **Master's degree** is an educational degree obtained at the second level of higher education and awarded by the Institute as a result of successful completion of the relevant educational program by the Applicant. The master's degree is obtained in an educational and professional or educational and scientific program. The volume of the educational and professional master's program is 90-120 ECTS credits, the volume of the educational and scientific program is 120 ECTS credits. The educational and scientific program of a master's degree must include a research (scientific) component of at least 30 percent.

3.5. In the structural subdivisions of the Institute, training may be carried out at the level of professional higher education (educational and professional degree of professional junior

bachelor), professional (vocational) education services, professional (vocational) training, in particular:

3.5.1. **Specialized junior bachelor's degree** is an educational and professional degree that is obtained at the level of specialized higher education and is awarded by a structural subdivision of the Institute as a result of the successful completion of the educational and professional program by the applicant for specialized higher education. The volume of the educational and professional program of the professional junior bachelor on the basis of complete (specialized) secondary education is 120-180 ECTS credits.

3.5.2. **A skilled worker** is an educational and qualification level assigned to a graduate of a structural subdivision of the Institute who has successfully passed the qualification certification in the acquired profession of the corresponding category (category).

3.6. Admission to study for higher, professional higher and professional (vocational) education is carried out on a competitive basis in accordance with the Rules of Admission to the Institute, which are annually approved by the Academic Council of the Institute and published on the official website of the Institute.

3. STANDARDS OF HIGHER EDUCATION AND EDUCATIONAL PROGRAMS

4.1 Standard of higher education.

4.1.1. *The higher education standard* is 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.

4.1.2. The higher education standard defines the following requirements for an educational (educational and professional, educational and scientific) program

- the amount of ECTS credits required to obtain the relevant degree of higher education;
- requirements for the level of education of persons who can start studying under this program and the results of their studies;
- list of mandatory competencies of the Institute graduate;
- normative content of training of applicants, formulated in terms of learning outcomes;
- forms of certification of applicants;
- requirements of professional standards (if any).

4.1.3. Standards of higher education for each specialty are developed by the Ministry of Education and Science of Ukraine, taking into account proposals of sectoral state bodies that ensure the formation and implementation of state policy in the relevant areas, sectoral associations of employers' organizations, and approved by the National Agency for Quality Assurance in Higher Education.

4.2 Educational (educational and professional, educational and scientific) program.

4.2.1. *Educational (educational-professional, educational-scientific) program* is a single set of educational components (academic disciplines, individual tasks, practices, control measures, etc.) aimed at achieving the learning outcomes provided by such a program, which gives the right to obtain a certain educational or educational and professional qualification(s).

4.2.2. The educational (educational and professional, educational and scientific) program must contain:

- list of educational components and their logical sequence;
- requirements for the level of education of persons who can start studying under this program;
- the number of ECTS credits required to complete this program;
- expected program learning outcomes (competencies) that the higher education applicant must master.

4.2.3 The volume of the educational (educational and professional) program of bachelor's degree on the basis of complete general secondary education is 240 ECTS credits. The volume of the educational program for obtaining a bachelor's degree on the basis of a professional junior bachelor's degree is 120-180 ECTS credits, depending on the restrictions on law established by the standard of higher education of a particular specialty recognition and transfer of ECTS credits obtained within the previous educational program.

4.2.4. The volume of the educational and professional master's program is 90 ECTS credits, the volume of the educational and scientific program is 120 ECTS credits.

4.2.5. The educational (educational and professional) program is developed for each specialty or specialization in a certain form and structure in accordance with the standard of the educational and professional program.

4.2.6. Educational (educational and professional) program is created according to the following algorithm:

4.2.6.1. The needs and potential of the program are determined. During this process, questionnaires, focus groups, expert surveys, and other methods of collecting information may be conducted; stakeholders are consulted, and the issue of compliance of the proposed educational program with established or new professional requirements is resolved.

4.2.6.2. Profile and key competencies are determined. Program competencies (general and special) are the most important competencies that determine the specifics of the program. For the bachelor's level, at least 50% of the volume of the educational (educational and professional) program must ensure the acquisition of general and special (professional) competencies in the specialty defined by the higher education standard, for the master's level - at least 35%.

4.2.6.3. The list of competencies of the applicant and program learning outcomes are formed. The program learning outcomes in accordance with the key program competencies express what the higher education applicant must know, understand and be able to perform after successful completion of the educational (educational and professional) program. The list of competencies of the applicant is formed by groups:

- integral competence;
- general competencies;
- special (professional, subject) competencies;
- learning outcomes.

4.2.6.4. A list of academic disciplines is compiled. The list must include the names of the discipline, the number of ECTS credits for each discipline, the year of study and the semester in which the disciplines are studied. The curriculum must distinguish between compulsory and elective courses.

4.2.6.5. The forms of organization and technologies of education are determined.

4.2.6.6. Forms of certification and methods of assessment of learning outcomes are determined. Forms of control (current, intermediate and final) and certification should be determined.

4.2.6.7. The requirements for admission and continuation of education, forms and means of support for students, socio-economic and information technology support of the educational process are determined.

4.2.6.8. Employment and continuing education opportunities are described.

4.2.6.9. The mechanism of internal quality assurance of higher education is described.

4.2.7. Each educational (educational and professional) program has a guarantor of the educational program. The guarantor of the educational program is a research and teaching staff member who has a scientific degree and/or academic title in the relevant or related specialty to the educational (educational and professional) program. As a rule, the guarantor of the educational (educational and professional) program heads the working project team for the development, implementation, monitoring and revision of the educational (educational and professional) program.

4.2.8. The educational (educational and professional) program is prepared in duplicate, signed by the guarantor of this program, submitted to the Academic Council of the Institute and, if approved by the Academic Council of the Institute, approved by the Rector of the Institute. One copy of the educational (educational and professional) program is kept by the Rector of the Institute, the other - at the relevant department of the Institute.

4.2.9. In accordance with the provisions of clause 2, part 2, article 16 of the Law of Ukraine "On Higher Education", the Institute monitors and periodically reviews educational (educational and professional) programs. The monitoring of educational (educational and professional) programs is carried out to check whether they achieve the goals set in them and whether they meet the needs of applicants and public demands. Revision and changes in educational (educational and professional) programs may relate to the list of competencies, planned learning outcomes, list of academic disciplines, form of certification, forms of organization and technology of education.

4.2.10. Educational (educational and professional) programs are reviewed at least once during the period of study, no later than 2 semesters before their completion. An extraordinary review of an existing educational (educational and professional) program takes place in the case of

- amendments to legislative or regulatory documents, if such changes affect the training of specialists in the relevant specialty;
- adoption of new higher education standards or amendments to existing ones;
- submission of proposals for improving the educational (educational and professional) program received from stakeholders;
- low demand for the educational (educational and professional) program;
- requirements or recommendations by competent organizations based on the provisions of the European Standards for Quality Assurance in Higher Education (ESG) and aimed at improving existing educational (educational and professional) programs;
- conclusions about the insufficiently high level of quality of the educational program based on the results of the quality assessment procedures of the educational (educational and professional) program;
- on the initiative of the Institute's academic staff to improve the educational (educational and professional) program.

4.2.11. Monitoring of the educational (educational and professional) program is aimed at finding out what exactly in the current educational (educational and professional) program is subject to change in order to update the program in accordance with the requirements of the market labor market, regulatory requirements, European higher education quality standards, and scientific and technological progress.

4.2.12. All components of the educational (educational and professional) program are subject to monitoring.

4.2.13. Monitoring of the educational (educational and professional) program includes current and final diagnostics to determine the compliance of the level and scope of knowledge, skills, abilities, and other competencies acquired by students with the requirements of higher education standards; surveys of higher education students and academic staff to assess teaching, learning, and assessment; analysis of performance indicators; use of a feedback and direct feedback system to analyze assessment results, taking into account the needs of society, the labor market, and the academic environment.

4.2.14. The information collected during the monitoring is accumulated and processed at the relevant department in order to identify the desired changes in the training of specialists.

4.2.15. The review of the educational (educational and professional) program on the content and quality of education is carried out at a meeting of the working group, after which the changes proposed by the working group are submitted to the meeting of the department. Changes in the educational (educational and professional) program approved at the meeting of the department in the form of changes to existing educational (educational and professional)

programs or updated educational programs are submitted for approval by the Academic Council of the Institute.

5. FORMS OF ORGANIZATION OF THE EDUCATIONAL PROCESS

5.1. The main forms of organization of the educational process at the Institute are: training (classroom) classes, independent work of applicants, individual work of applicants, practical training (practice) and control measures.

5.2. **Classes (lectures).** The main types of training (classroom) classes are: lectures, laboratory, practical, seminars and consultations.

5.2.1. *A lecture* is a type of class in the form of a logically constructed, scientifically substantiated and systematized presentation of a certain scientific or scientific-practical issue, if necessary illustrated by means of visualization, demonstration of experiments, experiments, etc. The purpose of the lecture is to form the basis of knowledge in a particular scientific field, as well as to determine the direction, main content and nature of all other types of classes and independent work of the applicants in the relevant discipline.

5.2.1.1. The scope of the lecture course is determined by the curriculum (working curriculum), and its subject matter, content and structural and logical sequence - by the work program of the discipline.

5.2.1.2. Lectures are conducted by lecturers - associate professors and professors, as well as, in some cases, other highly qualified specialists who have significant experience in scientific, scientific-methodological or practical activities.

5.2.1.3. Lecture streams, as a rule, cover the students of the relevant course of one specialty. To improve the efficiency of educational activities, if necessary, by the decision of the dean, several lecture streams may

be combined into one or, conversely, a lecture stream may be divided into several. Lecture streams of different specialties can be combined if the subject matter of the lecture course and the content of educational (educational, professional, educational and scientific) programs coincide.

5.2.1.4. The lecturer should have a broad scientific outlook, have thorough knowledge and practical experience in the relevant scientific field or area of production activity, be able to systematically, reasonably, at the appropriate scientific and methodological level teach the theoretical foundations of the discipline. Lectures should be deep in content, logical and accessible in form. The lecturer is obliged to adhere to the work program of the discipline regarding the topics and conceptual foundations of the content of lectures. The Lecturer is free to choose the forms, methods and means of delivering educational material to the Students.

5.2.2. *Laboratory class* is a type of training session during which students, under the guidance of a teacher, conduct experiments or experiments in specially equipped laboratories using equipment adapted to the conditions of the educational process. The purpose of the laboratory class is to practically confirm certain theoretical provisions of this discipline, to acquire practical skills and abilities to work with laboratory equipment (including computers,

measuring equipment), to master the methods of experimental research in a particular subject area.

5.2.2.1. The list of topics for laboratory classes is determined by the work program of the discipline. In order to effectively master the skills of working with specific equipment, some laboratory classes may be conducted in a real professional environment (including at work).

5.2.2.2. To conduct a laboratory lesson, Applicants are divided into subgroups in an amount not exceeding half of the academic group (from 10 to 15 people). Depending on the circumstances (technical and technological features of the educational project, life safety requirements, safety, a limited number of workplaces, equipment, etc.), the dean's office may decide to divide the academic group into subgroups of a smaller size than half of the academic group. In case the number of academic groups is less than 15 students, the division into subgroups for laboratory classes may not take place by the decision of the dean's office.

5.2.2.3. The stages of the laboratory class are:

- instructing on safety rules and monitoring their observance throughout the class;
- conducting preliminary control of the preparation of applicants for laboratory work;
- completion of tasks in accordance with the proposed topic, preparation of an individual report;
- evaluation of the results of the work of the applicants by the teacher

5.2.3. *Practical training* is a type of training session, where the students consider in detail certain theoretical provisions of the discipline in order to develop the skills of their practical application, expand, deepen and detail the knowledge gained during other forms of organization of the educational process, increase the level of learning, develop scientific thinking and oral communication of the applicants.

5.2.3.1. Topics and plans for practical classes, a list of recommended literature are determined by the work program of the discipline and are communicated to the applicants in advance.

5.2.3.2. Practical training is usually conducted with an academic group. In some cases, it is allowed to divide the academic group into subgroups similar to the division of the academic group into subgroups during laboratory classes (see clause 5.2.2 of this Regulation).

5.2.3.3 Practical classes are conducted with the use of teaching materials prepared by the instructor. Such methodological materials include: tests to determine the degree of mastery of theoretical material by the Students; practical tasks of varying complexity (calculation, situational tasks, etc.), visual materials, etc. The practical training may be preceded by the completion of homework by the Students: studying the lecture material corresponding to the thematic plan of the practical training, recommended literature, regulations or other types of homework.

5.2.3.4. The quality of preparation of students for practical classes and their participation in solving practical problems are evaluated by the teacher and taken into account when assigning a final grade in this discipline.

5.2.4. A *seminar* is a type of class in which the teacher organizes a discussion by the students of individual issues or a set of issues in accordance with the topics of the discipline

determined by the work program. The purpose of the seminar is to promote the development of creative independence of students, deepen their interest in research, develop a culture of speech, public speaking, and discussion.

5.2.4.1. Seminar classes may be conducted in the form of a conversation, discussion, debate, review and discussion of abstracts and reports, defense of educational projects, etc.

5.2.4.2. The seminar is conducted as part of an academic group. Conducting a seminar involves a mandatory summarization of the discussion of the topic by the teacher and evaluation of the participation of the applicants. Participation of the Applicants in seminars is taken into account when setting the final grade in the relevant discipline.

5.2.5. **Consultation** is a type of training session conducted in order to obtain answers to certain theoretical or practical questions by the Applicants and to explain certain theoretical provisions or aspects of their practical application.

5.2.5.1. Consultations during the semester (current consultations, semester consultations) are held according to the schedule approved by the department, and before control measures (examinations) - according to the schedule of the session or certification.

5.2.5.2. Consultation can be individual or group (for academic group, subgroup, stream of students).

5.2.5.3. Conducting consultations is reflected in the teaching load of the teacher.

5.2.6. For Applicants who have missed a significant part of the training (classroom) classes for valid reasons, individual classes in the relevant disciplines may be organized for an additional fee to the extent necessary for the successful mastery of the educational material. Such individual classes are held according to a separate schedule.

5.3. **Independent work**

5.3.1. Independent work is the main means of mastering the educational material by the Applicants in the time free from educational (classroom) classes. The study time allocated for the independent work of the Applicant is regulated by the curriculum (working curriculum) and must be at least 1/2 and not more than 2/3 of the total amount of study time allocated for the study of a particular discipline. The ratio of classroom classes and independent work of applicants is determined taking into account the specifics and content of a particular discipline, its place, importance and purpose in the implementation of the educational (educational and professional, educational and scientific) program, as well as the proportion of practical, seminar and laboratory classes in the educational process.

5.3.2. The content of independent work within each discipline is determined by the work program of the discipline and methodological recommendations for the discipline.

5.3.3. Independent work of applicants is provided with all educational and methodological tools necessary for the study of a particular discipline or a particular topic: textbooks, teaching and methodological manuals, teaching and laboratory equipment, electronic computers, etc. Applicants are also recommended to study relevant scientific literature and periodicals for

independent study. Methodological support for the independent work of applicants should also include self-control tools (tests, a package of control tasks, etc.).

5.3.4. The independent work of the applicant on the assimilation of educational material in a particular discipline can be carried out in the library, classrooms and laboratories, computer classes, as well as outside the Institute.

5.3.5. The teacher determines the scope and content of independent work, coordinates it with other types of educational activities, develops methodological tools for conducting current and final control, analyzes the results of independent study of each student.

5.3.6. The independent work of the applicant may take place in cooperation with a teacher, other specialist of the higher education institution, in the case of using unique equipment and facilities, complex information access systems (computer databases, computer-aided design systems), etc.

5.4. **Individual work**

5.4.1 Individual work includes essays, calculations, graphics, term papers (projects) and qualification papers, educational projects etc. Individual work in the junior years is aimed mainly at deepening the study of certain academic disciplines by applicants, in the senior years it has a research character and involves the direct participation of applicants in the implementation of research and other creative tasks.

Individual work is carried out by applicants independently under the guidance of teachers. Individual work can be designed to be performed by each individual or by a group of applicants studying in different specialties, including the implementation of projects involving their participation.

5.4.2. *A term paper (project)* is a type of individual work of an educational, research, creative, calculation or design and development nature, which aims to deepen, generalize and consolidate the knowledge of students in a particular discipline, as well as apply knowledge in solving a specific professional task and develop the ability to work independently with educational and scientific literature, electronic and computer equipment, laboratory equipment, using modern information tools and technologies.

5.4.2.1. The procedure and frequency of writing, defense and evaluation of course papers at the Institute is carried out in accordance with the Regulations on the procedure for assessing the knowledge of students at Robert Elworthy ETI (<https://eti.edu.ua/zahalna-informatsiia>).

5.4.2.2. Term papers are stored at the departments for one year. After the expiration of the storage period, these works are destroyed, and a corresponding document (act) is drawn up.

5.4.3. *Qualification work* is a type of individual work of a research, creative or design and development nature, which is performed by the Applicant at the final stage of preparation and is a form of revealing theoretical and practical knowledge, the ability to apply it in solving specific scientific, technical, economic, social and production problems.

5.4.4. The procedure and frequency of writing, defending and evaluating qualification works at the Institute is carried out in accordance with the Regulations on the procedure for assessing

the knowledge of applicants for education at Robert Elworthy ETI (<https://eti.edu.ua/zahalna-informatsiia>).

5.5. Practical training (internship) is a mandatory component of the educational and professional program for the Applicant to obtain the appropriate educational level. The practice is conducted at enterprises, institutions and organizations. The purpose of the practice is to form and develop the professional ability of students to make independent decisions in the conditions of a particular production, to develop skills in practical work in the chosen specialty, to deepen knowledge of modern technologies and equipment of enterprises, the current regulatory framework, to reduce the time for adaptation of graduates in primary positions.

5.5.1. The types and scope of practices are determined by the educational (educational, professional, educational and scientific) program of training, which is reflected in the curricula and schedules of the educational process, respectively.

of the educational process. The content of the practice is determined by its program. The departments of the Institute in accordance with the Regulations on Practical Training at Robert Elworthy ETI independently develop and approve documents regulating the organization of practical training of applicants, taking into account the specifics of their training.

5.5.2. The rules for the organization of internships, the completion of various types of internships by the Applicants, methodological support of internships, management of internships, reporting on the results of internships, their evaluation, as well as the peculiarities of internships by the Institute's Applicants outside Ukraine are determined by the Regulations on internships at Robert Elworthy ETI (<https://eti.edu.ua/zahalna-informatsiia>).

5.6. Control measures are carried out at the Institute to assess the learning outcomes of students, determine the compliance of the level of knowledge and skills acquired by students, formed competencies with the requirements of educational (educational, professional, educational and scientific) programs and ensure timely adjustment of the educational process. The frequency and timing of events are determined by curricula (working curricula), training (work programs), and the forms of their implementation - by the work program of the discipline.

5.7. The Institute has the right to establish other forms of the educational process and types of classes by amending these Regulations.

6. LISTS OF DISCIPLINES. THE ORDER OF SELECTION OF DISCIPLINES

6.1. In order to implement the autonomous principles of organizing the educational process and respond to the demand of the labor market, the educational (educational and professional, educational and scientific) programs of the Institute include compulsory and elective disciplines.

6.2. All compulsory disciplines are subject to study in the course of training of applicants.

6.3. Changes to the list of compulsory disciplines are made based on the results of the revision of the educational (educational and professional) program in cases and in the manner prescribed by clause 4.2.10 of this Regulation.

6.4. The study of elective disciplines in the course of training of applicants may vary.

6.5. Elective disciplines constitute not less than 25% and not more than 75% of the amount of study time in credits.

6.6. Elective disciplines are included in the curriculum in the status of disciplines of the choice of applicants.

6.7. Elective disciplines provide applicants with the opportunity to independently form an individual educational trajectory. The applicant's independent choice of disciplines to study becomes an individual program of his training, which is an important factor in satisfying his own information needs and his self-improvement as a future specialist, as indicated in the Regulations on the formation of an individual learning trajectory by applicants on the official website of the Institute. The formation of a package of elective disciplines is carried out by the applicant taking into account their own needs and interests in future professional activities.

6.8. The student chooses elective disciplines in the number determined by the curriculum. The procedure for selecting elective disciplines by the applicant and including them in the teaching load of teachers for the next year is regulated by the Regulations on the formation of an individual learning path by applicants of the Robert Elworthy Institute of Economics and Technology (<https://eti.edu.ua/zahalna-informatsiia>).

7. ASSESSMENT OF LEARNING OUTCOMES

7.1. The main tasks of the knowledge assessment system of the Applicants are:

- ensuring the full compliance of the knowledge control system with the content of the curriculum in specific disciplines;
- achieving the necessary level of compliance between the requirements for the knowledge of higher education applicants in a particular discipline and the real amount of time they have to study the discipline;
- increasing the level of accuracy in assessing the knowledge of applicants, ensuring transparency and objectivity in conducting control measures;
- promoting the development of students' skills to increase the level of self-organization of learning.

7.2. The object of assessment of knowledge, skills and abilities of applicants is the degree of mastery of the program material in the discipline.

7.3. Control measures

7.3.1. *Control measures at the Institute are:*

- current control;
- intermediate (module) control;
- final (semester) control;
- certification;
- control of residual knowledge (rector's test).

7.3.2. *The task of the current control* is to assess the results of the learning activities of the applicants during the training sessions and the performance of tasks assigned for independent (extracurricular) work.

7.3.3. *The task of intermediate (module) control* is to check the mastery of certain material by applicants, the level of competencies, knowledge, skills and abilities acquired by them at each stage of studying the discipline (educational component).

7.3.4. *The task of the final (semester) control* is to assess the learning outcomes of the applicants for the semester and to identify the level of mastery of the discipline (educational component) or its separate logically complete part by the applicant.

7.3.5. *The purpose of certification* is to determine the compliance of the level and scope of knowledge, skills, and other competencies acquired by the applicant with the requirements of higher education standards. The certification is regulated by the Regulations on the certification of students and the organization of the work of the examination committee, published on the official website of the Institute.

7.3.6. *The task of controlling the residual knowledge (rector's control work)* is to check the final knowledge of the applicants (after a certain time after the exam or test), as well as to determine the effectiveness of the use of didactic tools and areas for improving the educational process.

7.3.7. The procedure for organizing control measures at the Institute is carried out in accordance with the Regulations on the procedure for assessing the knowledge of applicants for education at the Robert Elworthy Institute of Economics and Technology, published on the official website of the Institute (<https://eti.edu.ua/zahalna-informatsiia>).

7.4. Assessment of knowledge.

7.4.1 The assessment of knowledge of Applicants is carried out on a 100-point scale. The sum of points accumulated by the applicant for all types of current educational tasks (works), practical (seminar) classes and intermediate (module) control indicates the degree of mastery of the program of the discipline at a particular stage of its study. The number of accumulated points corresponds to a certain level of mastery of the discipline. The maximum number of points for each content module is determined by the teacher independently, but at the same time brings this system to the attention of the students and indicates in the working curriculum of the discipline (syllabus).

7.4.2. Assessment of knowledge of students of all forms of education in disciplines for which the form of final (semester) control in the form of an exam is determined is carried out on the basis of the distribution of the results of control measures as follows:

- current and intermediate (module) control - 60 points;
- final control of knowledge (exam) - 40 points.

The results of the exam are evaluated on a 100-point scale and translated into a national 5-point grading system ("excellent", "good", "satisfactory" and "unsatisfactory") and the corresponding ECTS grades ("A", "B", "C", "D", "E", "FX", "F").

7.4.3. Assessment of knowledge of students of all forms of education in disciplines for which the form of final (semester) control in the form of a test is determined, is assessed in the range of 100 points only on the basis of the results of current and intermediate (module) control. The results of the test are evaluated and transferred to the national two-level grading system ("passed" or "failed") and the corresponding ECTS grades.

7.4.4. The results of the final (semester) control are evaluated as follows:

The sum of points for all types of educational activities	Assessment ECTS	Score on the national scale	
		for an exam, course work (project), practical training (internship)	for credit
90-100	A	excellent	enrolled
82-89	B	well	
74-81	C		
64-73	D	satisfactorily	
60-63	E		
35-59	FX	unsatisfactory with the possibility of reassembly	not enrolled with the possibility of retake
1-34	F	unsatisfactory with mandatory re-study of the discipline	not enrolled with mandatory re-study of the discipline

7.4.5. The results of the final (semester) control are entered in the academic record and, as a rule, in the student's record book.

7.4.6. Grades "FX", "F" are entered in the academic record, but not in the student's record book, as is the case with the existing grade "unsatisfactory".

7.4.7. An applicant may receive an examination grade or a test "automatically" (without taking an examination) if the total score of the current and intermediate (module) control is at least 60 points for the exam and 100 points for the test. This form of final (semester) control can be applied only at the discretion of the teacher.

7.4.8. If the discipline taught in a semester includes coursework, a certain number of credits are allocated for its completion. The number of credits is regulated by the curriculum, based on the complexity of the course work and the amount of time planned for its completion. The completed coursework is evaluated separately from the course evaluation of the discipline. The results of the evaluation of the completed course work are drawn up in a separate statement.

7.4.9. If the Applicant has studied additional disciplines, the results of the training are entered into the individual plan of the Applicant and / or his record book according to the

requirements for the final (semester) control, as well as in the record of current and final performance.

7.4.10. Forms of control of independent work are chosen by the teacher. The applicant is admitted to the final (semester) control of the discipline, provided that the teacher provides the results of independent work performed in full.

7.5. Appeal.

7.5.1. The student has the right to appeal the results of the final (semester) control. An application for appeal is submitted to the Rector within three working days from the date of announcement of the results of the final (semester) control. Such a statement should indicate the facts of incorrectness of questions or required answers to them, inconsistencies of questions with the framework of the discipline program, violation of the control procedure by the teacher or non-compliance with the assessment methodology described in the discipline program or other grounds for appealing the results of the final control.

7.5.2. The appeal is considered by the Appeal Commission within three working days from the date of submission of the application in the presence of the student. The members of the commission review the written work of the applicant or the test results for compliance with the current requirements for the assessment of this type of work and the curriculum and make a collegial decision.

7.5.3. If the Applicant fails to appear at a meeting of the commission without a documented documented valid reason, the appeal is dismissed without consideration and the grade assigned is approved. As a result of consideration of the appeal, the previously assigned grade may be retained or changed either upward or downward.

7.6. Academic debt.

7.6.1. Academic debt arises if the Applicant has not passed an exam or test on time, that is, according to the schedule of the educational process. Liquidation of academic debts occurs, as a rule, within the established period after the end of the examination session. In some cases, the head of the department may allow the liquidation of academic debts during the examination session.

7.6.2. The liquidation of academic debt by the Applicant is carried out in accordance with the Regulations on the procedure for assessing the knowledge of Applicants, published on the official website of the Institute (<https://eti.edu.ua/zahalna-informatsiia>).

8. НАВЧАЛЬНО-МЕТОДИЧНЕ ЗАБЕЗПЕЧЕННЯ

8.1. Educational and methodological support of educational activities in the field of higher and professional higher education substantiates the state of the ability to provide educational services, its quality implementation at the level of the requirements of the established standards of higher education.

8.2. Educational and methodological support of educational activities in the field of higher and professional higher education consists of two blocks:

8.2.1. educational and methodological support for the launch of educational activities;

8.2.2. educational and methodological support for the implementation of educational activities, in particular:

- educational (educational and professional, educational and scientific) program;
- curriculum;
- working curriculum;
- schedule of the educational process;
- educational and methodological complex for each educational component of the educational program (academic discipline, practical training, certification of applicants, etc.)

Educational and methodological support for the implementation of educational activities is developed, agreed and approved in accordance with the established procedure

8.3. Educational (educational and professional, educational and scientific) program.

8.3.1 Educational (educational, professional, educational and scientific) program is a single set of educational components (academic disciplines, individual tasks, practices, control measures, etc.) aimed at achieving the learning outcomes provided by such a program, which gives the right to obtain a certain educational or educational and professional (professional) qualification (qualifications). The educational program may define a single specialization within its limits or not provide for specialization.

8.3.2. Educational (educational and professional, educational and scientific) program is considered at a meeting of the department and approved by the Academic Council of the Institute. After approval, the educational (educational-professional, educational-scientific) program is posted on the official website of the Institute in the prescribed manner. The development, implementation and revision of educational programs is regulated by the Regulations on Educational Programs at the Robert Elworthy Institute of Economics and Technology (<https://eti.edu.ua/zahalna-informatsiia>).

8.4. Curriculum.

8.4.1. The curriculum is a list of basic and elective disciplines with the definition of the number of hours allocated for their study, as well as forms of final control of knowledge, skills and abilities of the Applicants.

8.4.2. The curriculum is a regulatory document of the Institute, which is developed by the department on the basis of the educational (educational and professional, educational and scientific) program and approved by the Rector of the Institute after approval by the Academic Council of the Institute.

8.4.3. In the curriculum, the list of educational components, distribution by semesters and the time allocated for teaching is determined depending on the specialty, specialization, competencies of the future specialist, as well as the total duration of training. The distribution of

disciplines in the curriculum is carried out according to the cycles determined by the educational (educational and professional, educational and scientific) program.

8.4.4. The curriculum determines the forms of classroom and independent work of the Applicants.

8.5. Schedule of the educational process.

8.5.1. As part of the planning of the educational process for each academic year, an academic process schedule is drawn up. The schedule of the educational process is a document that defines the calendar terms of theoretical and practical training, final control (examination sessions), practice, preparation of term papers (projects), certification, and vacations.

8.5.2. The procedure and timing of all types of classes is coordinated by the dean's office in accordance with the curriculum on the basis of the schedule of the educational process, which is an information and administrative document. The schedule of the educational process is agreed with the head of the department and approved by the rector of the Institute.

8.6. Working curriculum.

8.6.1. To concretize the planning of the educational process for each academic year, a working curriculum is drawn up. The working curriculum is a regulatory document developed to improve the content of training, specify the planning of the educational process, timely amendments in accordance with the decisions of the Academic Council of the Institute.

8.6.2. Working curricula are agreed with the head of the department and approved by the rector of the Institute.

8.7. Educational and methodical complex of the discipline (hereinafter - EMCD).

8.7.1. **The UMCS** is a set of normative, educational, methodological and program materials in a particular discipline, presented in paper and/or electronic forms, organized without infringement of copyright on the works included in the UMCS, necessary and sufficient for the effective formation of the relevant competencies provided for by the educational program of the specialty of the corresponding level of higher education.

8.7.2. The components of the ECQA are:

- Cover sheet;
- Contents of the IQAA;
- Regulatory documents:
 - ✓ Curriculum of the discipline;
 - ✓ Work program of the discipline;
 - ✓ Silhouette of the discipline;
- Lecture notes of the discipline;
- Methodical instructions (recommendations) for conducting laboratory / practical / seminar classes and independent work of students and coursework;
- Materials for control of applicants:
 - ✓ Tasks (tests) for the current (module) control of students' knowledge;

✓ Questions (tasks) for semester control in the discipline;

✓ Criteria for assessing students' academic achievements;

✓ Comprehensive control work (CCW)/Rector's control work (RCW);

8.7.3. Additional materials may be included in the IQEP by the decision of the teacher.

8.7.4. The development, implementation and revision of the discipline's IQEP is governed by the Regulations on the discipline's educational and methodological complex (<https://eti.edu.ua/zahalna-informatsiia>).

9. ACADEMIC FREEDOMS OF PARTICIPANTS IN THE EDUCATIONAL PROCESS

9.1. The Institute is an autonomous institution that creates, studies, evaluates and transmits culture through research and education. The autonomy of the Institute and academic freedoms are recognized as fundamental principles of educational activity and are specified in the Regulations on Academic Mobility of Students and Academic Staff (<https://eti.edu.ua/zahalna-informatsiia>).

9.2. The Institute in its activities is guided by the principles of the European Higher Education Area.

9.3. Integral aspects of the academic freedom of participants in the educational process of the Institute are the independence of academic staff in choosing forms and methods of teaching, taking into account the interests and opinions of all stakeholders to ensure the high quality of the educational process, cooperation of teachers and applicants at all stages of the educational process, mutual trust and respect of applicants and teachers.

9.4. Basic academic freedoms of the Institute and teachers.

9.4.1. The Institute is responsible for developing the rules of admission to the Institute, ensuring clarity, detail and transparency of the characteristics of the study programs, expectations from the Applicants in accordance with the concept of educational activities of the educational institution.

9.4.2. The Institute is open to all Applicants who meet the conditions specified in the admission rules. The Institute provides Applicants with equal access to the use of the material and technical base and all educational services provided by the Institute.

9.4.3. The Institute shall provide teaching and research staff with uncensored access to international computer networks, databases necessary for their teaching, scientific or research activities.

9.4.4. The lecturer in the classroom should encourage students to have free discussions, to arouse the desire to learn and express their own opinions.

9.4.5. The applicant must be protected from subjective evaluation based on any discrimination or negative personal attitude of the teacher to the applicant. Information about the opinions and political views of the applicants, which teachers receive during the training, must be confidential. Discussion of the abilities and character of the Applicant is possible only with his/her consent.

9.4.6. Teaching, research and scientific activities must be carried out in full compliance with ethical and professional standards.

9.5. **Basic academic freedoms of applicants.**

9.5.1. The applicant of the Institute has the right to receive a quality and modern education, to develop his/her scientific interests and abilities, to form himself/herself as a specialist in conditions of transparency, truthfulness and conscientious work, as well as in an atmosphere of mutual respect and dignity.

9.5.2. Applicants have the right to express their own opinion and disagree with the interpretation of events covered in the program material, but they are obliged to master the required amount of material in accordance with the requirements of the educational component and master the required amount of knowledge.

9.5.3. Students have the following academic rights and freedoms:

- receive assistance and support from the pedagogical and research staff of the Institute in the implementation of individual curricula, as well as consultations in all subjects and from all teachers;
- make changes to the course of the personal study plan, agreed in accordance with the established procedure (Regulations on the formation of an individual trajectory by applicants of the Robert Elworthy Institute of Economics and Technology (<https://eti.edu.ua/zahalna-informatsiia>));
- to participate in double degree programs;
- express their opinion on the learning process and evaluate the quality of classes in a format agreed with the student self-government bodies and the Rector of the Institute;
- to use the library and information fund, information systems, databases and material funds of the Institute;
- to receive information about their academic performance;
- to participate in additional classes not related to their direct specialty;
- organize student clubs, societies, organizations and scientific circles;
 - participate in conferences of the Institute and other educational institutions of Ukraine and the world;
 - transfer to another higher education institution;
 - study in several specialties;
 - choose additional disciplines not related to the main specialty;
 - change the form of education;
 - to implement part of the curriculum in another higher education institution, including a foreign one;
 - participate in international academic mobility programs;
 - take an academic leave;
 - resume their studies at the Institute;
 - to receive academic certificates;

- to form their own list of elective courses;
- to choose the place of training and internship.

9.5.4. The applicant also has the right to participate in discussing and resolving issues of improving the educational process, research work, awarding scholarships and grants, organizing leisure, life, and health improvement. Applicants, members of the academic community, have the right to express personal and collective views on the policy of the Institute and on student activities, which is regulated by the Regulations on Student Self-Government at the Robert Elworthy Institute of Economics and Technology.

9.6. Procedures for the recognition of educational components.

9.6.1. The procedures for the recognition of educational components and periods of study at the Institute are based on the Lisbon Convention on the Recognition of Qualifications in Higher Education in the European Region (https://zakon.rada.gov.ua/laws/show/994_308#Text).

9.6.2. Recognition of credits is the process by which the Institute certifies (confirms) that the learning outcomes obtained and assessed in another institution and the corresponding credits satisfy (some or all) of the requirements of a particular educational (educational, professional, educational and scientific) program, its component (module) or qualification at the Institute.

9.6.3. Document on higher education - a document containing the data of the holder of the document on the degree of higher education, professional specialization or professional retraining of a graduate of an educational institution or certifying the completion of the period of study.

9.6.4. Credit transfer - the process of crediting credits awarded in another educational institution and recognized by the Institute, usually for the purpose of obtaining (awarding) a qualification.

9.6.5. Procedures for the recognition of educational components and periods of study (without obtaining a final document on education) and the related transfer of academic disciplines are applied in the following cases:

- in the case of organized academic mobility, if the Institute sends the Education Applicant for short-term (partial) study in a foreign higher education institution;
- in the case of academic mobility in a foreign higher education institution on the initiative of the applicant, with the consent of the management of the Institute;
- in case of unorganized academic mobility, when the Applicant studies during the vacation period and at his own expense, for example, in foreign summer or winter schools organized by educational institutions and then asks to take into account the disciplines taken at the Institute.

9.6.6. The procedure for the recognition of educational components is carried out by the Transfer Commission before the beginning of the second semester of the first year of study of the holder of the document on education. The Transfer Commission considers the application and makes a decision within a period not exceeding one month from the date of its receipt.

9.7. Procedures for recognizing periods of study.

9.7.1. To carry out the procedure for the recognition of periods of study at the Institute, the Transfer Commission is formed, which operates on the basis of the Regulations on the procedure

for re-accrual of learning outcomes (transfer of credits) at the Robert Elworthy Institute of Economics and Technology (<https://eti.edu.ua/zahalna-informatsiia>).

9.7.2. To start the recognition procedure, the applicant must submit to the dean's office

- application and copies of identity documents (with translations into Ukrainian, if necessary);
- statement (consent) of the document owner to the processing of his/her personal data in accordance with the requirements of the Law of Ukraine "On Personal Data Protection";
- original, copy and translation into Ukrainian of the Document on Education certified in accordance with the procedure established by law;
- certified in accordance with the procedure established by law, the original, copy and translation into Ukrainian of the appendix to the Document on Education and/or other documents containing information on the educational components of the educational program. Other documents containing information about the educational components of the educational program may be:
- curriculum of the educational (educational and professional, educational and scientific) program under which the applicant has started studying, which must indicate the duration of study in academic years, credits, as well as the educational components included in the educational program, certified by the seal of the higher (professional higher) education institution;
- a list of educational components that the applicant has studied and been certified in, certified by the seal of the higher (professional pre-higher) education institution, indicating the number of credits for each educational component and the results of certification.

9.7.3. The procedure for recognizing periods of study and educational components is based on the following principles:

- recognition of credits is the recognition by the Institute of certain learning outcomes obtained and assessed in another educational institution that satisfy the requirements of one of the educational (educational and professional, educational and scientific) programs offered by the Institute. Recognition of credits is based on learning outcomes and means that the number of credits received for the relevant learning outcomes achieved at the appropriate level will replace the number of credits assigned for these outcomes at the Institute;
- recognizes academic disciplines studied at the same level of higher education and only those educational components (including disciplines of the Applicant's choice) that correspond to the educational (educational, professional, educational and scientific) program in which the Applicant intends to continue his/her studies. When making a decision on the possibility of transferring previously studied disciplines, either the compliance of the learning outcomes or the name, content and total labor intensity of the discipline with the requirements for it at the Institute is determined.

9.8. Documents of foreign educational institutions submitted to the Institute for the purpose of recognition of educational components or period of study must be certified in the country of their issuance in the manner officially applied in that country (for countries party to the Convention abolishing the requirement of legalization of foreign official documents (The Hague, 1961) - affixing the stamp "Apostille").

9.9. If an educational document is not certified in the country of its issuance in the manner officially applied in that country, or if the certification does not confirm its authenticity, the Institute shall take measures to confirm the authenticity of such an educational document. If necessary, the Institute applies to the national information center for academic mobility to verify the authenticity of such a document.

9.10. If the documents are not provided in full and/or are incorrectly executed, the Transfer Commission may return the documents without consideration within 10 working days from the date of application, which shall be reported to the Applicant indicating the deficiencies that must be eliminated. The procedures for recognizing educational components and periods of study are free of charge during the first year of study at the Institute. For each educational program, the decision of the transfer commission establishes a minimum list of educational components that are provided by the educational programs of the Institute and which are not re-credited under any circumstances, they determine the quality and features of training at the Institute.

9.11. In case of refusal to recognize educational components or recognition of the period of study, the Applicant has the right to appeal the decision of the Transfer Commission. In this case, an appeal commission is established, chaired by the Rector of the Institute. The composition of the appeal commission is determined by order of the Rector of the Institute.

10. EXPULSION, INTERRUPTION OF STUDIES, RENEWAL AND TRANSFER OF STUDENTS

10.1. The procedure for expulsion, interruption of study, renewal and transfer of applicants, as well as the procedure for granting them an academic leave are determined by Article 44 of the Law of Ukraine "On Professional Higher Education", Article 46 of the Law of Ukraine "On Higher Education", provisions approved by the central executive body in the field of education and science and the Regulations on the procedure for transfer, expulsion, interruption of study and renewal of higher education applicants of Robert Elworthy ETI (<https://eti.edu.ua/zahalna-informatsiia>).

10.2. Expulsion of the Applicant.

10.2.1. The grounds for expulsion of the Applicant are:

- completion of the relevant educational program;
- own desire;
- transfer to another educational institution;
- failure to fulfill the individual curriculum;
- if the higher education applicant has not started classes without valid reasons within 10 days after enrollment;
- failure to fulfill the requirements of the curriculum, namely the presence of more than two academic debts based on the results of control and examination sessions;
- missing more than 20% of classroom sessions during one semester without a valid reason;

- if the applicant has not started classes without good reason within 10 days from the beginning of the semester;
- for health reasons based on the conclusion of the Medical Advisory Commission (MAC);
- for gross violation of the Internal Regulations;
- violation of the terms of the agreement (contract) concluded between the higher education institution and the student or the individual (legal entity) paying for such training;
- other cases provided for by law.

10.2.2. A person who is expelled from a higher education institution before completing the educational program receives an academic certificate of the established form. Applicants who are expelled from the first year and have not passed exams and tests are issued an academic certificate stating that the applicant has not passed tests and exams.

10.2.3. The expulsion of a Higher Education Applicant is carried out by order of the Rector of the Institute on the proposal of the Dean and in agreement with the student self-government bodies.

10.2.4. A person expelled from the Institute before completing an educational (educational, scientific, educational and professional) program has the right to be reinstated to study at the Institute within the licensed volume of the higher education institution.

10.3. **Interruption of training.**

10.3.1. The applicant has the right to interrupt his/her studies due to circumstances that make it impossible to complete the educational program (for health reasons, call-up for military service in case of loss of the right to deferment, family circumstances, etc.) Such persons are granted an academic leave in accordance with the established procedure. Training or internship in educational and scientific institutions (including foreign countries) may be grounds for a break in studies, unless otherwise provided by international acts or agreements between higher education institutions.

10.3.2. The granting of an academic leave is formalized by an order of the Rector of the Institute, indicating the grounds for granting an academic leave and its terms.

10.3.3. Applicants who exercise the right to academic mobility during their studies, internships or research activities in another higher education institution (research institution) in Ukraine or abroad are guaranteed to maintain their place of study in accordance with the regulations on the procedure for exercising the right to academic mobility. Such persons shall not be expelled from the applicants.

10.3.4. During the term of study, the Applicant may exercise the right to take a study leave once a year. In exceptional cases, if there is an appropriate documented justification, the Applicant may be granted the right to repeatedly receive an academic leave during the term of study.

10.3.5. Applicants called up for military service during mobilization, for a special period or military service for persons in the reserves during a special period are guaranteed to retain their place of study.

10.3.6. Admission to study of applicants whose academic leave has expired shall be carried out by order of the Rector of the Institute on the basis of the application of the applicant.

10.3.7. The granting of an academic leave is formalized by the relevant order of the Rector of the Institute, indicating the grounds for granting the leave and its duration, in the case of an academic leave for the period of study or internship in educational and scientific institutions (including foreign countries) - additionally in the presence of a duly executed invitation from the host country.

10.3. **Renewal of membership in the Applicants.**

10.3.1. Persons expelled before completing their studies under an educational program (educational, scientific, educational and professional) who have been granted a study leave may be reinstated to the list of Applicants by being admitted to the educational process.

10.3.2. Renewal is carried out regardless of the reason for expulsion, the duration of the break in education, form of education, specialty (subject specialty, specialization, educational program) and field of knowledge, type of program, sources of funding, management of the educational institution, taking into account the ability of the applicant to successfully complete the educational educational, scientific, educational and professional) program.

10.3.3 Reinstatement to the first year (year of study) is prohibited. The Rector of the Institute has the right to reinstate for the second year (year of study) the applicants who were expelled from the first year (year of study), provided that they eliminate academic debt before the start of classes.

10.3.4. Renewal may be carried out in educational (educational-scientific, educational-professional) programs of the same level for the same or lower course (year of study), or in educational programs of a lower level of higher education or programs of professional higher education.

10.3.5. The conditions for renewal may be the preliminary elimination of the academic difference (no more than 30 ECTS credits), the inclusion in the individual curriculum of the applicant of compulsory disciplines and/or a certain amount of elective disciplines of the educational program, passing certain forms and/or stages of certification of higher education applicants.

10.3.6. When renewing higher education applicants for another specialty (subject specialty, specialization) at the Institute, as well as when renewing from a foreign higher education institution, regardless of specialty, it is mandatory to fulfill the requirements for applicants (entrance examinations) determined by the corresponding educational program (educational, scientific, educational and professional) competitive offer in the year of admission to it or in one of the following years no later than the applicant submits an application for renewal.

10.3.7. Renewal and transfer of applicants is carried out taking into account the requirements for applicants to the relevant educational programs.

Fulfillment of the requirements for admission (entrance examinations) means the availability of an appropriate set of certificates of external independent evaluation (EIE), the minimum number

of points from the entrance examinations (competition score), the results of creative competitions and tests, entrance exams, a single professional entrance test, a single entrance exam, an interview, etc.

10.4. Transfer of the Recruits.

10.4.1. Students may be transferred:

- to the next course of study;
- from one educational institution of Ukraine to another educational institution of Ukraine
- from one form of education to another;
- from one specialty (specialization) to another;
- from one source of funding to another.

10.4.2. Transfer of full-time students is usually carried out during vacations.

10.4.3. Transfer is carried out to specialties (subject specialties, specializations, educational (scientific) programs) of the same level, as well as to the same or lower course (year of study) within the license volume of the Institute.

10.4.4. The transfer of applicants from one educational institution to another educational institution is carried out with the consent of the heads of both educational institutions.

10.4.5. An applicant who wishes to transfer to another educational institution shall submit an application for transfer to the Rector of the Institute where he/she is studying and, having received his/her written consent, shall submit this application to the head of the educational institution to which he/she wishes to transfer and attach a copy of the document containing information on the obtained learning outcomes.

10.4.6. Applicants who study at the expense of individuals and/or legal entities may be transferred with the consent of the person ordering the paid educational service.

10.4.7. The application for transfer must be considered at the Institute within two weeks and the applicant is informed of the conditions of transfer to study or the reason for refusal.

10.4.8. In case of a positive conclusion based on the results of consideration of the application and fulfillment of the conditions of transfer, the head of the higher education institution to which the applicant is transferred issues an order according to which the applicant is admitted to classes, and sends a request to the educational institution where he/she studied before to receive/transfer his/her personal file.

10.4.9. A condition for transfer may be the preliminary elimination of academic differences (no more than 30 ECTS credits), the inclusion in the individual curriculum of certain compulsory disciplines and/or a certain amount of elective disciplines of the educational program, the passage of certain forms and/or stages of certification of higher education applicants.

10.4.10. When transferring applicants to another specialty (subject specialty, specialization) at the Institute or from another educational institution, it is mandatory to fulfill the requirements for applicants (entrance examinations) determined by the corresponding educational program (educational, scientific, educational and professional) competitive offer in the year of admission to it or in one of the following years no later than the person submits an application for transfer.

10.4.11. The head of the educational institution where the applicant has previously studied, upon receipt of the request, issues an order to expel the applicant in connection with his/her transfer, sends the personal file and enters the relevant information into the Unified State Electronic Database on Education.

10.4.12. The head of the educational institution to which the applicant is transferred, upon receipt of the personal file, issues an order for his/her enrollment and enters the relevant information into the Unified State Electronic Database on Education.

10.5. **Repeated training.**

10.5.1. Repeated study is the repeated passage by the Applicant, who is not entitled to receive an academic leave for health reasons, of a course of study for a certain semester, the curriculum of which the Applicant has not fully completed for valid reasons, confirmed by relevant documents: due to prolonged illnesses associated, in particular, with epidemics, frequent illnesses (more than one month per semester); long-term business trips (more than one month per semester).

10.5.2. The issue of granting the applicant the right to re-education is decided by the Rector of the Institute at the request of the applicant before the start of the relevant semester and is formalized by a corresponding order. Re-education is carried out from the beginning of the semester, the curriculum of which the applicant has not fulfilled.

11. **STUDY TIME OF APPLICANTS**

11.1. The study time of the Applicants is determined by the number of accounting units of time (credits) allocated for the implementation of the training program for obtaining a certain degree of professional higher education.

11.2. **Accounting units of study time.**

11.2.1. The accounting units of the Applicant's academic time are the credit of the European Credit Transfer and Accumulation System (ECTS), academic hour, academic day, academic week, academic semester, academic course, academic year.

11.2.2. *ECTS* is a system of transfer and accumulation of credits used in the European Higher Education Area for the purpose of granting, recognizing, confirming qualifications and educational components and facilitates academic mobility of higher education students. The system is based on the definition of the academic workload of the higher education student required to achieve certain learning outcomes and is recorded in ECTS credits.

11.2.3. *ECTS credit* is a unit of measurement of the volume of the student's workload required to achieve certain (expected) learning outcomes. The volume of one ECTS credit is 30 hours. The workload of one academic year of full-time study is usually 60 ECTS credits.

11.2.4. *An academic hour* is a minimum accounting unit of academic time lasting 45 minutes. Two academic hours form a pair of academic hours (pair).

11.2.5. *A study day* is an integral part of the student's study time lasting no more than 9 academic hours. Study days are determined by the annual schedule of the educational process.

This schedule is drawn up for the academic year, taking into account the transfer of working and weekend days.

11.2.6. *The academic week* is an integral part of the student's study time lasting no more than 45 academic hours.

11.2.7. *Academic semester* is an integral part of the student's study time, which ends with the final semester control. The duration of the semester is determined by the curriculum.

11.2.8. *Study course* is a completed period of study of the Applicant during the academic year. The duration of the Applicant's stay in the study course includes the time of academic semesters, final examinations and vacations. The total duration of vacations during the study course, except for the last one, is at least 8 weeks. The beginning and end of the Applicant's studies at a particular course shall be formalized by the relevant (transfer) orders.

11.2.9. *The academic year* lasts 12 months and consists of days of theoretical training, days of control measures, examination sessions, weekends, holidays and vacations. The full-time form of education at the Institute provides for classes and practical training for at least 30 weeks during the academic year.

11.3. **Academic workload of the Applicants.**

11.3.1. The academic workload of Applicants includes the time spent on attending classroom classes, practical training, independent work (preparation for classes and control activities, completion of individual tasks, preparation of term papers and qualification papers), as well as on final control, in particular:

- the study time allocated for classroom classes is not less than 1/3 of the total study time;
- the study time allocated for the independent work of the applicant is regulated by the curriculum (working curriculum, individual curriculum) and must be at least 1/2 and not more than 2/3 of the total amount of study time allocated for the study of a particular academic discipline;
- study time allocated for internships and traineeships, which is set in accordance with the curriculum;
- the academic time allocated for coursework. If course work is planned as a separate educational component, at least one ECTS credit is allocated for it.

11.3.2. The academic process schedule is drawn up for the academic year, agreed and approved in accordance with the established procedure. In case of postponement of working days and days off, the schedule of the educational process may be adjusted by the relevant order of the dean of the faculty.

11.3.3. The academic workload of the Applicant is set based on the time it usually takes the Applicant to complete all types of educational activities (such as lectures, seminars, projects, practical classes, independent work and exams) necessary to achieve the expected learning outcomes.

11.4. **Monitoring of the Applicant's workload.**

11.4.1. According to European approaches to the quality system of education, there is a close connection between the credits allocated to the discipline, the student's workload, teaching methods and learning outcomes in the discipline and the educational (educational-professional, educational-scientific) program as a whole.

11.4.2. The purpose of monitoring the student's workload is to determine how realistic the definition of credits is. Monitoring of the student's workload is carried out periodically by questioning students who received a positive assessment during the final control of the discipline (actual time spent) and the academic staff who teaches this discipline (planning and assessment of the required labor intensity of academic work).

11.4.3. The purpose of the questionnaire is to determine the actual time spent on the planned set of tasks for mastering the discipline, which makes it possible to check the compliance of the planned and actual workload.

11.4.4. Identified systematic discrepancies between the envisaged workload and the time actually spent by the majority of applicants to achieve the expected learning outcomes are the basis for revising the workload, learning outcomes and methods: adjusting the amount of study material; adjusting the types of assessment work; comprehensive adjustment of each of the above parameters.

11.4.5. The generalized results of monitoring the workload of students are considered at a meeting of the Academic Council of the Institute.

12. WORKING HOURS AND WORK PLANNING OF SCIENTIFIC AND AND PEDAGOGICAL STAFF OF THE INSTITUTE

12.1. Scientific and pedagogical, research and teaching staff of the Institute (hereinafter referred to as SPE) have the rights and obligations defined by the current legislation, the Statute of the Institute, the Regulations on planning and accounting of the work of scientific and pedagogical staff of the Robert Elworthy ETI (<https://eti.edu.ua/zahalna-informatsiia>).

12.2. **Working hours of the research and teaching staff.**

12.2.1. The working time of the research and teaching staff is 36 hours per week, is reflected in the individual work plans of the research and teaching staff and may not exceed the annual working time fund - 1548 hours. The working time of the SPP includes the time of his/her educational, methodological, scientific, organizational work and other labor duties.

12.2.2. The maximum teaching load per one full-time position of the research and teaching staff is regulated by the current legislation of Ukraine (Article 56 of the Law of Ukraine "On Higher Education") and is 600 hours per academic year.

12.2.3. The recommended distribution of the working time budget of the teaching staff for educational, methodological, scientific and organizational work is given in the table:

The recommended distribution of working time by type of work per one FTE based on the total amount of work of 1548 hours

The position of the NPP, taking into account assigned rank	Educational work, hours.	Methodical work, hours.	Scientific work, hours.	Organizational and educational work, hours.
Head of the Department	600	250	398	300
Professor and associate professor	600	348	350	250
Senior lecturer, lecturer	600	350	250	348
Assistant	600	350	200	398

The proportion of the types of work of the research and teaching staff of the relevant department is determined by the decision of the department, taking into account its tasks and specifics of activity. It is allowed to redistribute the workload between scientific and methodological work within 25%.

12.3. Planning of the work of the research and teaching staff.

12.3.1. Planning of the work of the SPE is carried out according to individual plans drawn up in accordance with the plans of educational and methodological and research work of the department. The methodological, scientific and organizational work of the research and teaching staff is planned in the relevant sections of the individual work plan for the academic year, indicating specific final results. The teaching load is calculated on the basis of an astronomical hour (60 minutes), except for classroom classes, where an academic hour (45 minutes) is counted as a credit hour.

12.3.2. The planning part of the individual plan is filled in by the SPE once a year before the beginning of the academic year for which it is developed (at the end of the previous academic year).

12.3.3. Individual plans are drawn up by all research and teaching staff (working at the main place of work, part-time), reviewed and approved at a meeting of the department (signed by the head of the department), agreed with the dean.

12.3.4. A research and teaching staff member who works on an internal part-time basis at another department should develop separate sections in the individual plan taking into account the part-time work.

12.3.5. When distributing the teaching load and drawing up individual plans of the SPP, the head of the department should take into account the relevance of the SPP's specialty to the discipline, as well as his/her creative, scientific, and methodological potential. Academic staff who carry out the educational process must have more than two years of experience in scientific and pedagogical activity and a level of scientific and professional activity, which is certified by the implementation of at least four types and results listed in paragraph 38 of the Licensing

Conditions for the Conduct of Educational Activities, approved by the Cabinet of Ministers of Ukraine of December 30, 2015, No. 1187.

12.3.6. When determining the level of scientific and professional activity of the NPP, the achievements of previous jobs may be taken into account, the five-year period may be extended for breaks in work for objective reasons (maternity and childcare leave, conscription/mobilization for military service, long-term illness, etc.)

12.3.7. The requirement of achievements in professional activity does not apply to academic staff with less than three years of experience in research and teaching, employees with the status of a combatant, as well as to practitioners working as research and teaching (scientific) staff on a part-time basis in the amount of 0.25 full-time equivalent or less, or 150 hours of teaching load per academic year.

12.3.8. Sections of the individual plan, the work on which is not performed at this department in general or is not planned for a particular researcher, are not filled in. In the unfilled section, the mark "No work is planned for the teacher" is put with a mandatory explanation of the reasons. Personal responsibility for compliance with the limits of the minimum or maximum mandatory teaching load of the academic staff of the department lies with the heads of departments.

12.3.9. The individual plan is drawn up in electronic form. After its approval at the meeting of the department no later than September 17 of the current academic year (which is recorded in the appropriate columns), the plan is printed in paper form, signed by the SPP, and then signed by the head of the department. Subsequently, the plan may be adjusted and changes made to the relevant section of the plan.

12.3.10. Individual plans of the SPP are kept at the department for 3 years.

12.3.11. The progress of implementation of individual plans should be checked every semester by reporting by the SPP at the meetings of the department in order to assess the quality of each type of work, the requirement of personal explanation by each SPP of the reasons for poor quality, untimely execution or failure to perform the work provided for in the plan.

12.3.12. Marks on the implementation of planned activities are made at the end of each semester. Accounting for the academic work of the SPP is carried out according to the actual time spent. On the basis of the report, the head of the relevant department makes notes in the plan of each of the SPP in the section "Conclusion on the implementation of the individual plan".

12.3.13. The head of the department makes a mark "The plan is fully implemented" if all types of work and activities have been actually performed without exception and evaluates the quality of all planned activities by each SPE with a corresponding record.

12.3.14. If the planned activities and events were not performed, a note is made on their non-performance (separately for each of the unperformed activities and events) with an explanation of the reasons.

12.3.15. In case of implementation by the IPP during the semester of the types of work and activities that were not planned, the "Conclusion on the implementation of the individual plan" also makes appropriate notes.

12.3.16. The actual implementation of the individual plans of the SPP is discussed and approved at the meeting of the department when summarizing the results of the academic year.

12.3.17. At the end of the academic year, the SPP prepares a report on self-assessment of the work performed in all areas, with a description of the results achieved or explanations of the reasons for failure to fulfill the planned tasks, which is submitted together with the individual plan for consideration and approval by the head of the department.

12.4. **Schedule of working hours of the research and teaching staff.**

12.4.1. The schedule of working hours of the SPP is determined by the schedule of classroom training and consultations, the schedule or schedule of control measures and other types of work provided for by the individual plan of the SPP.

12.4.2. The time of performance of works not provided by the schedule or schedule of control measures is determined taking into account the peculiarities of the specialty and forms of education.

12.4.3. The SPE is obliged to adhere to the established working hours.

13. INTERNAL QUALITY ASSURANCE SYSTEM

13.1. The internal quality assurance system at the Institute is formed in accordance with the requirements of Article 16 of the Law of Ukraine "On Higher Education".

13.2. The internal quality assurance system at the Institute consists of two elements: quality assurance of educational activities and quality assurance of higher education.

13.3. The internal quality assurance system involves the following procedures and activities:

- defining the principles and procedures for ensuring the quality of higher education;
- monitoring and periodic review of educational (educational and professional, educational and scientific) programs;
- annual evaluation of applicants, research and teaching staff of the Institute and regular analysis of such evaluations;
- providing advanced training for pedagogical, scientific and research staff;
 - ensuring the availability of the necessary resources for the organization of the educational process, including the independent work of applicants, for each educational (educational and professional) program;
- ensuring the availability and operation of information systems for the effective management of the educational process, training of personnel operating these systems;
- ensuring publicity of information about educational (educational and professional) programs, degrees of higher education and qualifications;

- ensuring compliance with academic integrity by employees of the Institute and applicants, including the creation and maintenance of an effective system for the prevention and detection of academic plagiarism, etc.

13.4. The effective functioning of the internal quality assurance system is achieved by the inclusion of all structural units of the Institute in the quality assurance process.

13.5. The functioning of the internal quality assurance system is regulated by the Regulations on the internal quality assurance system (<https://eti.edu.ua/zahalna-informatsiia>).