

**Ministry of Education and Science of Ukraine
Robert Elworthy Institute of Economics and Technology**

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Chairman of the Academic Council

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**Regulations on the procedure for assessing the knowledge of higher education
students at the Robert Elworthy Institute of Economics and Technology**

1. GENERAL PROVISIONS

1.1. The Regulations on the procedure for assessing the knowledge of higher education applicants at the Robert Elworthy Economic and Technological Institute (hereinafter referred to as the Regulations) are developed on the basis of the Laws of Ukraine "On Education" and "On Higher Education", the Regulations on the organization of the educational process at the Robert Elworthy Economic and Technological Institute and the Statute of the Robert Elworthy Economic and Technological Institute.

1.2. This Regulation is developed in order to:

- improvement of the system of knowledge control of higher education students of Robert Elworthy Institute of Economics and Technology (hereinafter referred to as the students) of all educational levels of higher education

- promoting the formation of thorough knowledge and systematic work of applicants;
- improving the objectivity of the assessment of knowledge of applicants in accordance with the requirements of the European Credit Transfer and Accumulation System (ECTS)

1.3. The system of assessment of knowledge of applicants contributes to:

- increasing motivation for systematic active learning of applicants during the semester and academic year, reorientation of goals from obtaining a positive grade to the formation of systematic, sustainable knowledge, skills and abilities specified in the competencies of the relevant educational (educational and professional) program;
- openness and clarity of control, which is based on the advance familiarization of applicants with the types, forms and content of control measures, criteria and procedure for their evaluation;
- overcoming the elements of subjectivity in the assessment of knowledge, which is ensured by the introduction of various forms of control, taking into account all types of academic work during the semester;
- expanding opportunities for the identification and development of creative abilities of applicants, self-realization of the individual on the basis of academic freedom;
- mobility of applicants through transparency and compatibility with similar systems of other countries through the use of ECTS.

1.4. The following control measures *are used* at the Institute to assess academic achievement in academic disciplines:

- 1.4.1. current control;
- 1.4.2. intermediate (module) control;
- 1.4.3. final (semester) control;
- 1.4.4. certification;
- 1.4.5. control of residual knowledge (rector's test).

2. CURRENT CONTROL

2.1. Current control is carried out by assessing the learning activities of applicants during classes and completion of tasks assigned for independent (extracurricular) work.

2.2. The current control is aimed at checking the knowledge of applicants on specific topics and the level of their readiness to perform control works.

2.3. During the current control, the following are subject to assessment:

- systematic work in seminar (practical, laboratory) classes;
- level of knowledge demonstrated in answers and speeches;
- activity in discussing problematic issues;
- the results of the performance and defense of laboratory work;
- the ability to perform practical, calculation tasks and interpret the results obtained;
- express control in the form of tests, etc.

2.4. The object of assessment of knowledge, skills and abilities of the applicants is the degree of mastery of the program material in the discipline. The teacher prescribes the criteria for assessing the knowledge of the applicants in the work program of the discipline and the syllabus. The grades received by the applicants are recorded by the teachers in the paper journals of the academic group of applicants.

2.5. At the beginning of the semester, teachers of the Robert Elworthy Institute of Economics and Technology (hereinafter referred to as the Institute) shall:

- explain to the Applicants how the current control of knowledge will be carried out and provide an opportunity to familiarize themselves with an oriented list of content elements of the current control (in accordance with the work program and the silobus);

- clearly define in which sources applicants can find answers to control questions (educational literature available in the Institute's library, as well as materials of lectures and practical classes).

2.6. In case of failure to complete certain tasks of current control for objective reasons, applicants have the right to pass them with the permission of the teacher of the discipline before the last class of the semester (the time and procedure for passing is determined by the teacher according to the consultation schedule) or during the additional examination session.

2.1. By the decision of the department, applicants who have participated in extracurricular scientific activities (conferences, preparation of scientific publications, etc.) may be given additional points of current control.

3. INTERMEDIATE (MODULAR) CONTROL

3.1. Intermediate (module) control is carried out after studying a logically complete part (content module) of the discipline in the form:

- testing;
- answers to theoretical questions;
- solving practical problems during tests;
- performing individual tasks;
- solving production situations (cases), etc.

3.2. When organizing intermediate (module) control, teachers:

- independently distribute the total number of points by which all current work is evaluated among the relevant objects of control;
- determine the forms of control measures and criteria for their evaluation;
- determine the form and timing of control measures in accordance with the schedule of the educational process.

3.3 The forms of intermediate (module) control and the evaluation system are reflected in the work program and in the silabus. During the intermediate (module) control, the following are subject to assessment:

- understanding and assimilation of certain material;
- development of skills in conducting calculations;
- ability to solve specific situational problems;
- ability to present certain material in public or in writing.

3.4. The final number of points for the content module may be assigned at the discretion of the teacher:

- as the sum of points for all current forms of control provided by the work program and the silobus;
- as the sum of points for all current forms of control plus the grade for the final control work, colloquium, tests, etc.

3.5. The results of the intermediate (module) control are displayed in paper logbooks of the academic group of applicants.

3.6. The total number of points of the current and intermediate (module) control may not exceed 60 points (in the case of final control in the form of an exam) or 100 points (in the case of final control in the form of a test).

4. FINAL (SEMESTER) CONTROL

4.1 The final (semester) control is carried out to assess the results of the students' learning for the semester and aims to determine the level of mastering the discipline or its separate logically complete part.

4.2 *Types of final control are:*

- test;
- exam;
- evaluation of course work (project);
- assessment of practical training (internship).

4.3. The final (semester) control is carried out as follows as follows:

4.3.1. the results of the final (semester) control in examinations, course work (project) and practical training (internship) are evaluated on a 100-point scale, translated into a national 5-point grading system ("excellent", "good", "satisfactory", "unsatisfactory with the possibility of retaking" and "unsatisfactory with mandatory re-study of the discipline") and the corresponding ECTS grades ("A", "B", "C", "D", "E", "FX", "F").

4.3.2. the results of the final (semester) control in the form of tests are evaluated on a 100-point scale of the Institute and are transferred tonational 2-level grading system ("passed" or "failed") and the corresponding ECTS grades.

4.4. The grading scale for the final (semester) control is given in Table 1:

Table 1

**Scale of evaluation of the final (semester) control:
national and ECTS**

The sum of points for all types of learning activities	Assessment ECTS	Score on the national scale	
		for an exam, course work (project) and 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 credited with the possibility of retaking
1-34	F	unsatisfactory with mandatory re-study of the discipline	not enrolled with mandatory re-study of the discipline

4.1 The knowledge of the Applicants is assessed according to the criteria listed in Table 2:

Table 2

Criteria for assessing the knowledge of applicants

The sum of points for all types of learning activities	Assessment ECTS	According to the national scale	Level of mastering the discipline by the applicant
90-100	A	excellent	The applicant has fully and thoroughly mastered all the topics of the program of the discipline, is able to freely and independently present the content of all issues of this discipline, understands its importance for his/her professional training, has fully completed all the tasks of each topic and intermediate (module) control in general. Participated in competitions, contests, conferences.
82-89	B	well	The applicant has not fully and thoroughly mastered certain issues of the discipline program. He/she is able to independently present the content of the main issues of this discipline, fulfilled the tasks of each topic and intermediate (module) control in general.
74-81	C		The applicant has not fully and thoroughly mastered some topics of the program of the discipline, is not able to independently present the content of some issues of this discipline. Individual tasks of each topic and intermediate (module) control has not been fully completed.
64-73	D	satisfactorily	The applicant has mastered only some topics of the program of the discipline. He/she is not able to independently state the content of the main issues of the discipline, has not completed individual tasks of each topic of the intermediate (module) control has not been completed.
60-63	E		The applicant has mastered only certain issues of the program of the discipline. He/she is not able to present the content of of most issues of the program of the discipline. Performed
			only individual tasks of each topic and intermediate (module) control.
35-59	FX	unsatisfactory with the possibility of repeated assembly	The applicant has not mastered most of the topics of the program of the discipline, is unable to present the content of most of the main issues of the discipline. Did not complete most of the tasks intermediate (module) control in general.
1-34	F	unsatisfactory with mandatory re-study disciplines	The applicant has not mastered the program of the discipline, is unable to present the content of any topic of the discipline, has not completed the intermediate (module) control.

4.6. Scoring.

4.6.1. A test is a form of final (semester) control, which consists in assessing the mastery of educational material by the applicant solely on the basis of the results of the current educational activities of the applicants (current progress). The final (semester) control in the form of a test assumes that the final grade in the discipline is determined as a simple sum of the grades of current performance (content modules). An example of calculating the current progress in a discipline that ends with a test is shown in Table 3:

Table 3

Ongoing assessment and independent work													Offsetting together
Content module 1						Content module 2							
T1	T2	T3	T4	T5	ΠMP1	T6	T7	T8	T9	T10	T11	ΠMP2	
5	5	5	5	5	25	4	4	4	4	4	5	25	100
25					25	25						25	100

where T1, T2... - topic in the discipline

PMR - intermediate (module) control work

4.6.2. The final grade for the test based on the results of the content modules is credited if the applicant has scored at least 60 points out of 100 possible for the test (Table 1).

4.6.3. The final grades are calculated by the teacher who teaches the discipline, announced at the last lesson and entered in the Record of Progress (Appendix 1 to the Regulations) and, as a rule, in the student's academic record book

4.7. Examination.

4.7.1. The exam is the main form of final (semester) control, which provides for the assessment of the level of mastering by the Applicant of theoretical and practical program material in a particular discipline.

4.7.2. The exam is conducted as a control measure in written (electronic) or oral form. The form of the exam is determined by the teacher of the discipline and approved by the decision of the relevant department. The time and place of the examination may be changed only with the consent of the dean's office.

4.7.3. The list of questions for the examination, covering the content of the discipline program, the criteria for evaluating examination tasks are approved by the department and included in the work program of the discipline.

4.7.4. An applicant is admitted to the exam if he or she has received at least 35 points based on the results of work during the semester. Decision on non-admission

of an applicant to take the exam due to insufficient points is made by the teacher-examiner.

Points obtained during the semester should account for up to 60% of the final grade in the discipline. The points obtained at the exam shall constitute up to 40% of the final grade in the discipline.

4.7.5. An example of calculating the final grade under the cumulative system for an exam is given in Table 4:

Table 4

Ongoing assessment and independent work												Examination	Together
Content module 1						Content module 2							
T1	T2	T3	T4	T5	ΠMP1	T6	T7	T8	T9	T10	ΠMP2		
3	3	3	3	3	15	3	3	3	3	3	15	40	100
15					15	15					15	40	100

4.7.6. The results of the examination are included in the final grade in the discipline and are recorded in the Academic Record and, as a rule, in the student's record book.

4.8. The applicant can receive an examination grade or a credit "automatically" (without passing the exam) 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

4.9. **Course work (project).**

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

4.9.2. Writing a term paper (project) involves the independent study of a certain phenomenon, process, demonstration of its relationship with other phenomena, etc.

4.9.3. When writing term papers (projects) in the disciplines of the professional training cycle, the applicant must demonstrate not only theoretical knowledge, but, above all, practical skills in solving specific problems in the relevant field of activity.

4.9.4. While studying at the first (bachelor's) level of higher education, the applicant usually completes from 2 to 4 course papers (projects) in the disciplines provided by the curriculum. While studying at the second (master's) level, the student performs 1 course work (project) in the disciplines provided by the curriculum

4.9.5. A certain number of credits is allocated for the course work (project), which is regulated by the curriculum, based on the labor intensity of the

of the course work (project) and the amount of time planned for its completion. The completed course work (project) is evaluated separately from the course evaluation of the discipline.

4.9.6. The list of topics for term papers (projects) is developed for each academic year by the teacher of the discipline and approved at a meeting of the relevant department. The development of topics takes into account the learning outcomes to be achieved within the framework of the educational (educational and professional) program. The number of topics for term papers (projects), as a rule, cannot be less than the number of applicants in the academic group.

Applicants are given the right to freely choose a topic from the list proposed by the department or the right to propose their own topics for term papers (projects). If a course work (project) topic is proposed by the applicant, it must be agreed with the course work (project) supervisor.

4.9.7. During the first three weeks of study in the semester in which the term paper (project) is scheduled, the supervisor acquaints the students with the procedure and conditions for completing the term paper (project), distributes the topics of term papers (projects) among the students. In the absence of applicants during the distribution of term paper (project) topics, the topic is determined by the course work (project) supervisor independently. The obligation to find out the assigned topic of the term paper (project) rests with the Applicant. At the initiative of the Applicant and with the consent of the supervisor of the term paper (project), the Applicant may change the topic of the term paper (project) to another (from the list of topics if there are free topics left, or by making certain adjustments to the wording of the received topic).

4.9.8. The total volume of the term paper (project), requirements for its writing, number and content of sections, etc. are determined by the Methodological Recommendations for the implementation of term papers in the relevant disciplines, which are posted on the Institute's website (<https://eti.edu.ua>).

4.9.9. The term paper (project) is completed according to the schedule approved by the supervisor of the term paper (project). Schedules for completing term papers (projects) must be approved by the supervisor no later than the day after the distribution of term paper (project) topics.

4.9.10. Within the time limits established by the term paper (project) schedule, the Applicant submits individual sections and/or completed work to the supervisor for review. Based on the results of the review, the term paper (project) may be accepted for defense or returned for revision.

4.9.11. A term paper (project) that has received a grade of at least 35 points from the supervisor is allowed to be defended. The applicant submits the term paper (project) checked by the supervisor and

approved for defense to the relevant department no later than 5 working days before the defense of the term paper (project), which is noted in the term paper (project) registration journal.

4.9.12. The date of the defense is determined by the supervisor of the term paper (project) in agreement with the teacher of the relevant discipline. The composition of the commission for the defense of term papers (projects) is determined by the relevant department. The defense of term papers (projects) is carried out before the exam in the discipline (as a rule usually at the beginning of the session). Applicants who have not defended their term papers (projects) are not allowed to take the exam in this discipline.

4.9.13. The defense of a term paper (project) may include a brief presentation of the results of the term paper (project), as well as the Applicant's answers to the questions of the commission on the topic of his/her term paper (project). The defense of the term paper (project) takes place in order to identify the independence of the applicant in the performance of the term paper (project) and the depth of disclosure of the issues covered by the chosen topic. After the defense of the term paper (project), the supervisor submits it to the department and makes appropriate entries in the term paper (project) registration journal.

4.9.14. The term paper (project) is evaluated on a 100-point scale with the subsequent conversion of the evaluation data to the national 5-point scale and the ECTS scale (Table 1).

4.9.15. The quality indicators of the term paper (project) are shown in Table 5:

Table 5

Quality indicators of term paper (project)

Evaluation parameters	The range of zones of the score, points	Quality indicators on a point scale
Evaluation of the content and quality of the course work (project) 0 - 60 points		
Compliance of the course work content with the topic and the approved plan	0-10	0 - the content of none of the paragraphs (points of the plan) of the term paper does not correspond to the approved plan 5 - the content of one paragraph of the term paper corresponds to the approved plan 10 - the content of all paragraphs corresponds to the approved plan
The degree of disclosure of theoretical aspects of the problem selected for and the correctness of the use of of the conceptual apparatus	0-10	0 - the conceptual apparatus is not formed, theoretical aspects of the problem are not disclosed 5 - the conceptual framework is formed, but the theoretical aspects of the problem are not disclosed 10 - the conceptual framework is formed, theoretical aspects of the problem are revealed
Availability of critical comparisons and generalizations of different points of view and approaches to the formulation and solution of problems	0-10	0 - critical comparisons and generalizations are absent 5 - critical comparisons are present, but generalizations are absent or incorrect 10 - critical comparisons are available and are accompanied by correct generalizations
The degree of use of factual material of factual material: coverage	0 – 10	0 - factual material is not used 5 - factual material is used, peculiarities of manifestation and solution of the problem at domestic enterprises are not covered

the peculiarities of manifestation and solution of the studied problem in the practice of domestic enterprises enterprises		10 - factual material is involved, the experience of domestic enterprises is covered
The scope and adequacy of primary sources used in writing the paper and compliance with reference ethics	0 – 10	0 - materials from textbooks and manuals only (up to 10 sources), reference ethics is not observed 5 - materials from textbooks and manuals, periodicals (11-15 sources) are used, reference ethics is partially observed 10 - materials from textbooks and manuals, monographs, statistical collections and reference books, periodicals and the Internet (more than 15 sources), reference ethics is observed
Compliance of the term paper with the established requirements	0 – 10	0 - the text of the term paper is drawn up with significant violations of the established requirements 5 - the text of the term paper is designed with minor violations of the established requirements 10 - the text of the term paper is designed in accordance with the established requirements
Evaluation of the term paper (project) defense 0-40 points		
Ability to clearly and concisely present the main results of the study	0-20	0 - The applicant is unable to clearly and concisely present the main results of the study 10 - The applicant presents the main results of the study in a disorderly manner 20 - The applicant is able to clearly and concisely present the main results of the study
Completeness, depth, validity of answers to questions	0 – 20	0 - The applicant is unable to provide answers to the questions asked 10 - The applicant provides incomplete, superficial, unsubstantiated answers to the questions posed 20 - The applicant provides complete, in-depth, substantiated answers to the questions posed

4.9.16. The criteria for evaluating a course work (project) are indicated in Table the
Table 6:

Table 6

Criteria for evaluating a term paper (project)

The sum of points for all types educational activities	Assessment of ECTS	According to the national scale	Criterion for determining the score
90-100	A	excellent	The content of all paragraphs of the course work (project) corresponds to the approved plan; the conceptual framework is formed, theoretical aspects of the problem are revealed; critical comparisons are available and accompanied by correct generalizations, factual material is involved; the experience of domestic enterprises is covered; the materials from textbooks and manuals, monographs, statistical collections and reference books, periodicals and the Internet (more than 15 sources), the ethics of references is observed; the text of the term paper is designed in accordance with the established requirements; the applicant is able to clearly and concisely present the main results of the study; the applicant provides complete, in-depth, substantiated answers to the questions posed by the committee.
82-89	B	well	The content of the paragraphs of the course work (project) generally corresponds to the approved plan; the conceptual framework is formed, the theoretical aspects of the problem are disclosed with minor deficiencies; critical comparisons are available and accompanied by correct generalizations, factual material is involved; the experience of domestic enterprises is covered; materials from textbooks and manuals, monographs, statistical collections and reference books, periodicals and the Internet (14-15 sources) are involved; the ethics of references is observed; the text of the course work is designed in accordance with the mostly provides complete answers to the questions posed by the committee.

74-81	C		<p>The content of most paragraphs of the course work (project) corresponds to the approved plan; the conceptual framework is formed, the theoretical aspects of the problem are disclosed with minor deficiencies; critical comparisons are available and accompanied by correct generalizations, factual material is involved; the experience of domestic enterprises is covered; materials from textbooks and manuals, monographs, statistical collections and reference books, periodicals and the Internet (13-14 sources) are involved; the ethics of references is observed; the text of the course work is formatted in the</p> <p>the text of the course work is formalized in accordance with the commission's questions.</p>
64-73		D	<p>satisfactorily</p> <p>The content of several paragraphs of the course work (project) corresponds to the approved plan; the conceptual framework is formed, but the theoretical aspects of the problem are not fully disclosed; critical comparisons are available, but generalizations are incorrect; the factual material involved, the peculiarities of the manifestation and solution of the problem at domestic enterprises are not covered; materials from textbooks and manuals are involved, periodicals (11-12 sources), ethics</p>
			<p>references is partially observed; the text of the term paper</p> <p>The text of the course work is written with minor violations of the established requirements.</p>
60-63	E		<p>The content of one paragraph of the term paper (project) corresponds to the approved plan; the conceptual framework is formed, but the theoretical aspects of the problem are not disclosed; critical comparisons are available, but generalizations are missing; no factual material is involved, the peculiarities of the manifestation and solution of the problem at domestic enterprises are not covered; materials from textbooks and manuals, periodicals (10 sources) are involved; reference ethics are partially observed; the text of the term paper is designed with permissible violations of the</p> <p>of the established requirements.</p>
35-59	FX	unsatisfactory with the possibility of repeating defense of the term paper	<p>The conceptual apparatus in the term paper (project) is not formed, theoretical aspects of the problem are not disclosed; critical comparisons and generalizations are absent; factual material is not used; materials from textbooks and manuals (up to 10 sources) are used only; reference ethics are not</p> <p>ethics of references is not observed; the text of the term paper is written with significant violations of the established requirements.</p>
1-34	F	unsatisfactory performance of the course work work on a new topic	<p>The term paper does not meet the requirements.</p>

4.9.17. The results of the term paper (project) defense are recorded in the academic record.

4.9.18. If the Applicant has received an overall final grade of "unsatisfactory" (F) for the course work (project), he/she must repeat the defense of the course work (project). If the Applicant has received an overall final grade of "unsatisfactory" (FX), the Applicant must repeat the course work (project) on a new topic.

4.9.19. Term papers (projects) 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.

4.10. **Practical training (internship).**

4.10.1. ***Practical training (internship)*** is a mandatory component of the educational (educational and professional) program for the Applicant to obtain the appropriate educational level. Practical training (internship) is conducted at enterprises, institutions and organizations (including those outside Ukraine). The purpose of practical training (practice) is to form and develop the professional ability of applicants to make independent decisions in a specific production environment, to develop skills in practical work in the chosen specialty, to deepen knowledge of modern technologies and equipment, current regulatory framework, reducing the time for adaptation of graduates during initial employment.

4.10.2. The types and scope of practical training (internship) are determined by the educational (educational and professional) program of training, which is reflected in the curricula and schedules of the educational process, respectively. The content of practical training (practice) is determined by its program. The departments of the Institute in accordance with the Regulations (programs) on practical training (practice) at the Robert Elworthy Institute of Economics and Technology independently develop and approve documents regulating the organization of practical training (practice) of applicants, taking into account the specifics of their training. Regulations (programs) on practical training (internship) at Robert Elworthy Institute of Economics and Technology are posted on the official website of the Institute (<https://eti.edu.ua>).

4.10.3. Measures related to the organization of practical training (internship) are determined by the order of the Rector of the Institute.

4.10.4. The peculiarities of practical training (internship) by the Institute's applicants outside Ukraine are determined by the relevant Regulations (programs) on practical training (internship) at the Robert Elworthy Institute of Economics and Technology.

4.10.5. Based on the results of practical training (internship), the applicant draws up a report on practical training (internship), which is evaluated by the head of practical training (internship). The defense of the practical training report is carried out in the presence of a positive assessment given by the head of practical training (practice), namely at least 35 points.

4.10.6. The date of the defense of the internship report is determined by the head of practical training (internship). The composition of the commission for the defense of the report on practical training (practice) is determined by the relevant department. The defense of the report on practical training (practice) is carried out before the exam in the discipline (usually at the beginning of the session). Applicants who have not defended the reports on practical training (practice) are not allowed to take the exam in this discipline.

4.10.7. The overall grade in practical training (practice) is assessed on a 100-point scale with the subsequent conversion of assessment data to a national 5-point scale and ECTS scale (Table 1)

4.10.8. The quality indicators for the preparation and defense of the practical training (internship) report are given in Table 7:

Table 7

**Quality indicators for the preparation and defense of a report on practical training
(practice)**

	Indicator	Maximum number of points
Quality indicators of the report on practical training (internship) 0-60 points		
	Quality of the analysis and research in the first section	10
	Quality of the analysis in the second section	15
	Quality of recommendations for improvement of the research object	10
	The quality of the conclusions, the relevance of the results to the objectives objectives	5
	Clearly define the relevance, purpose and objectives of practical training (practice)	3
	Completeness and exhaustiveness of the analysis in the practical training report training (practice) report	8
	Creating a list of references	3
	Completeness and quality of job applications	3
	Overall quality of work design	3
Quality indicators for the defense of the report on practical training (practice) 0-40 points		
	Clarity, logic, conciseness of the material presentation	10
	Completeness, exhaustiveness of answers to the questions of the commission members	25
	Speech culture, confidence, emotionality and conviction	5
Together		100

8: 4.9.10. The criteria for determining the overall grade in practical training (internship) are given in Table

Table 8

**Criteria for determining the overall grade in practical training
(practice)**

The sum of points for all types of of learning activities	Assessme ntECTS	According to the national scale	Criterion for determining the score
90-100	A	excellent	The applicant has complied with the requirements for the report on practical training (practice), forming the theoretical part in the format of a manuscript; qualitatively prepared the appendices in the form of the documentation used; during the interview demonstrates in-depth knowledge of the organization of the enterprise - the base of practice in the discussed areas of activity; gives correct and clear answers to the questions asked; correctly prepared all the necessary documents for the defense of the practical training report.

82-89	B	well	The applicant has complied with the requirements for the completion of the report on practical training (practice), forming the theoretical part and qualitatively executing the annexes in the form of the documentation used; during the interview, demonstrates a sufficient level of knowledge about the organization of his work in the discussed areas of activity; gives correct but incomplete answers to the questions asked; correctly executed all the necessary documents for the defense of the practical training report.
74-81	C		The applicant has complied with the requirements for the report on practical training (practice), forming the theoretical part and qualitatively drawing up the annexes in the form of the documentation used; during the interview, demonstrates a sufficient level of knowledge about the organization of the enterprise - the base of practice in the discussed areas of activity; gives correct, but incomplete and unclear answers to the questions asked; correctly prepared all the necessary documents for the defense
64-73	D	satisfactorily	The applicant has complied with the requirements for the report of the practical training (practice), forming a brief description in the theoretical part and not sufficiently qualitatively executing the appendices in the form of the documentation used; during the interview, demonstrates a low level of knowledge about the organization of the enterprise - the base of practice in the discussed areas of activity; gives mostly correct, but incomplete and unclear answers to the questions asked; correctly executed all the necessary documents for the defense of the report on practical training (practice).
60-63	E		The applicant has complied with the requirements for the practical training (internship) report, forming a brief description in the theoretical part and insufficiently qualitatively executing the annexes in the form of the documentation used (document forms are not filled in or filled in incorrectly); during the interview, demonstrates a low level of knowledge about the organization of the enterprise - the base of practice in the discussed areas of activity; gives mostly incorrect and incomplete answers to the questions asked; correctly executed all the necessary documents for to pass the defense of the practical training report (practice).
35-59	FX	unsatisfactory with the possibility of repeated defense of the report on practical training (practice)	The applicant did not comply with the requirements for the report on practical training (practice), forming a brief description in the theoretical part and insufficiently qualitatively executing the annexes in the form of the documentation used (document forms are not filled out); during the interview demonstrates a low level of knowledge about the organization

			the work of the enterprise - the base of practice in the discussed areas of activity; gives all the wrong answers to the questions asked; incorrectly prepared the necessary documents for the defense of the report on practical training (practice).
1-34	F	unsatisfactory with mandatory repeated practical training (internship)	The applicant has not completed the report on practical training (internship); during the interview demonstrates a low level of knowledge about the organization of the work of the internship enterprise in the discussed areas of activity; gives all the wrong answers to the questions asked; incorrectly prepared the necessary documents for the defense of the report on practical training (internship), or received a negative characterization from the internship enterprise the practical training (internship) enterprise.

4.9.11. The overall grade for practical training (internship) is recorded in the Record of academic performance.

4.9.12. If the Applicant has received an overall final grade of "unsatisfactory" (F) for practical training (practice), he/she must pass a repeated defense of the report on practical training (practice). In case the Applicant has received an overall final grade of "unsatisfactory" (FX), the Applicant must repeat the practical training (practice).

4.10. **Registration of the results of the final (semester) control.**

4.10.1. Satisfactory results of the final (semester) control are entered in the Record of academic performance and, as a rule, in the student's academic record.

4.10.2. Unsatisfactory results of the final (semester) control (grades "FX", "F") are entered in the Academic Record, but not in the student's academic record, as is the case with the grade "unsatisfactory" on the national scale.

4.10.3. In a discipline that is studied for two or more semesters, the final (semester) control is carried out each semester in the form provided by the curriculum. The overall final grade for the diploma supplement is based on the results of the last semester in which the discipline was taught.

4.11. **Academic debt.**

4.11.1. **Academic debt** arises if the Applicant has not passed the final (semester) control according to the general schedule of the examination session.

4.11.2. The session for the elimination of academic debt is a period during which the Applicant who received unsatisfactory grades during the general examination session must retake exams and tests, defend a term paper (project) or a report on practical training (practice).

4.11.3. The liquidation of academic debt usually takes place within the established period after the end of the general examination session. In some cases, the head of the graduating department may allow the liquidation of academic debt during the general examination session.

4.11.4. Elimination of academic debt implies that the Applicant has a minimum amount of points of current control, which gives the right to take a test, exam, defense of a term paper (project) or report on practical training (internship).

4.11.5. In cases where the Applicant could not perform all types of current work in a timely manner for a valid reason, and such a share of unfulfilled work is significant, additional individual classes in the relevant academic discipline may be organized for the Applicant. Such classes are an additional paid educational service provided by the Institute.

4.11.6. For graduate students, the liquidation of academic debt occurs after the general examination session, before the certification exam or defense of the qualification work.

4.11.7. The results of the liquidation of academic debt are drawn up in a separate sheet of the applicant's progress (Appendix 2 to the Regulations), which is issued to the applicant by the dean's office. The applicant's grade sheet is returned by the teacher to the dean's office on the day of liquidation of academic debt or by 14.00 of the next business day.

4.11.8. If the Applicant has received an "FX" grade, the deadlines for passing a test, exam, defense of a term paper (project) or report on practical work (practice) for this category of Applicants are set by the relevant order. After the expiration of the specified period, the applicant shall repeat the study of the discipline.

4.11.9. Repeated study of an academic discipline is organized by the dean's office according to a separate schedule, which should take into account the deadlines for the liquidation of academic debt established by these Regulations. Repeated study of a discipline is an additional paid service provided by the Institute.

4.11.10. Repeated passing of certain types of final (semester) control is allowed no more than twice: the first time to the teacher (within 2 weeks after the end of the examination session), the second - to the commission, which is created by the relevant department (during the first month of the next academic semester, and in the last semester of the final year - before the start of certification).

4.11.11. Academic debt is allowed in no more than 2 academic disciplines. If an applicant has academic debt for semester control in more than 2 academic disciplines, he/she is expelled from the Institute as one who has not fulfilled the individual curriculum.

5. ATTESTATION

5.1. **Attestation** is the establishment of compliance of the level and scope of knowledge, skills, and other competencies acquired by the applicant with the requirements of higher education standards.

5.2. Attestation at the Institute is carried out by passing a certification exam or defending a qualification work.

5.3. To conduct certification of graduates, the Institute shall establish examination commissions in the specialties.

5.4. **Attestation examination.**

5.4.1. **Attestation examination** is a type of certification in the form of final control of the results of the applicant's studies, which he must demonstrate to confirm the acquisition of competencies defined by the educational (educational and professional) program. The attestation examination is conducted after completion of training at a certain level of higher education.

5.4.2. The program of the attestation examination in the specialty is developed by the graduating department and approved by the Rector of the Institute.

5.4.3. Examination papers, criteria for evaluating answers to tasks, a list of visual aids and materials are developed by the teachers of the department that organizes and conducts the certification examination, after which they are reviewed and approved at a meeting of this department no later than one month before the start of the work of the examination commission for certification examinations. Examination papers and criteria for evaluating answers to tasks must ensure an objective assessment of the learning outcomes of the applicants.

5.4.4. The results of the certification examination are evaluated on a 100-point scale with the subsequent conversion of the evaluation data to the national 5-point scale and the ECTS scale (Table 1) and recorded in the examination record. The minimum positive assessment of the certification exam is 60 points.

5.2. **Qualification work.**

5.2.1. **Qualification work** is a type of certification in the form of individual work of a research, creative or design and development nature, which is performed by the applicant at the final stage of training and is one of the forms of identifying theoretical and practical knowledge, the ability to apply them in solving specific scientific, technical, economic, social and production problems.

5.2.2 The subject of qualification works is determined by the graduating departments.

5.2.3. As a rule, supervisors of qualification works are appointed from among professors, associate professors and the most qualified and experienced teachers. In cases where the qualification work is of an applied nature, highly qualified specialists in the relevant field are involved in the supervision of its implementation as consultants on certain sections of the work.

5.2.4. The applicant is given the right to propose his own topic of qualification work with a justification for the feasibility of its development. In such cases, preference is given to topics that continue the topics of previously completed coursework (projects) by the applicant, or that are directly related to the place of future professional activity of the applicant, or to the topic of practical training (practice) that the applicant has undergone. The stages of preparation of the qualification work, requirements for its design, evaluation, and defense are determined by the Regulations on certification of higher education applicants, the formation and organization of the work of the examination committee at the Robert Elworthy Institute of Economics and Technology.

5.2.5. The qualification work is performed according to the schedule approved by the head of the qualification work.

5.2.6. The total volume of the qualification work, requirements for its writing, the number and content of sections of the qualification work, defense are determined by the Methodological Recommendations for the qualification work.

5.2.7. The qualification work that has not received a positive assessment by the supervisor (less than 35 points) and / or has not passed the academic integrity test is returned to the applicant for revision, which the supervisor of the qualification work makes a note in the schedule of the qualification work. After revision, the qualification work is re-submitted by the Applicant for review by the head of the qualification work.

5.2.8. Ethical principles and certain rules that should guide the participants of the educational process during learning, teaching and conducting scientific (creative) activities in order to ensure confidence in the results of learning and / or scientific (creative) achievements are determined by the Regulations on Academic Integrity of the Robert Elworthy Institute of Economics and Technology (<https://eti.edu.ua>).

5.2.9. The defense of the qualification work is carried out in the presence of a positive assessment of its supervisor, reviewer and academic integrity check. The date of defense of the qualification work is determined by the schedule of certification.

5.2.10. The defense of the qualification work may include a short presentation of the results of the work by the Applicant, as well as answers to the questions of the examination committee on the topic of the qualification work.

5.2.11. In the process of determining the final grade, the Examination Board uses the quality indicators of the qualification work specified in Table 9:

Table 9

Quality indicators of qualification work		
	Indicator	The maximum number of points
	Relevance and novelty of the results obtained	20
	Methodology of work performance, completeness and accuracy of task solution	20
	The degree and quality of the task, the quality of оформлення та illustrative nature of the work performed	20
	Practical value of the results obtained та можливість їх application in practice	20
	Quality of work protection	20
Total		100

5.2.12. Evaluation of the qualification work is carried out by the members of the examination committee on a 100-point scale and a national 5-point scale based on the total score according to the criteria given in Table 10:

Table 10

Evaluation criteria for qualification work			
The sum of points for all types of educational activities	Assessment ECTS	According to the national scale	Criterion for determining the score
90-100	A	excellent	The qualification work is impeccable in all respects, contains elements of novelty, has practical significance, the report is logical and concise, delivered freely, with knowledge of the matter, the feedback and review are positive, the answers to the questions of the members of the examination committee are correct and and concise, answers to the questions of the members of the examination committee.
82-89	B		The qualification work was performed independently, the topic was covered, the task was completed, the goal was achieved, but there were some minor shortcomings, in particular linguistic and stylistic, the report was logical, delivered freely, the answers to the questions of the members of the examination

		well	the answers to the questions of the examination committee members are basically correct, the paper is designed within the requirements.
74-81	C		<p>The qualification work was performed independently, the topic was disclosed, the task was completed, the goal was achieved, but there are some shortcomings, in particular linguistic and stylistic, in the theoretical part the analysis of literary sources is superficial, the elements of novelty are not clearly presented, insufficient use of information sources of the enterprise (organization) on the basis of which the study was conducted, there are some comments in the review and feedback, the report is logical, delivered freely, the answers to the questions of the members of the examination</p> <p>the answers to the questions of the examination committee members are basically correct, and the paper is formatted within the requirements.</p>
64-73	D	satisfactorily	<p>The qualification work is performed independently, the topic of the work is mainly disclosed, but there are shortcomings of a substantive nature, the purpose of the work is not clearly formulated, the theoretical section is borrowed, there are few sources and scientific works to disclose the topic, the calculation part is dominated by descriptive elements, information materials do not always illustrate the conclusions, the proposals contained in the third section are not sufficiently substantiated, the review and feedback contain some comments, not all answers to the questions of the members of the examination committee are correct.</p> <p>are complete. There are comments on the design of the qualification work.</p>
60-63	E		<p>The qualification work is performed mainly independently, the content of the work is not sufficiently disclosed, the task is partially completed, there are shortcomings of a substantive nature, the theoretical section has the character of significant borrowing, a small number of sources and outdated bibliography, the calculation part is dominated by elements of descriptiveness, information materials do not always illustrate conclusions, proposals</p> <p>insufficiently substantiated, the review and feedback contain comments, the report is made without using</p>
			<p>presentations, not all answers to the questions of the of the examination committee are correct or complete.</p> <p>There are comments on the design of the qualification work.</p>
35-59	FX	unsatisfactory with the right to re-certification with the permission of the rector	<p>The purpose of the qualification work and the research objectives are not clearly formulated. The sections are poorly connected with each other. There is no critical review of modern domestic and foreign literature. The analysis is superficial or absent. The proposed measures that do not follow from the analysis are declarative in nature. There are no presentation materials. Answers to questions of the SEC members are inaccurate or incomplete.</p>

1-34	F	unsatisfactory with the right to re-certification within three years after graduation from the institute	The qualification work does not meet the established requirements.
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5.2.13. The final grade for the defense of the qualification work is determined by the examination committee. The members of the examination committee may change the grade assigned by the supervisor of the qualification work in case of significant deficiencies and biased assessment of the qualification work submitted for defense. The decision of the Examination Board is final.

5.2.14. Qualification papers are transferred to the Institute's archive within 3 working days after the last meeting of the examination committee, where they are stored for 5 years. After the expiration of the storage period, these papers are destroyed, and a corresponding document (act) is drawn up.

5.3. The applicant who has successfully passed the certification is awarded the appropriate qualification by the decision of the examination committee and is issued a state-issued document on higher education.

5.4. The applicant is issued a document on higher education with honors if the final grades in the disciplines "excellent" are not less than 75% of all grades in the disciplines and individual tasks provided by the curriculum, and in other disciplines and individual tasks - grades "good", and also passed the certification with a grade of "excellent".

5.5. In case of receiving an unsatisfactory grade for the "FX" attestation, the Applicant has the right to re-attestation only with the permission of the Rector of the Institute. If the attestation is not repeated, the Applicant is expelled from the Institute as having completed the curriculum but not passed the attestation. An applicant who has not passed the certification is issued an academic certificate of the standard form established by the Ministry of Education and Science.

5.6. An applicant who has received an unsatisfactory grade for attestation "F" has the right to re-attest within three years after graduation from the Institute. Re-attestation is allowed not earlier than during the next attestation held at the Institute. The list of attestation examinations for persons undergoing re-attestation is determined by the curriculum in force in the year of graduation from the Institute.

5.7. Applicants who have not passed the attestation for valid reasons may be admitted to the attestation by order of the Rector of the Institute in the next term of the examination committee.

5.8. Repeated attestation to improve the grade is not allowed.

6. CONTROL OF RESIDUAL KNOWLEDGE (RECTOR'S TEST)

6.1. The form of control of residual knowledge is the rector's control work (written or in the form of computer testing).

6.2. The purpose of the rector's control work is to identify the residual level of knowledge of applicants in the discipline (or a separate content module) with further analysis of the quality of education and identification of areas for improving the educational process.

6.3. The rector's control work is carried out in the case of:

- scheduled or unscheduled inspections of the quality of training;
- checking the quality of teaching disciplines by the teaching staff;
- by the decision of the Rector.

6.4. The basis for the rector's control work is the order of the Rector of the Institute, which determines the list of disciplines, the contingent of applicants and the composition of the commission for the assessment of residual knowledge.

6.5. The package of tasks for the rector's control work is an integral part of the educational and methodological complex of the discipline, which is approved at a meeting of the relevant department.

6.6. The rector's control work package is a set of documents that should provide an objective assessment of the level of residual knowledge of the applicants in the disciplines of the curriculum. The control work package includes:

- an extract from the working curriculum (title page, letter of approval and list of content modules) or syllabus;
- annotation to the rector's control work;

- control tasks in disciplines - a list of tasks that require the ability to apply integrated knowledge of the program material;
- criteria for assessing the performance of tasks of the rector's control work;
- sample answer;
- list of materials that are allowed to be used in the course of performing the control tasks of the rector's control work.

6.7. The package of the rector's control work should contain options of equivalent complexity with formalized tasks (tickets, tests), the implementation of which requires the ability to apply integrated knowledge of the residual nature of the program material of the discipline. The labor intensity of any of the options of the rector's control work should be focused on applicants with average levels of knowledge and skills.

6.8. The purpose, structure of tasks, control technology (written work or test), number of options and duration of execution are determined by the department to which the discipline is assigned and are indicated in the annotation to the rector's control work.

6.9. When changes are made to the curriculum, the package of rector's control work is updated and approved in due course. The rector's control works are conducted by the commission for the assessment of residual knowledge in accordance with the schedule approved by the order of the Rector of the Institute. Adjustment of the schedule occurs only for objective reasons upon submission of an official note by the Dean of the Faculty to the Rector of the Institute.

6.10. Before the start of the rector's control work, members of the commission for the assessment of residual knowledge inform the applicants about the purpose of the control work, give explanations about the content of control tasks, requirements for their implementation, preparation of answers, evaluation criteria.

6.11. Rector's tests are held annually, usually in November.

6.12. When determining the disciplines to be tested, it is taken into account that the rector's control works should cover all cycles of the curriculum of the training of applicants, and the disciplines, as a rule, have the form of final (semester) control in the form of an exam.

6.13. The commission for the assessment of residual knowledge includes the Rector, the head of the department to which the discipline is assigned, the lecturer and the teachers who teach this discipline.

6.14. The rector's control work is carried out in the presence of at least 80% of the academic group. The duration of the rector's control work is 2 academic hours (in the case of computer testing - in accordance with the time determined for the final control). The final decision on the duration of the rector's control work is made by the department to which the academic discipline is assigned.

6.15. The commission for the assessment of residual knowledge of control papers and the preparation of relevant documentation is carried out within a week after the rector's control work. Completed rector's tests are stored at the department for 2 years.

6.16. The results of the rector's control works are compared with the results of the final (semester) control of knowledge in the discipline and are drawn up in the form of a Comparative Statement (Appendix 3 to the Regulations).

6.17. The department, which is assigned to the discipline, analyzes the results of the rector's control work and develops measures to eliminate the identified shortcomings in the level of knowledge and their assessment. The question of the results of the rector's control work may be submitted to the Academic Council of the Institute.

6.18. Comparative information on the results of the rector's control work shall be submitted by the heads of departments to the person responsible for the management and monitoring of the quality of education of the Institute and the rector of the Institute within two weeks from the date of the control work.

6.19. The reports of the heads of departments on the results of the rector's control works shall be submitted by the person responsible for the management and monitoring of the quality of education of the Institute for consideration by the Academic Council of the Institute, which draws conclusions about the results of the rector's control works and proposes measures to eliminate the shortcomings, if any.

6.20. The results of the rector's control works are not recorded in the journals of the academic groups of applicants, as they are intended to analyze the quality of education and improve the educational process at the Institute.

7. CONVERSION (TRANSFER) OF GRADES

7.1 In order to ensure the academic mobility of applicants, the Institute may convert (transfer) grades from one system or country to another in accordance with the ECTS User's Guide. In order to provide clear and consistent information on the progress of the relevant Applicant, the Institute shall include in the Supplement to the European Diploma the institutional grading scale and a table of statistical distribution of grades assigned within the relevant program or field of study. Conversion of grades is carried out by comparing the tables of statistical distribution of positive grades of applicants of higher education institutions with different institutional grading scales

Appendix 1

Robert Elworthy Institute of Economics and Technology*(full name of the higher education institution)*

Faculty: _____ Departments: _____ Course _____ Group _____

Field of study (specialty) _____

202_ - 202_ academic year**PROGRESS REPORT CARD № _____**

_____202_

in the discipline _____

(name of the academic discipline)

in _____ academic semester.

Form of semester control _____ Total number of hours _____
(exam, test)

Lecturer _____

(academic rank, surname and initials of the teacher who gives the final grade)

Lecturer _____

(academic title, surname and initials of the teacher who carried out the current control)

№ 3/п	Surname and initials of the student	№ record book	Results of control measures		Assessment			Signature of the teacher
			current	final	on the national scale	number of points on a 100-point scale	ECTS	
1	2	3	4	5	6	7	8	9
1								
2								
3								

Dean of the Faculty _____

(signature)

(last name and initials)

Results of the exam (test)

TOTAL RATING	AMOUNT OF POINTS	EVALUATION ECTS	ASSESSMENT ACCORDING TO THE NATIONAL SCALE	
			exam	test
	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
	1-34	F	unsatisfactory with mandatory re-study of the discipline	

Examiner (teacher) _____

(signature)

(last name and initials)

Robert Elworthy Institute of Economics and Technology
(full name of the higher education institution)
STUDENT'S PROGRESS SHEET № _____

Surname, initials of the student _____

Faculty: _____

Group _____ Course _____

Full-time/extra-mural form of study in _____ academic semester _____ year

The letter is valid until “ _____ ” _____ 20 _____

№	Discipline	Last name of the teacher	Form of control	Assessment			Date	Signature of the examiner
				on the national scale	number of points	ECTS		

Dean of the Faculty _____

(signature)

_____ (last name and initials)

Robert Elworthy Institute of Economics and Technology*(full name of the higher education institution)***COMPARATIVE STATEMENT № _____**

the results of the group's performance _____ areas of expertise _____,
specialties _____

Director's control work (PKP)

from _____
(name of the discipline)

Date of the event _____

Examiner _____

№ 3/п	Surname and initials of the student	Grade for the final control (exam)			Evaluation for the implementation of the RWP			Signatur e of the examiner
		On a national scale	Out of 100 point scale	ECTS	On a national scale	Out of 100 point scale	ECTS	
1	2	3	4	5	6	7	8	9
1								
2								
3								

Total number of students in the group _____ Average score Absolute _____
_____ % success _____ %
Did not appear at the NRC _____ % Quality of training _____ %

In total, the following R&D
activities were carried out

Of these received:

Excellent (90-100/A) _____ %

Good (82-89/B) _____ %

Good (74-81/C) _____ %

Satisfactory (64-73/D) _____ %

Satisfactory (60-63/E) _____ %

Unsatisfactory (35-59/FX) _____ %

Unsatisfactory (1-34/F) _____ %

Examiner _____

Head of the Department _____

« _____ » _____ 202 _____ poky