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екзаменаційних комісій СумДУ з  
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## MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

### Sumy State University

## REGULATION

### on the Establishment and Organization of the Selection Committees of Sumy State University for Certification of Applicants for Higher Education

Version 04

(The basic version was approved by Order of the Rector No. 562-I of June 15, 2015)

#### 1. General Provisions

1.1 “The Regulation on the Establishment and Organization of the Selection Committees of Sumy State University for Certification of Applicants for Higher Education” (hereinafter – the Regulation) defines the methodological and organizational basis for the creation and organization of the work of Selection Committees for the final certification of applicants for higher education of Sumy State University, receiving degrees “Junior Bachelor”, “Bachelor” and “Master”.

1.2 The Regulation regulates the activities of the structural divisions of the university (Dean's offices and centers organizing the educational process for their assigned contingent of higher education applicants (hereinafter – centers), graduate departments, etc.) and their leaders for organizing and conducting final certification, as well as responsibilities of Heads, secretaries and members of Selection Committees for certification of applicants for higher education (hereinafter - the Selection Committee, Commission).

1.3 The Regulation is valid in the part that does not contradict the current legislation, the national and intra-university regulatory framework for managing the quality of the university's activities, is part of the latter and is placed in the corresponding electronic Register, which is part of the official website of SumDU.

#### 2. Basic Terms, Definitions and Abbreviations

2.1 **Certification** is a procedure for establishing compliance with the requirements of higher education standards acquired by applicants for higher education, the level and amount of knowledge, skills and other competencies. During the certification, the level of general professional and specialized professional competencies of graduates is assessed, provided for by the corresponding level of the National Qualifications Framework and educational and professional (educational and scientific) training programmes.

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**Final exam** – a form of final assessment of learning outcomes obtained after graduation of the applicant for higher education according to the relevant educational and professional (educational and scientific) programme.

**Graduate department** – a department that, in accordance with Article 33 of the Law of Ukraine “On Higher Education”, carries out educational, methodological and/or scientific activities in a certain specialty (specialization) or an intersectoral group of specialties; is the base for the formation of a project group and a group for the provision of an educational programme in a certain specialty and is responsible for organizing vocational guidance work, activities for the final certification of applicants for higher education in the relevant specialty (educational programme), etc.

**Applicant for higher education** – a person who studies at a university at a certain level of higher education in order to obtain the appropriate degree and qualification.

**Qualification** – the official result of assessment and recognition, which is obtained when the Selection Committee for the certification of applicants for higher education has established that the person has achieved competencies (learning outcomes) in accordance with the standards of higher education; qualification is certified by the relevant document of higher education.

**Qualification work** – the final thesis (project) independently completed by the applicant for higher education, which makes it possible to assess the learning outcomes obtained after the completion of the training of the applicant for higher education according to the relevant educational and professional (educational and scientific) programme.

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

**Other abbreviations and acronyms:**

- ADPTNE – Academic Department for Practical Training and Network with Employers;
- AD – Academic Department;
- AOC – Academic and Organizational Center.

**3. General Organizational and Methodological Provisions of the Final Certification of Applicants for Higher Education**

3.1 Applicants for higher education who have fulfilled all the requirements of the curriculum and educational and professional (educational and scientific) training programme are allowed to the final certification.

3.2 Certification of applicants for higher education can be carried out in the following forms:

- final exams in individual disciplines;

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- final comprehensive exam in the programme of several disciplines,
- a unified state qualification exam for persons receiving a master's degree;
- defense of qualification work;
- defense of qualification work and final exams in certain disciplines;
- defense of qualification work and final comprehensive exam.

General requirements for forms of certification are determined by higher education standards. Forms of certification for each level of higher education within each specialty of the university are established by the order of the Rector on the proposals of the graduate departments and are indicated in the curricula.

3.3 The content of the final exam programmes and the tasks of qualification works are determined by the requirements for general professional and specialized professional competencies of applicants for higher education, which are subject to assessment in accordance with the educational and professional (educational and scientific) specialist training programme.

3.4 The programme of the final exam, which, among other things, establishes the procedure and type of the final exam (usually written or testing; in exceptional cases, to assess language communications – oral) and criteria for assessing learning outcomes, is developed by the issuing department, and submitted for approval to the Head of the AOC not later than six months before the certification. After approval, but not later than five months before the certification, these materials are published by the issuing department on information stands and the department's website.

Other examination materials (tasks, tests, templates for checking test items, etc.) for certification of applicants for higher education are compiled by the scientific and pedagogical workers of the graduate departments based on the final examination programmes. The procedure for their development, coordination and approval is regulated by the relevant provisions and methodological instructions of the internal university regulatory framework for managing the quality of the university's activities. The specified examination materials in one copy are transferred to the Director (Dean) of the corresponding institute (faculty) not later than two months before the certification and are stored in the Dean's Office of the institute (faculty) as documents of strict reporting. Immediately before the final exam, separate variants of the tasks are replicated in a number that takes into account the estimated number of persons who will take the exam and are transferred to the Head of the examination committee.

#### **4. The Procedure for Forming Selection Committees. Duties of the Head and Secretary of the Selection Committee**

4.1 To conduct certification, Selection Committees are created annually, which operate during the calendar year.

Selection Committees shall be created as a single for all forms of higher education for

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applicants in each specialty for all its educational levels. Depending on the number of applicants for higher education and the terms provided by the schedule of the educational process for certification, several commissions in the same specialty (specialization) or joint commissions for related specialties (specializations) within the relevant field of knowledge may be established.

4.2 Selection Committees shall be composed of the Head, his Deputy, and members of the commission. Selection Committees may include persons who have a qualification in the relevant specialty and/or work experience in the specialty of at least 5 years.

4.3 The Head of the Selection Committee is appointed a person from among the leading experts of the industry, representatives of state and non-state forms of ownership, institutions, and organizations. The same person can be the Head of the commission for not more than three consecutive years.

The Deputy Heads of the Selection Committees are appointed:

- Directors (Deans, Heads of centers) of corresponding institutes (faculties, centers) or their Deputies;
- Heads of corresponding graduate departments or their Deputies - when conducting certification event in the form of defense of qualification work.

4.4 The members of the commission are appointed from among the leading professors, associate professors, senior lecturers of the university who have a scientific degree and at least two persons from the representatives of expert councils of employers, leading specialists in the relevant industries. Employees of research institutes and other institutions of higher education may also be appointed members of Selection Committees.

4.5 The secretary of the Selection Committee is an appointed person from among scientific and pedagogical staff or highly qualified specialists of structural subdivisions (Dean's offices, departments, centers, etc.).

4.6 Proposals for the appointment of Heads of Selection Committees, their Deputies, members of commissions and secretaries shall be submitted in the form of memos by the Heads of graduate departments (Appendix 1) in coordination with the Director of the institute (Dean of faculty, Head of center) to the Academic Department for Practical Training and Network with Employers not later than two months before the certification. Generalized proposals for the appointment of Heads of Selection Committees shall be submitted to the Rector for approval in the form established by Appendix 2 of this Regulation.

4.7 The personal composition of the Selection Committees (Head of the commission, his Deputy, members of the commission) and secretaries are approved by order of the Rector not later than one month before the certification. The order is made by the Head of ADPTNE in coordination with the Head of AOC and the First Vice-Rector according to the submitted memos of the Heads of graduate departments (Appendix 3).

4.8 The Head of the Selection Committee is responsible for the performance of the functions assigned to the Selection Committee. The Head of the Selection Committee:

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- moderates the meetings of the commission;
- acquaints all members of the commission with their rights and responsibilities;
- receives a set of examination tasks of the final exam from the Director of the institute (Dean of the faculty);
- supervises the work of the secretary of the commission on the preparation of documents necessary for the work of the commission and the execution of protocols;
- prepares a report on the work of the Selection Committee.

4.9 If the Head of the Selection Committee is temporarily unable to perform his duties, his duties will be assigned to a Deputy.

4.10 The secretary of the Selection Committee is not a member of the Selection Committee and does not take part in voting. The secretary is responsible for the correct and timely execution of documents of the Selection Committee.

4.10.1 At least one day prior to the meeting of the Selection Committee for the defense of qualification works, the secretary of the Selection Committee shall receive from the graduate department:

- submission to the Selection Committee in the form established by Appendix 4 of the Regulation;
- qualification works of applicants for higher education;
- reviews of qualification works;
- results of checking qualification papers for academic plagiarism;
- references or acts on implementation of scientific researches, letters-orders of enterprises for implementation of qualification works;
- copies of publications of candidates for higher education on the topic of qualification work.

4.10.2 Prior to the commencement of the work of the examination committee, its secretary must submit to the Head of the committee:

- an excerpt from the order on the personal composition of the Selection Committee;
- forms of the minutes of the Selection Committee meetings;
- approved work schedule of the Selection Committee;
- students' record books;
- order of the Director of the institute (Dean of the faculty, Head of the center, who organizes the educational process for the contingent assigned to them) about the admission of applicants for higher education to the certification;
- summary records of academic progress of applicants for higher education;
- programme of final examinations;
- criteria for evaluating the results of higher education applicants.

4.10.3 During the term of work of the Selection Committee its secretary:

- informs the Head and members of the Selection Committee about the work of the commission;

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- keeps minutes of meetings of the Selection Committee;
- prepares a package of documents necessary for the remuneration of members of the Selection Committee.

4.10.4 Within three working days after the end of the meeting of the Selection Committee, its secretary shall submit:

- the original of the protocol (Appendices 5, 6) to the Academic Department for Practical Training and Network with Employers, and a copy to the Dean's Office (center);
- to the graduate department – completed students' record books, written works of final exams (answer sheets for oral examinations), qualification papers and other documents specified in clause 4.10.1 of the Regulation prepared for transfer to the archive.

4.10.5 After completion of the work of the Selection Committee, its secretary within a week delivers the original report of the Head of the Selection Committee (Appendix 7) and the department report on the results of the defense of qualification works of applicants for higher education (Appendix 8) to the Academic Department for Practical Training and Network with Employers.

4.11 The Head of the graduate department organizes the work of Selection Committees for certification of applicants for higher education. Control over their formation, organization of work and activities is carried out by the Head of the AOC and the First Vice-Rector.

## **5. Organization and Procedure for Certification**

5.1 Certification of applicants for higher education is carried out after the completion of the cycle of theoretical training and practical training. The terms of certification are determined by the schedule of the educational process.

5.2 Final exams and the defense of qualification works are carried out according to the schedule, which is drawn up by the secretary of the examination committee, agreed with the Head of the commission, the Head of the AD, the Head of the AOC and approved by the Director of the relevant institute (Dean of the corresponding faculty, Head of the center) and is brought to the attention of applicants for higher education not later than one month before the start of the certification. The interval between exams in each group must be at least five calendar days.

5.3 Offsite meetings of the examination committee can be held on the basis of enterprises and institutions for which the topic of qualification works presented for defense is of scientific and theoretical or practical significance, as well as if the applicant for higher education works at this enterprise or is sent to it for employment.

5.4 The defense of interdepartmental complex qualification works can be carried out in the form of a joint meeting of several Selection Committees with a separate protocol for each commission.

5.5 Certification of applicants for higher education whose ability to physically visit the university at the time of the final certification is limited or absent, and traditional certification tools cannot be applied (due to natural disasters, quarantine measures, other force majeure

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circumstances and in motivated cases (applicant is a person with special educational needs, participant of academic mobility, etc.)) can be conducted using distance technology. In this case there is a digital recording of the certification process (video recording, audio recording, etc.). A digital recording of the certification process shall be stored at the university for at least one year.

5.6 In case of certification of applicants for higher education in a foreign language (English, German, French, Polish and other languages of international academic communication), specialists of the relevant language qualification are additionally involved in the work of Selection Committees.

5.7 The passing of final exams and the defense of qualification works are carried out at an open meeting of the examination committee with the participation of at least half of its members. Applicants for higher education and other persons present at the meeting can freely carry out audio and/or video recording of the certification process.

5.8 Holding a meeting of the commission for the protection of qualification work involves:

- announcement by the secretary of the examination committee of the surname, name and patronymic of the applicant for higher education and the topic of his qualification work;
- announcement of the achievements of the applicant for higher education (scientific, creative, and recommendations of the issuing department);
- report of the applicant of higher education in any form on the essence of qualification work, the basic technical (scientific) decisions, the received results and degree of performance of the task. Different forms of report visualization can be used - mandatory graphic material defined by the task, slides, videos, etc.; demonstration of the experiment depending on the time required for its demonstration in full, and the possibility of placing experimental equipment, models, samples, etc. Demonstration may be held either directly at the meeting of the Selection Committee, or on the eve of the defense at the location of the experimental sample, in the presence of members of the Selection Committee, who are instructed by the Head of the commission to get acquainted with the experimental part;
- answers to questions from members of the Selection Committee;
- announcement by the secretary of the Selection Committee of the Research Director's feedback or the Research Director's speech with a brief description of the work of the higher education applicant during the preparation of the qualification work;
- announcement by the secretary of the Selection Committee of the reviewer's remarks and conclusions on the qualification work;
- responses of the applicant to the remarks of the Research Director of the qualification work and the reviewer;
- announcement by the Head of the Selection Committee of the end of the defense.

5.9 The duration of the meeting of the Selection Committee should not exceed six hours per day. The duration of the defense of the qualification work (oral exam) should not exceed 30 minutes, including 20 minutes - on the report (response) of the applicant. Not more than 3 astronomical hours are allotted for the written final exam (duration of testing - not more than

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2 clock hours).

5.10 Assessment of the results of final exams and defense of qualification works is carried out on the scale officially approved by the university.

5.11 The decision of the Selection Committee on the assessment of knowledge, skills and other competencies identified during the final exam or the defense of a qualification work, as well as the assignment of the corresponding qualification to an applicant for higher education and the issuance of a diploma of a certain type is taken at a closed meeting of the Commission by open voting by a simple majority of votes of the Commission members. If there is an equal number of votes for both options, the Head's vote is decisive.

5.12 Sessions of the Selection Committee are recorded in the minutes in the form established by Appendix 3 of the Regulation. The minutes are signed by the Head and members of the Selection Committee who participated in the meeting.

5.13 The results of the defense of the qualifying work, as well as the oral final exam, are announced on the day of the exam after the minutes of the meeting of the Selection Committee are drawn up. The results of the written examinations are announced the day after the exam.

5.14 In case of disagreement with the assessment, the applicant for higher education has the right to appeal.

5.14.1 The appeal is submitted personally by the applicant for higher education addressed to the Rector on the day of the defense of the final qualification work (oral examination) or the announcement of the results of the written examination, but not later than the next working day after the announcement of the results.

5.14.2 On behalf of the Rector, in case of an appeal, by order of the First Vice-Rector under his supervision, a Commission is created to consider the appeal.

5.14.3 The appeal is considered by the Appeals Commission not later than the next working day after its submission. Conclusions of the Appeals Commission shall be formalized by the relevant protocol. If the Appeals Commission establishes violations during the certification, which influenced the results of the evaluation, the decision of the Selection Committee based on the findings of the Appeals Commission shall change the grade.

5.15 Second passing of final examinations or defending a qualification work in order to raise the grade is not allowed.

5.16 For applicants for higher education who failed to pass final examinations and/or defend a qualification work for a valid reason (documented), the period of certification may be postponed by the Rector of the university on the proposal of the Director of the institute (Dean of the faculty, Head of the center).

5.17 An applicant for higher education who successfully defended a qualification work and/or passed the final exams, by the decision of the Selection Committee, is assigned an appropriate educational degree and an appropriate qualification, issued a document of higher education in the established form, as well as an appendix to a European diploma containing structured information on completed training. The appendix to the diploma contains information about the learning outcomes of a person, consisting of information about the



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names of disciplines with an indication of the received grades (points) and the number of ECTS credits (hours) received, about the defense of qualification work in a foreign language (if such defense was carried out), as well as information on the national system of higher education of Ukraine.

5.18 An applicant for higher education who has received final grades of "excellent" in at least 75% of academic disciplines, individual assignments and practices provided for by the curriculum of the corresponding educational level, who has grades "good" in other academic disciplines, individual assignments and practices, and has no "satisfactory" grades by results of semester control events, who has defended the qualification work and/or passed the final examinations with the grade of "excellent" and has proved himself in scientific (creative) work, may be awarded a diploma of higher education with honors by the decision of the Selection Committee.

5.19 An applicant for higher education, who received an "unsatisfactory" grade during the final exam or defense of the qualification work, is expelled from the university and is issued a standard academic certificate.

5.20 When passing several final examinations and defending a qualification work, obtaining an unsatisfactory grade from one examination or qualification work does not deprive the higher education applicant of the right to take other exams or defend the qualification work.

5.21 Applicants for higher education who have not been certified within the approved period for them and have not passed the final exams and/or have not defended their qualification work, have the right to re-certification (from the next academic year) within three years after expulsion from the university (during the work period (according to the approved schedule) of the Selection Committee of the corresponding specialty). The list of certification forms is determined by the curriculum in force at the time of re-certification. At the same time, only those final exams are repeated or those qualification works are defended for which an unsatisfactory grade was obtained.

5.22 In cases where the defense of a qualification work or the quality of its performance or the results of a check for academic plagiarism are deemed unsatisfactory, the examination committee determines whether the applicant for higher education is allowed to submit for a second defense the same work with revision, or is obliged to develop a new topic (tasks) determined by the issuing department. These conditions are indicated in the minutes of the meeting of the Selection Committee and in the order for the expulsion of the applicant for higher education.

5.23 Based on the results of the activities of the Selection Committee, the Head or his Deputy draws up a report. The report reflects the level of training of specialists and the characteristics of the competencies of applicants for higher education, the quality of qualification work, the relevance of the topic and compliance with the current state of science, technology and production, the characteristics of the knowledge of applicants for higher education found in final exams, shortcomings in training in certain disciplines. Proposals are given on improving the quality of training of specialists, eliminating shortcomings in the

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organization of final exams and in the defense of qualification works; recommendations are given for sending the best applicants for higher education to continue their studies in master's and postgraduate programmes. The total number of qualification works has been determined. They:

- were performed under academic mobility programmes;
- were made to order of enterprises, institutions, etc.;
- were performed as interdepartmental complex works;
- were introduced at enterprises, research institutions, the educational process of the university, etc.;
- were recommended for implementation at enterprises, research institutions, the educational process of the university, etc.;
- were defended in a foreign language (English, German, French, Polish and other languages of international academic communication);
- have a high level of application of IT technologies (except for IT specialties);
- have an in-depth scientific component.

5.24 The report on the results of the work of the Selection Committee is discussed at a meeting of the relevant issuing department and the Academic Council of the institute (faculty).

## **6. Features of Certification of Applicants for Higher Education Using Distance Technologies**

6.1 When administering a distance-learning final exam, the syllabus should additionally contain: a description of the procedure for administering the final exam using distance-learning technologies; information about the specific structure of the questions on the distance-learning final exam and the assessment criteria for higher-education applicants' answers. If the list of questions for the final exam is communicated to candidates in advance, in order to avoid preparing answers in advance, the procedure for the final exam may include an additional task (for example, writing a code word in the answer text), which applicants are informed about during the exam.

6.2 When scheduling the final certification of applicants, it is necessary to additionally indicate the identifier/link to the planned videoconference and its corresponding resource to ensure the publicity of the defense, as well as to provide for an additional reserve day of certification of applicants who will not be able to pass the qualification (certification) exam or defend a qualification paper at the scheduled time for valid reasons (in time to send the necessary documents, for technical reasons, due to sick leave, etc.). Pre-certification consultations may be conducted by means of audio or video conferencing according to the approved schedule with an identifier/link to the planned video conference and the corresponding resource of its implementation.

6.3 Applicants who have been admitted to take the final examination, but for objective reasons cannot participate in it using technical means determined by the university, must

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provide the appropriate dean's office with supporting materials prior to the examination. In such a case, at the suggestion of the Director of the institute (center)/Dean of the faculty, the Selection Committee should select an alternative option for taking the exam that would ensure the identity of the applicant, the observance of academic integrity, and the ability to verify the applicant's learning outcomes. One such option may be for the applicant to complete the examination assignment by hand, photograph (scan) it and transmit it to the Selection Committee by means of electronic communication.

6.4 During the pre-certification and certification events it is recommended to carry out a preliminary check of technical parameters of communication settings with applicants and eliminate the identified problems. In case of force majeure circumstances during the certification event, the applicant must notify the Selection Committee about these circumstances by telephone, messengers or other means. In these circumstances, the possibility and timing of the certification event is determined by the dean's office on an individual basis.

6.5 For a certification in the form of a defense of a qualification work, a candidate submits both an electronic version (including graphic material (presentations, drawings)) and a paper version signed by the candidate. If the paper version cannot be submitted to the dean's office for defense, it is submitted to the dean's office after the defense of the qualification work, including when receiving documents on education from the dean's office.

6.6 Electronic archiving of the whole set of documents for protection for each applicant: qualification work in pdf-document format and relevant supporting documents (reviews, implementation acts, supervisor's response, etc.) and their submission to the Selection Committee are organized by the Head of the graduate department.

6.7 Certification in the form of defense of qualification work using distance learning technologies should be carried out in synchronous mode (videoconferencing).

At the beginning of the defense procedure, the secretary of the Selection Committee in the presence of the commission and the applicant must announce the following phrase before the applicant's speech: "Do you, (applicant's full name), confirm sending (date) the qualification paper on the topic "Subject of qualification paper" with total pages (total number of pages together with attachments) by e-mail to the university?"". The answer of the applicant of education should be recorded on the video of the defense.

As an alternative to the synchronous presentation, it is allowed to use the video recording of the speech (presentation) sent in advance by the applicant to the Selection Committee. The video recording should be made in such a way that it is possible to unambiguously identify the applicant's face and testify the fact of the applicant's performance. Question-and-answer sessions with the applicant must be held in synchronous mode

6.8 Minutes of meetings of Selection Committees, comments, reviews (photocopies thereof) and other materials of Selection Committees shall be sent by the secretaries of Selection Committees to officials and structural divisions by e-mail within the time limits specified in paragraphs 4.10.1–4.10.5 of the Regulation. As an exception, if there are

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restrictive measures regarding physical attendance at the university for quarantine conditions, the secretary of the Selection Committee may collect signatures on paper copies of all documents (comments, reviews and minutes) and provide pre-defense documents after the restrictive measures are over.

## **7. Final Provisions**

7.1 The Regulation enters into force from the next day after its approval by order of the Rector.

7.2 Amendments and additions to the Regulation can be made by order of the Rector or by order of the Rector by decision of the Academic Council of the university or the relevant advisory body. In the same order the Regulation is canceled.

7.3 University officials are responsible for updating the Regulation and monitoring compliance with its requirements in accordance with their functional responsibilities.

7.4 Declare the “Regulation on the Establishment and Organization of the Selection Committees of Sumy State University for the Certification of Applicants for Higher Education” (introduced by Order of the Rector No. 0043-I of 22.01.2020) is no longer of relevance.