

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Sumy State University

**REGULATION
ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS
AT SUMY STATE UNIVERSITY**

(Version 03)

(The basic version is approved by the decision of the Academic Council,
protocol №09 from 15.06.2016)

Sumy 2021

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 2
SumDU		Version 03

CONTENT

1. GENERAL PROVISIONS	3
2. CONTENT AND COMPONENTS OF EDUCATIONAL PROCESS	3
2.1 Purpose and principles of organization of the educational process	3
2.2 Language policy	3
2.3 Models of organization of educational process	4
2.4 The content of education	5
2.5 Educational programs	6
2.6 Curricula	9
2.7 Individual educational trajectory and individual curriculum for applicant of the higher education	10
2.8 Educational and methodical complexes of disciplines. Work programs and syllabi of academic disciplines	10
3. FORMS OF EDUCATION	12
4. VIRTUAL LEARNING ENVIRONMENT	13
5. GENERAL PROCEDURE FOR ORGANIZATION OF THE EDUCATIONAL PROCESS	14
5.1 Accounting units of educational work of the applicant of higher education	14
5.2 The study load of the applicant for higher education	16
5.3 Class schedules, control measures and consultation schedules	17
6. TYPES OF EDUCATIONAL WORK	17
6.1 Training sessions	17
6.2 Individual tasks	19
6.3 Independent work	21
6.4 Practical training	23
7. EVALUATION OF LEARNING OUTCOMES OF APPLICANTS OF THE HIGHER EDUCATION	25
7.1 Evaluation policy and principles	25
7.2 Control measures for evaluation of learning outcomes	25
7.3 System of evaluation of learning outcomes by disciplines	27
7.4 Semester control	29
8. ADMISSION TO STUDY, INTERRUPTION OF STUDY, DEDUCTIONS, RENEWAL AND TRANSFER OF APPLICANTS OF THE HIGHER EDUCATION	31
9. LOAN TRANSFER	32
10. FEATURES OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS FOR PRE-UNIVERSITY TRAINING	33
11. FEATURES OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS OF PROFESSIONAL (VOCATIONAL AND TECHNICAL) EDUCATION	34
12. FEATURES OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS FOR POSTGRADUATE EDUCATION	34
13. SYSTEM OF INTERNAL QUALITY ASSURANCE OF HIGHER EDUCATION	35
14. ACADEMIC INTEGRITY	36
15. RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS IN THE EDUCATIONAL PROCESS	38
16. FINAL PROVISIONS	40
Annex 1 GLOSSARY	41

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 3
SumDU		Version 03

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 3
SumDU		Version 03

1 GENERAL PROVISIONS

- 1.1 "Regulation about the organization of the educational process in Sumy State University" (hereinafter - the Regulation) defines the system of organizational and managerial and methodological measures implemented by Sumy State University (hereinafter - SumDU, university) in order to ensure quality higher education and meet other educational needs of higher education applicants and other persons.
- 1.2 The Regulation takes into account the Standards and Recommendations for Quality Assurance in the European Higher Education Area, is the basic normative document that governs the activities of structural units of the university (institutes (including extracurricular), faculties, departments, centers and other educational units in which educational services) that provide higher education, their leaders and other officials in the organization of the educational process. Certain issues of the organization of the educational process are regulated, clarified, detailed by other provisions of the university, which together with this Regulation constitute the regulatory framework for the organization of the educational process at SumDU.
- 1.3 Terms in this Regulation are used in the meanings defined by the Laws of Ukraine "On Education", "On Higher Education" and given in the glossary (Annex 1 to the Regulation). Annex 2 lists the abbreviations used in the Regulation.
- 1.4 The Regulation is valid in the part that does not contradict the current legislation, national and intra-university regulatory framework for quality management of the university is part of the latter and is placed in the relevant electronic Register¹.

2 CONTENT AND COMPONENTS OF EDUCATIONAL PROCESS

- 2.1 Purpose and principles of organization of the educational process.
 - 2.1.1 The purpose of the educational process is to create a unique educational environment based on mutual respect and partnership between applicants, researchers and other stakeholders, focused on meeting the needs of development, self-development and self-realization of applicants, promoting their future careers and competitiveness in labor market for high-tech and innovative development of the country, which are capable of conscious social choice and promotion of sustainable development of society.
 - 2.1.2 The educational process at the university is based on the principles defined by the Laws of Ukraine "On Education", "On Higher Education", the basic document of the University "Strategic Development Plan of Sumy State University for 2020-2026"² and aims to implement the paradigm of student-centered learning.
- 2.2 Language policy
 - 2.2.1 The language of instruction at the university is the state language.
 - 2.2.2 In order to create conditions for the internationalization of educational activities, the university may decide to teach one, several or all disciplines, perform individual tasks and conduct control measures of the educational program in one of the languages of the European Union provided that all applicants, who studying the relevant disciplines,

¹ Register, <https://normative.sumdu.edu.ua/>

² Strategic Plan of Sumy State University for 2020-2026. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 4
SumDU		Version 03

own it. If there is a written request from one or more students, the university provides translation into the state language.

2.2.3 The concept of teaching foreign languages at the university is focused on the requirements of the "Common European Framework of Reference for Languages: learning, teaching, assessment"³ and is regulated by the target comprehensive program of the University "Language Policy and its implementation, including by increasing foreign language proficiency by students and staff, - one of the factors of the university's success in the international scientific and educational space"⁴ and other documents placed in the Register.

2.2.4 The University forms separate groups or individual programs for higher education students who wish to study subjects in a foreign language. At the same time, for foreign citizens and stateless persons, the university provides the study of the state language as a separate discipline. Certain features of the organization of training of applicants who wish to study disciplines in a foreign language are regulated by the Regulation on the organization of teaching disciplines and the organization of defense of qualification works in English⁵, which is placed in the Register.

2.3 Models of organization of educational process.

2.3.1 The educational process at the university can be implemented according to traditional, distance, mixed, hybrid models.

2.3.2 The traditional model of organization of the educational process involves conducting classes of teachers with students in direct contact directly in the classroom.

2.3.3 Distance model provides an individualized process of educational activities of higher education, which occurs mainly through the indirect interaction of distant participants of the educational process in a specialized environment XX.

2.3.4 Implementation of the model of blended learning^{6,7}, provides for the use of online technologies in the virtual learning environment of the university in conducting contact classes of teachers with applicants or during the independent work of the applicant⁸, as well as on the basis of educational platforms Google Classroom, Moodle, Microsoft Teams and others, in particular:

- technologies for the use of mobile devices during training directly in the classroom, virtual laboratory work and other augmented and virtual reality technologies, relevant test technologies, etc;

³ Common European Framework of Reference for Languages: Learning, Teaching, Assessment (2020). Council of Europe. <https://rm.coe.int/common-european-framework-of-reference-for-languages-learning-teaching/16809ea0d4>

⁴ Language policy and its implementation, including through increasing the level of foreign language proficiency of students and staff - one of the factors of success of the university in the international scientific and educational space. Register: <https://normative.sumdu.edu.ua/>

⁵ Provision on the organization of teaching disciplines and the organization of defense of qualifying works in English. Register: <https://normative.sumdu.edu.ua/>

⁶ About the mixed form of the organization of training on educational programs. Order from Sumy State University. Register: <https://normative.sumdu.edu.ua/>

⁷ About blended learning in separate disciplines. Order from Sumy State University. Register: <https://normative.sumdu.edu.ua/>

⁸ The concept of building a single educational environment for e-learning at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 5
SumDU		Version 03

- distance courses of the university on the educational components of the curriculum that meet the requirements for teaching materials of the distance form of education⁹;
- of separate components, courses of other HEI (including remote) which are implemented under the programs of academic mobility and virtual academic exchanges according to requirements of Regulation on academic mobility of applicants of higher education¹⁰;
- individual components (disciplines, course projects (works)) of educational programs that can be credited as learning outcomes in non-formal education activities (mass online courses, trainings, seminars, workshops, etc.), in particular on the basis of participation in international, national student competitions, olympiads, conferences.

2.3.5 The hybrid model of the organization of educational process is used, as a rule, in the conditions of quarantine restrictions and provides alternation of traditional training and carrying out of employment in the mode of video conferences, with use of online platforms.

2.4 The content of education

2.4.1 The content of education at the university is determined by standards of higher education specialties, educational (educational-professional, educational-scientific or educational-creative) training programs, work programs of disciplines and programs of practices, provisions of public administration of education and the university and is implemented during conducting classes and other types of educational, scientific and extracurricular activities and is covered in textbooks, manuals, teaching materials, teaching aids, etc.

2.4.2 The content of education includes:

- a compulsory part, which may not exceed 75 percent of the volume (in ECTS credits) of the educational program and includes disciplines, qualifications, practices and other types of workload of the applicant, aimed at achieving learning outcomes defined by the relevant standard of higher education and educational (educational-professional, educational-scientific or educational-creative) program;
- a selective part, which should be at least 25 percent of the volume (in ECTS credits) of the educational program and provides a free choice of educational components of higher education in full-time, mixed or distance formats, taking into account their individual needs, aimed at forming and developing both general and professional competencies. Some elements can be: minor; major; disciplines of catalogs of elective disciplines of cycles of general and professional training.

2.5 Educational programs

2.5.1 Training of specialists at the university is carried out in accordance with the list of specialties defined by the national regulatory framework, in accordance with licenses

⁹ The concept of building a single educational environment for e-learning at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

¹⁰ The concept of building a single educational environment for e-learning at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 6
SumDU		Version 03

issued by the MES of Ukraine, at certain levels of higher education (primary (short cycle), first (bachelor), second (master), third (educational-scientific / educational-creative), and for educational programs that provide for the assignment of professional qualifications in professions for which additional regulation has been introduced at a certain level of higher education.

- 2.5.2 Acquisition of higher education at each level of higher education presupposes successful completion by a person of the relevant educational program (EP), which is the basis for awarding the appropriate degree.
- 2.5.3 Educational-professional program (EPP) is a system of educational components of the specialty (specialization) at the first (bachelor's) or second (master's) level of higher education.
- 2.5.3.1 The amount of EPP for bachelors is 240 ECTS credits. The amount of EPP for a bachelor's degree on the basis of a junior bachelor's degree or on the basis of a professional bachelor's degree in specialties is determined by the academic council of the university, taking into account the requirements and restrictions set by the relevant standard of higher education.
- 2.5.3.2 The amount of EPP of master's training, in addition to those specified in paragraph 2.5.4, is 90-120 ECTS credits.
- 2.5.4 The scope of the EP of Master of Science in "Health Care", if the master's degree is obtained on the basis of complete general secondary education, is 300-360 ECTS credits. The scope of EP for obtaining a master's degree in "Health" on the basis of a bachelor's degree or on the basis of professional higher education is determined by the Academic Council of the University, taking into account the requirements and restrictions set by the relevant standard of higher education.
- 2.5.5 Educational and scientific program (ESP) - a system of educational components of the specialty (specialization) at the second (master's) or third (educational-scientific) levels of higher education.
- 2.5.5.1 The amount of ESP master's training is 120 ECTS credits. The master's ESP must include a research (scientific) component of at least 30 %.
- 2.5.5.2 ESP of training of doctors of philosophy contains scientific (research) and educational components. The scope of the educational component of the ESP training of doctors of philosophy is determined by the standards of higher education, prior to their approval is unified and is 60 ECTS credits
- 2.5.6 EPs may correspond to one subject area or be interdisciplinary, provide the possibility of dual education, be implemented in one department of the university or be inter-institute / inter-faculty, be implemented in parallel in two or more departments of the university or be networked (implemented in full or in part with other organizations including foreign).
- 2.5.7 In SumDU, the implementation of EP can be carried out using blended learning technologies or exclusively in the form of e-learning and using distance learning technologies.
- 2.5.8 Resource support for the implementation of EP includes staffing, training, information and logistics.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 7
SumDU		Version 03

2.5.8.1 Staffing of the EP includes: a working project group of the EP, headed by the head-guarantor of the EP (usually the head of the graduating department, or his deputy), research and teaching staff who are involved in the implementation of the EP and have the appropriate academic and / or professional qualifications, which ensures the achievement of the defined goal of the EP and program learning outcomes.

The process of formation and functions of the working project group, including the functions of the head-guarantor of the EP are defined in the Regulation on working project and support groups at Sumy State University.¹¹

Professional practitioners, representatives of scientific institutions, experts with relevant experience in the relevant field, representatives of employers may also be involved in the implementation of the EP.

2.5.8.2 Educational and methodological support of EP includes:

- - the standard of higher education of the specialty, on the basis of which the EP was developed;
- - justification of the need to open an EP;
- - description of the OP and its profile;
- - curriculum of the EP;
- - working programs of disciplines which contain syllabuses;
- - educational and methodical complexes of disciplines;
- - internship programs;
- - requirements and recommendations for certification (qualification exam, qualification work (project)), for the organization and results of project and research activities of higher education;
- - documentation that records data on procedures and processes of the internal quality assurance system.

2.5.8.3 Information support for the implementation of the EP is the formation of an open barrier-free space for information support of learning, teaching and research by participants in the educational process. Information support for the implementation of EP is provided by promoting quality information resources and innovative services, providing access to open and prepaid databases, electronic resources of its own generation, Web-content to support participants in the educational process in disciplines, areas of research. Information support of interaction between the participants of the educational process is carried out through the system "Electronic personal cabinet" (<http://cabinet.sumdu.edu.ua>) as a single window of access to information services that create conditions for communication of SPW with study groups and individual applicants; allow higher education students to choose subjects of free choice and form an individual trajectory, receive information on learning outcomes and individual curriculum, etc. Information support of the organization of the educational process is carried out using its own automated control system ACS "University".

2.5.8.4 Logistics includes the provision of classrooms, laboratories, computer equipment, licensed application packages, equipment, including multimedia and equipment, and

¹¹ Regulations on working project groups and support groups at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 8
SumDU		Version 03

other infrastructural objects of SumDU, which are used in educational and extracurricular activities

- 2.5.9 All EP have a single procedure for development, approval, opening, publication, implementation, monitoring, continuous review and closure, defined by the "Regulation on educational programs of higher education of Sumy State University", which is placed in the Register of regulations¹².
- 2.5.10 EPs are developed by relevant working project groups based on higher education standards, and in their absence on the basis of temporary standards of higher education of SumDU, in relevant specialties with the formulation of program competencies and expected program learning outcomes, taking into account the needs of all participants and external stakeholders, trends in the specialty, labor market, industry and regional context and experience of similar domestic and foreign EP.
- 2.5.11 The design of the EP should meet the requirements of the legislative and regulatory framework, in particular, prepare in accordance with the requirements of the Methodological Instruction "General requirements for the structure, content and design of educational programs", which is placed in the Register of regulatory framework¹³.
- 2.5.12 The profile of the EP and the list of its educational components are published on the SumDU website in the Catalog of educational programs¹⁴ with access to all stakeholders - entrants and their parents, graduates, academia, graduates, employers and independent institutions for evaluation and quality assurance education.
- 2.5.13 Higher education quality assurance policy¹⁵ system¹⁶ form the normative basis for the procedures of the internal quality assurance system of higher education of EP.
- 2.5.14 Working project groups monitor, periodically review and modernize the EP in order to confirm their relevance taking into account global trends in the relevant field of knowledge and demand in the labor market, increase the efficiency of the educational process and meet the needs of higher education and other stakeholders through the internal system of monitoring and external evaluation.
- 2.5.15 External evaluation of the EP of university is carried out by the National Agency for Higher Education Quality Assurance, domestic and international independent institutions for evaluation and higher education quality assurance.

2.6 Curricula

- 2.6.1 Curricula for the year of admission are concluded for the full cycle of training by working project groups of EP under the control of the head of the graduating department. Coordination of working project groups and general control over the implementation of curriculum requirements is carried out by the head of the specialty

¹² Provision on educational programs of higher education of Sumy State University. Register: <https://normative.sumdu.edu.ua/>

¹³ Methodical instruction "General requirements to the structure, content and design of educational programs". Register: <https://normative.sumdu.edu.ua/>

¹⁴ Catalog of educational programs. <https://op.sumdu.edu.ua/>.

¹⁵ Policy to ensure the quality of educational activities and the quality of higher education at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

¹⁶ The system of ensuring the quality of educational activities and the quality of higher education of SSU. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 9
SumDU		Version 03

support group and the deputy dean of the faculty / director of the institute, the center, which provides educational services for training higher education (hereinafter - the center).

- 2.6.2 Curricula are developed separately for each level of higher education and for each form of education (including training with reduced or extended, compared to the normative, period of study) on the basis of the relevant educational program and schedule of the educational process.
- 2.6.3 Curricula should take into account the requirement for selectivity of disciplines, include only compulsory disciplines and provide for the availability of credits for elective disciplines of general and professional training cycles.
- 2.6.4 The curriculum is part of the documentation of the EP, which is stored in paper and electronic forms at the graduating department, and at the request of the director of the institute / dean of the faculty is approved by the Academic Council of the University together with the relevant educational program.
- 2.6.5 Curricula for different forms of education should be identical in terms of structural and logical scheme of training, list of disciplines, workload, control measures and individual tasks, taking into account the specifics of the form of education in terms of classroom activities and individual tasks (coursework, research projects (works), tests, mandatory homework, etc.).
- 2.6.6 Revision of curricula and their updating (if necessary) is carried out annually based on the results of revision and modernization of EP. In the absence of the need to make changes to the EP and the current curriculum, its effect automatically extends to the next year of admission of the contingent of higher education.
- 2.6.7 In order to develop flexible interdisciplinary learning trajectories and promote the academic mobility of higher education students when planning the volume of individual educational components in ECTS credits in accordance with the recommendations of the European Credit Transfer and Accumulation System, a modular curriculum structure is used.
- 2.6.8 The modular structure of curricula stipulates that the educational component of the curriculum (educational program), which includes all types of educational work of the applicant for higher education, must be equal to or be a multiple of five ECTS credits.
- 2.6.9 The modular structure of curricula, taking into account the specifics of training higher education, is not used for educational (educational-professional or educational-scientific) training programs for masters of knowledge "Health Care" and ESP training of doctors of philosophy.
- 2.6.10 The study of each academic discipline ends with a test (differentiated test) or an exam within the time limits set by the schedule of the educational process. The number of exams per semester, as a rule, should not exceed three.
- 2.7 Individual educational trajectory and individual curriculum for applicant of the higher education
- 2.7.1 Individual educational trajectory can be implemented through an individual curriculum. The individual curriculum regulates the organization of training of a particular applicant for higher education and is mandatory for this applicant.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 10
SumDU		Version 03

- 2.7.2 An individual curriculum for each applicant for higher education is developed and approved for each academic year on the basis of the EP's curriculum of the applicant's higher education institution.
- 2.7.3 The individual curriculum is formed taking into account the requirements of the EP for the study of its mandatory components and the results of personal choice by the applicant of higher education disciplines in the amount not less than established by the Law of Ukraine "On Higher Education".
- 2.7.4 The definition of elective subjects of the individual curriculum should comply with the principles of alternativeness and academic responsibility (avoiding the imposition of certain elective subjects on higher education students in the interests of departments and individual teachers).
- 2.7.5 Applicants for higher education may also be given the opportunity to study according to an individual plan with an in-depth scientific component. Requirements for candidates, the transfer order and study conditions are determined by the " Regulation on individual training of students in the curriculum with in-depth scientific component" and other documents placed in the Register.
- 2.8 Educational and methodical complexes of disciplines. Work programs and syllabi of academic disciplines
- 2.8.1 The organization of the educational process, development and updating of the educational and methodical complex of the discipline, control over the quality of teaching academic disciplines is provided by the department to which it is assigned.
- 2.8.2 The choice of the department for fixing the discipline (educational component of the EP) is based on the coincidence (identity) of the name, the main content of the discipline with the name, direction of educational and scientific activities of the department, compliance of academic and / or professional qualifications of scientific and pedagogical workers (educational component) in accordance with the Licensing Conditions for educational activities.
- 2.8.3 Educational and methodical complex of discipline (EMCD) is a set of materials from a specific discipline, presented in paper and / or electronic forms, arranged in accordance with the principles of academic integrity, necessary for the formation of higher education students learning outcomes provided by the educational program and working program of the discipline.
- 2.8.4 The EMCD may include:
- working program of the discipline;
 - textbooks, manuals, reference notes of lectures, guidelines for the study of the discipline;
 - methodical instructions for conducting practical, seminar and laboratory classes;
 - methodical instructions for the organization of independent work and performance of individual tasks;
 - domestic and foreign professional periodicals of relevant or related profile, in particular in electronic access;
 - control tasks and evaluation criteria (current, modular, semester);
 - tasks for individual work of the applicant of higher education (tests, term papers

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 11
SumDU		Version 03

- (projects), etc.), tests of current control, qualification tasks;
- examination materials.
- 2.8.5 Decisions on the composition and requirements of the EMCD are made by the Council for Quality Assurance in Higher Education of the structural unit to which the EP is assigned, are notified to the SPW and are binding. In terms of content, EMCDs should be sufficient to meet the requirements of quality assurance in higher education.
- 2.8.6 Requirements to EMCD for distance learning are determined by the " Regulation on the development and certification of distance learning courses at SumDU"¹⁷, the order of the Rector "Requirements for teaching materials of distance learning and evaluation criteria"¹⁸ and other documents posted in the Register.
- 2.8.7 Work program of the educational discipline (WP ED) - the main document of the EMCD, which determines its scope, content, objectives, study program, planned learning outcomes, types of educational activities and training sessions, teaching and learning methods, assessment methods and criteria and resource software. WP ED is made in paper and electronic forms. A paper copy of the WP ED is stored at the department, which is assigned to teach the discipline.
- 2.8.8 The syllabus is a component of the WP ED, which aims to inform applicants for higher education and / or entrants, other stakeholders about the discipline. Syllabus is subject to publication on the university website in the section "Catalog of disciplines" and websites of departments.
- 2.8.9 WP ED is developed for each discipline that is part of the mandatory and elective parts of the curriculum before the beginning of the school year by the teacher (several teachers) of the department, which is entrusted with the teaching of the discipline. The head of the department to which they are assigned is responsible for ensuring the academic disciplines of the WP ED.
- 2.8.10 As a rule, WP ED should be annually updated by the teacher (several teachers) of the department, which is entrusted with teaching the discipline, taking into account the results of monitoring and periodic review of educational programs and, in particular, received from students and other stakeholders wishes and comments.
- 2.8.11 If the discipline in terms of content, scope of teaching and learning outcomes received by the applicant is the same for different EPs or differs slightly in individual components, a single WP and syllabus can be developed indicating the relevant differences in their content.
- 2.8.12 The procedure for development, general requirements for the structure, content, design, as well as the procedure for approval and updating of the WP ED is regulated by the Methodological instruction "General requirements for the structure, content and design of the work program of the discipline", placed in the Register¹⁹.

¹⁷ Provision on the development and certification of distance learning courses at SSU. Register: <https://normative.sumdu.edu.ua/>

¹⁸ Requirements for teaching materials of distance learning and criteria for their evaluation. Register: <https://normative.sumdu.edu.ua/>

¹⁹ Methodical instruction "General requirements to the structure, content and design of the working program of the discipline". Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 12
SumDU		Version 03

2.8.13 WP ED for each discipline is one for all forms of education, indicating the workload of higher education students separately for each form.

2.8.14 For disciplines taught in Ukrainian, WP ED is prepared in Ukrainian, syllabus - in Ukrainian and English. For disciplines taught in foreign languages, WP ED is performed in Ukrainian and the language of instruction, syllabus of the discipline - in Ukrainian, English and the language (s) of instruction.

3 FORMS OF EDUCATION

3.1 The main forms of higher education are:

3.1.1 institutional (full-time (day, evening), part-time, distance, network);

3.1.2 dual.

3.2 Full-time (day, evening) form of higher education is a way of organizing the education of higher education students, which involves training and practical training for at least 30 weeks during the school year.

3.3 The part-time form of obtaining higher education is a way of organizing the training of applicants for higher education by combining training sessions and control activities during short sessions and self-mastery of the educational program in between. The duration of the period between classes and control activities may not be less than one month.

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

3.5 Network form of higher education is a way of organizing the training of higher education students, through which the mastery of the educational program is with the participation of higher education institutions and other subjects of educational activities that interact with each other on a contractual basis.

3.6 The dual form of higher education is a method of full-time education that involves on-the-job training in enterprises, institutions and organizations to acquire certain qualifications ranging from 25 percent to 60 percent of the total educational program on a contractual basis. On-the-job training involves the performance of official duties in accordance with the employment contract.

3.7 Forms of education, as defined in paragraph 3.1.1 of this Regulation, may be combined by organizing the training of higher education students in different educational programs for full-time and part-time / distance forms (parallel education).

3.8 Principles of organization of the educational process carried out by combining forms of education are regulated by the rector's orders "On the organization of parallel learning by part-time (distance) form"²⁰, "On the use of teaching materials of distance learning"²¹ and other documents posted in the Register.

²⁰ About the organization of parallel training by part-time (distance) form. Register: <https://normative.sumdu.edu.ua/>

²¹ On the use of educational and methodical materials of distance learning. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 13
SumDU		Version 03

3.9 Some features of the organization of distance learning applicants are regulated by the "Regulation on the organization of distance learning at Sumy State University", which is placed in the Register²².

4 VIRTUAL LEARNING ENVIRONMENT

4.1 Virtual learning environment of SumDU (e-learning system) is a set of integrated online learning platforms and resources that provide a single identification of subjects, all forms of interaction with the preservation of results, process management at the level of SPW and the whole university, regular collection of actual parameters of all actions and processes.

4.2 The virtual learning environment includes online resources: MIX blended learning platform (<https://mix.sumdu.edu.ua>); Salamstein distance learning platform (<http://dl.sumdu.edu.ua>); platform of open online courses "Examenarium" (<https://examenarium.sumdu.edu.ua>); and open electronic resource of structured collections of educational and methodical materials OpenCourseWare of SumDU (<https://ocw.sumdu.edu.ua>).

4.3 Principles of creating an e-learning environment, registration of electronic educational publications, content and functioning of the electronic resource OCW of SumDU are determined by the decision of the Academic Council of the University, enshrined in the "Concept of building a single educational environment e-learning"²³, Regulation on electronic educational publications of SumDU "²⁴, "Regulation on the open educational resource OpenCourseWare of SumDU"²⁵ and other documents placed in the Register of regulations.

4.4 The MIX platform is used as the main learning management system (LMS), access to which and identification of users of SumDU educational resources is carried out through an electronic personal account. The MIX platform provides:

- creation of virtual classes of disciplines according to the educational instructions of the teacher;
- automatic provision of access to students of relevant groups to virtual classes of disciplines;
- control of applicants' access to tasks in the classroom;
- automatic evaluation of the evaluation log;
- automatic notification of actions in the classroom;
- separate chat in the classroom;
- video surveillance during testing and storage of videos;
- automatic maintenance of the archive of applicants' works.

4.4.1 Creation and presentation by teachers of educational content on the MIX platform in the form of structured collections of educational objects (web pages with theoretical material, including audio-video content, tests, practical tasks, links to external resources, interactive practical tasks (simulators and simulators), etc.) is provided by the designer of educational materials Lectur.ED (<https://elearning.sumdu.edu.ua>).

²² Provision on the organization of distance learning at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

²³ The concept of building a single educational environment of e-learning. Register: <https://normative.sumdu.edu.ua/>

²⁴ Provision on electronic educational and methodical publications of SSU. Register: <https://normative.sumdu.edu.ua/>

²⁵ Provision on the open educational resource OpenCourseWare of SSU. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 14
SumDU		Version 03

4.5 Organizational-methodical and program support of the unified virtual educational environment of the university is provided by the organizational-methodical center of e-learning of SumDU.

5 GENERAL PROCEDURE FOR ORGANIZATION OF THE EDUCATIONAL PROCESS

5.1 Accounting units of educational work of the applicant of higher education

5.1.1 The educational work of the applicant for higher education at the university is determined by the number of accounting units of time allocated for the implementation of the training program at a certain educational level. The units of study of the applicant for higher education are the ECTS credit, academic year, training course, semester, module-certification cycle (if need), academic week, academic hour.

5.1.2 The academic year consists of the time allotted for theoretical training, control activities (modular, if any, and semester), practices, qualification work, certification and weekends, holidays and vacations.

The academic year usually consists of two semesters and lasts 12 months (52 weeks), usually starting on September 1, unless otherwise established by the Ministry of Education and Science of Ukraine. The total duration of vacation during the school year, except for graduation, is at least 8 weeks. In certain cases, for educational programs with a dual form of education, the academic year may consist of three semesters (trimesters).

5.1.3 Training course - a completed period of study of a higher education applicant during one academic year. The length of stay of a higher education applicant in the course includes the time of semesters. The amount of study load of a higher education applicant during the training course, as a rule, is 60 ECTS credits. In some motivated cases, in particular taking into account the peculiarities of the organization of the educational process in the conditions of quarantine restrictions, deviations within 10% of this norm are allowed. The beginning and end of higher education at a specific course are made out by the deans' offices of institutes / faculties, the centers by the corresponding (transfer) orders.

5.1.4 Academic semester - an integral part of the study time of the higher education student, which contains the time allotted for theoretical training, control activities (modular, if any, and semester), practices, qualification work, certification.

5.1.5 The semester for full-time applicants (except for applicants for specialties in the field of knowledge "Health Care", applicants of the third (educational and scientific level)) is divided into 2 module-certification cycles. The duration of the module-attestation cycle is, as a rule, 8 weeks of theoretical training, the ninth week is attestation. In some cases, the schedule of the educational process may determine its other duration.

5.1.6 The constituent and semester sessions and the intersessional period are components of the academic semester (course) for applicants in absentia. Peculiarities of the structure of the semester (course) and the organization of the educational process by distance form are determined by the "Regulation on the organization of distance learning at Sumy State University"²⁶ and other documents placed in the Register.

²⁶ Provision on the organization of distance learning at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 15
SumDU		Version 03

- 5.1.7 The total duration of sessions for full-time (evening) and part-time higher education students is determined based on the amount of additional paid leave for those who successfully study full-time at the university, which is regulated by the national provisions^{27, 28} and is:
- 30 calendar days for the academic year - in the first and second year for applicants for the degree of "bachelor";
 - 40 calendar days for the academic year - in the third and subsequent courses for bachelors and in all training courses for masters.
- 5.1.8 Study week - an integral part of the study time with the amount of study load of the full-time higher education student during the week, which is usually 1.5 ECTS credits (45 academic hours).
- 5.1.9 Academic hour - the minimum unit of accounting time. The duration of an academic hour at a university is usually 45 minutes. Two academic hours form a pair of academic hours. The duration of the "pair" without a break between academic hours at the university is 80 minutes.
- 5.1.10 Calendar planning of the academic year is carried out using the annual schedule of the educational process. The specified schedule is made by educational department of university for academic year taking into account transfers of working and days off and is confirmed by the vice-rector under subordination.
- 5.1.11 Regulation of the organization of the educational process at the third (educational and scientific) level of higher education is regulated by the "Regulation on the organization of the educational process of higher education doctoral students at Sumy State University", which is placed in the Register.
- 5.2 The study load of the applicant for higher education
- 5.2.1 Typical workload of higher education students during the school week consists of classroom (lectures, laboratory, practical classes) and independent work.
- 5.2.2 For applicants for higher education by part-time, distance and evening forms may be set other standards of weekly time budget and standard workload than those provided in paragraph 5.2.6 of this Regulation for full-time, as theoretical training in this category is accompanied by the formation of general and professional competencies during working time.
- 5.2.3 The scope of independent work includes the time required by the applicant for higher education for: working out the material of classroom classes, consolidation and deepening of knowledge, skills and abilities; performance of individual tasks in academic disciplines (course work (project), calculation and graphic works, abstracts, etc.), qualification works (projects); preparation for classes and control measures. The scope of independent work also includes individual classes and consultations of teachers.
- 5.2.4 Standards for the maximum weekly classroom workload for applicants of full-time higher education curricula are:

²⁷⁾ Law of Ukraine "On Holidays".

²⁸⁾ Resolution of the Cabinet of Ministers of Ukraine № 634 from 28.06.97 "On approval of the procedure, duration and conditions of granting annual leave to employees studying in higher educational institutions in the evening and distance learning, where the educational process has features".

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 16
SumDU		Version 03

- for the educational degree "bachelor" - no more than 22 hours for first-year students, other courses - no more than 20 hours;
- for the educational degree "master" (except for specialties of medical direction) on educational-scientific and educational-professional programs - no more than 16 hours;
- to obtain a master's degree in medical specialties in educational-scientific and educational-professional programs - not more than 24 hours for first-year students, other courses - not more than 22 hours.

5.2.5 Accounting for attendance by higher education students is carried out by the teacher.

5.2.6 In some motivated cases (due to illness, study on the program of academic mobility, combination in the order established at the university with work on the specialty, participation in sports competitions (training meetings) of the appropriate level, etc.) higher education seekers may get an individual training schedule. The procedure for training applicants on an individual schedule is regulated by the intra-university "Regulation on the procedure for training applicants for higher education on an individual schedule at SumDU", which is placed in the Register.

5.3 Class schedules, control measures and consultation schedules

5.3.1 Terms and time of various types of educational work are determined by schedules of training sessions, control measures and schedules of consultations of teachers.

5.3.2 Schedules of classes and control activities are made by structural units that organize the educational process for the assigned contingent of higher education, for each specialty and form of education in accordance with the annual schedule of the educational process. Schedules of training sessions and control activities are approved by the heads of the relevant structural units.

5.3.3 Schedules of current consultations of teachers are made at the relevant departments and approved by the heads of departments.

5.3.4 Peculiarities of scheduling classes and consultations for applicants with special educational needs are regulated by the "Regulation on the organization of inclusive education of higher education applicants at Sumy State University", which is placed in the Register²⁹.

5.3.5 The general coordination of work on scheduling is carried out by the educational department of the university.

6 TYPES OF EDUCATIONAL WORK

6.1 Training sessions

6.1.1 A training session is a combination of several training activities.

6.1.2 Training activity - a specially organized interaction (processing of theoretical material, testing, control work, laboratory research, participation in project activities, etc.), which aims to achieve a certain training outcome. Training activity is determined by the way of interaction, tools and technologies that implement it.

6.1.3 Training as a process is based on various forms of interaction of its participants:

- synchronous or asynchronous in time;

²⁹ Provision on the organization of inclusive education of higher education students at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 17
SumDU		Version 03

- individual or group;
 - directly in the audience or mediated through certain tools.
- 6.1.4 A tool is a method, application, program, or service by which a particular interaction is implemented.
- 6.1.5 An educational object is a software product or resource that provides for the interaction of a higher education student with it and realizes a clearly defined goal and has a certain form of representation.
- 6.1.6 Technology is an algorithm, scenario, approach to combining forms of interaction and tools for the implementation of training activities.
- 6.1.7 The main types of classes at the university are:
- *Lecture* - a form of training designed to master the theoretical material. As a rule, a lecture is an element of a course of lectures, which should cover the basic theoretical material of a particular or several topics of the discipline. The duration of a lecture usually does not exceed two academic hours. Lectures are given by lecturers - professors and associate professors (senior lecturers) of the university, as well as leading researchers, experts in the field, representatives of employers and lecturers invited to give lectures, including foreign free partners in academic mobility programs. The lecturer, who is instructed to give a course of lectures, is obliged before the beginning of the relevant semester to develop a work program and syllabus of the discipline, control tasks for modular and semester control, as well as other materials EMCD.
 - *Laboratory lesson* - a form of training in which students under the guidance of a teacher and (or) with the participation of teaching staff personally conducts field or simulation experiments or experiments to practically confirm certain theoretical provisions of this discipline, acquires practical skills in working with laboratory equipment, facilities, computers, measuring equipment, methods of experimental research in a particular subject area. Laboratory classes are conducted in specially equipped training laboratories using equipment adapted to the conditions of the educational process (laboratory models, installations, software-implemented virtual models and simulators for laboratory work, etc.). In some cases, laboratory classes can be conducted in a real professional environment (for example, in the workplace, in research laboratories, etc.).
 - *Practical lesson* - a form of study, during which the teacher organizes a detailed consideration by applicants of certain theoretical provisions of the discipline and forms the skills and abilities of their practical application by performing the tasks formed by the applicant.
 - *Seminar* - a form of study in which the teacher organizes a discussion around pre-defined topics for which students prepare abstracts based on the results of individually completed tasks (abstracts, analytical reviews, presentations, essays, etc.). The list of seminar topics is determined by the WP ED and published in the syllabus.
 - *Individual training session* - a session that is conducted with individual applicants for higher education in order to increase their level of training. Individual training sessions are based on the individual curriculum of the applicant and may cover part or all of the study material from one or more disciplines, and in some cases - the full amount of study material for the relevant educational level. The form and content of individual training sessions are determined by the teacher taking into account the individual

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 18
SumDU		Version 03

training needs of applicants. The time allotted for individual classes can also be used for control activities.

- *Training (practicum)* - an interactive form of study, the purpose of which is to acquire knowledge and practical skills of higher education students in order to form and develop relevant competencies. Trainings (practicum) are conducted with applicants for higher education, the number of which, as a rule, does not exceed the composition of one academic group.
- *Consultation* - a form of training in which the applicant receives answers from the teacher to specific questions or explanations of certain theoretical provisions or aspects of their practical application. The consultation can be individual or conducted for a group of applicants on a schedule, depending on whether the teacher advises on issues related to individual tasks or on general issues of the discipline.

6.1.8 Defined by paragraph 6.1.7 of this Regulation, classes can be organized in a virtual environment of SumDU with the mandatory provision of communication between participants of the educational process among themselves during classes.

6.1.9 Individually completed by the applicant tasks of laboratory, practical and seminar classes (abstracts, analytical reviews, presentations, essays, reports on laboratory work, practical tasks, etc.) may be provided to the teacher for verification and evaluation in electronic form, and their protection using remote technologies.

6.1.10 The University supports the conduct of training sessions that ensure the active work of participants in the educational process using innovative pedagogical technologies to take into account the individual needs and interests of applicants, including by combining algorithms, scenarios, approaches to combining forms of interaction between participants in the educational process and tools for the implementation of educational activities.

6.1.11 University departments have the right to offer other types of classes, which is reflected in the curriculum and WP ED.

6.2 Individual tasks

6.2.1 Individual task - completed theoretical or practical individual educational work within the program of a particular discipline or educational program as a whole, performed by the applicant on the basis of knowledge, skills and abilities acquired in the learning process. Individual tasks can be performed in the form of mandatory homework (calculation, graphic, calculation and graphic works, etc.), course, research works (projects) and qualification works (projects). The subject of individual tasks must be provided with pre-prepared guidelines (instructions, instructions, etc.) for their implementation, and task materials must have a set of options, including various complexity. Individual tasks are performed by applicants independently with the advice of a teacher (under the guidance of a teacher).

6.2.2 The main types of compulsory homework at the university are: graphic, calculation (calculation-graphic), tests; essays, educational histories of diseases; multimedia presentations; abstracts (and other tasks of abstract and analytical-review nature).

6.2.3 According to the proposals of the departments by the decision of the quality council of the institute (faculty), in addition to those specified in paragraph 6.2.2, other forms of

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 19
SumDU		Version 03

mandatory homework may be established, which in the prescribed manner are reflected in the WP ED.

- 6.2.4 Course work (project) - educational work with elements of research, which is performed in order to generalize, deepen and consolidate the knowledge gained by applicants during training and application of acquired competencies to solve a specific professional task. Course work (project), as a rule, should cover the content of the discipline in full, and the topic - fully meet the objectives of the discipline.

Topics of course and research works (projects) are approved at the beginning of the academic semester by the decision of the department. This information is brought to the attention of applicants, in particular through its placement on the website of the department. Applicants have the right to submit for consideration of the relevant department their own proposals on the topic of course, research work (project).

Completion of complex subjects of course and research works (projects) by several applicants of higher education is allowed.

- 6.2.5 Qualification works are performed at the final stage of training of applicants at the university and provide systematization, consolidation, expansion of theoretical and practical knowledge in the specialty and their application in the process of solving specific scientific, technical, economic, industrial and other problems. The subject of qualification works should correspond to modern tendencies of development of a specialty and the corresponding branch. It should be published on the department's website. Requirements for the organization of implementation, content, structure and design of qualification works of applicants are regulated by the Regulation on qualification work of the applicant for higher education of Sumy State University, placed in the Register³⁰.

- 6.2.6 Materials of individual tasks completed by applicants for higher education are subject to testing for academic plagiarism. The order of verification is regulated by the "Methodical instruction on verification of academic texts for the presence of text borrowings"³¹ and other documents placed in the Register.

- 6.2.7 Defense of course works, research papers (projects) and qualification papers may be conducted in one of the foreign languages of the European Union.

- 6.2.8 Qualified works that have passed the defense procedure are published by placing in the open collection "Qualifying graduates of higher education" institutional repository of SumDU (eSSUIR) their metadata (bibliographic description and annotations) and full-text electronic versions. Publication of qualification works containing information with limited access is carried out in accordance with current legislation.

- 6.2.9 It is allowed to form a complex interdepartmental theme of course, research works (projects) and qualification works. The defense of such course, research works (projects) and qualification works is carried out in the form of a joint meeting of several commissions.

- 6.2.10 For the defense of course works, research papers (projects) and qualification papers, field meetings of commissions may be organized on the basis of enterprises and

³⁰ Provision on the qualification work of the applicant of higher education of Sumy State University. Register: <https://normative.sumdu.edu.ua/>

³¹ Methodical instruction on checking academic texts for the presence of text borrowings. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 20
SumDU		Version 03

institutions for which the subject of the papers submitted for defense is of scientific-theoretical or practical significance, as well as if the applicant works at this enterprise or is sent to it for employment.

6.2.11 Preservation and destruction of materials of individual tasks, course, research works (projects) and qualification works is carried out in the order established by the order of the rector "About storage of materials on control of progress of students" and other documents placed in the Register.

6.3 Independent work

6.3.1 Independent work of the applicant of higher education is a form of organization of educational process, which provides independent performance by the applicant of educational and creative tasks performed in extracurricular (free from compulsory classes) time under the methodical guidance of the teacher, but without his direct participation.

6.3.2 The study time allotted for the independent work of the higher education applicant is regulated by the curriculum and should be, as a rule, not less than 20% and not more than 75% of the total study time devoted to the study of a particular discipline, not less 4/5 and not more than 9/10 of the total amount of time - by correspondence and distance forms.

6.3.3 The content of the applicant's independent work in a particular discipline is determined by the WP ED, methodological materials, individual tasks and instructions of the teacher.

6.3.4 The main types of independent work of the applicant for higher education:

- processing of educational material (according to lecture notes, educational and methodical and scientific literature), search for information in libraries, the Internet, the use of databases of information retrieval and reference systems;
- preparation for laboratory, practical classes, elaboration of instructions and methodical recommendations, preparation of reports;
- preparation of reports, abstracts, reports;
- performance of individual (calculated and calculated graphic, educational and research, etc.) tasks;
- performance of tasks during internships;
- self-assessment of knowledge and skills from modules (disciplines);
- creative work (including during the course and qualification works (projects), writing an article, etc.);
- other types of independent work, determined by the peculiarities of mastering the educational program..

6.3.5 Types of tasks for independent work of applicants, their content and nature should be variable, differentiated, take into account the specifics of the specialty, educational program, educational component, individual characteristics, needs and interests of the applicant.

6.3.6 Issuance of tasks to applicants for self-study should be accompanied by guidelines and guidelines on the purpose of the task, its content, schedule and deadlines, approximate scope of work, basic requirements for work results and report, as well as evaluation criteria.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 21
SumDU		Version 03

- 6.3.7 It is expedient to form tasks for independent work of the applicant of higher education so that at their performance the most important social skills, in particular skills of communication, leadership, ability to take responsibility and work in critical conditions, ability to settle conflicts, work in a team, manage in time, understanding the importance of deadlines, the ability to think logically and systematically, creativity and more.
- 6.3.8 Planning the amount of training load for different types of independent work of the applicant from the relevant educational component is carried out by the teacher, who empirically (based on observations of students performing classroom, independent work, their survey of time for a task, timing of their own time taking into account the correction factor for the level of knowledge and skills of applicants) determines the cost of time for independent performance by students of specific types of independent work.
- 6.3.9 When planning the amount of study load for independent work of higher education seekers, it is advisable to focus on the following indicators:
- processing of lecture material - 0.5 hours for 2 hours of lectures;
 - preparation for practical training - 0.5 hours for 2 hours of practical training;
 - preparation for laboratory work - 1 hour for 2 hours of laboratory work;
 - elaboration of separate topics of the work program, which are not taught at lectures - is determined by the volume and complexity of the material submitted for independent elaboration;
 - performance of calculation and graphic works - up to 12 hours;
 - preparation of control work, abstract - up to 6 hours;
 - preparation for modular control work - up to 6 hours;
 - preparation for the exam - up to 30 hours.
- 6.3.10 The total amount of workload for independent work of applicants for educational components is determined by a set of tasks, as well as taking into account the availability, accessibility and quality of educational and methodological, logistical support of the educational process and should not exceed the amount provided by the curriculum and WP ED.
- 6.3.11 To determine the actual workload of applicants, the results of the survey are used, which allows to assess which educational components are considered overloaded, which are underloaded, based on which, if necessary, changes can be made taking into account the level of complexity and volume of educational component.
- 6.3.12 The applicant's independent work should be provided by a system of teaching aids provided for the study of a particular discipline: textbook, teaching aids, lecture notes, workshop, guidelines, etc..
- 6.3.13 Methodical materials for independent work of the applicant should provide a possibility of carrying out self-control. Appropriate scientific literature, including monographs and publications in scientific professional periodicals, is also recommended for the applicant's independent work..
- 6.3.14 The student's independent work on mastering the study material in a particular discipline can be performed in the library, including through remote access, in classrooms, university laboratories and in a virtual learning environment. Relevant information on the list of literature sources, used electronic resources, online courses, etc. must be displayed in the WP ED.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 22
SumDU		Version 03

6.3.15 If necessary, the applicant may receive a teacher's consultation, which, in particular, may be provided during individual classes or according to the departmental schedule of teacher consultations. Consultations can be conducted using online technologies.

6.3.16 When organizing the applicant's independent work with the use of complex equipment or equipment, complex information access systems (e. g., computer databases, computer-aided design systems, etc.), departments should give an opportunity to provide the necessary advice or assistance to specialists with the necessary qualifications.

6.3.17 The educational material of the discipline, provided for mastering by the applicant during self-study, should be submitted for final control together with the educational material, which was developed during the training sessions.

6.4 Practical training

6.4.1 Practical training of higher education students is an integral part of the educational process at the university and is aimed at consolidating the theoretical knowledge acquired by higher education students during their studies, acquisition and improvement of practical skills and abilities defined by the relevant educational program.

6.4.2 practical training includes:

- practice-oriented educational components that will allow applicants to acquire the necessary practical skills and professional competencies during training sessions using appropriate teaching and learning methods (Work-integrated learning), in particular, team project work, problem-oriented learning, role-playing games, simulations, case studies based on real data, etc. ;
- organization and conduct of internships as a mandatory component of the educational program, which aims to acquire the applicant's professional competencies and skills in conditions as close as possible to real.

6.4.3 Practical training of applicants is carried out by their internship at enterprises, institutions and organizations, including foreign, in accordance with the concluded agreements, and in the structural units of the university, providing practical training. The applicant has the right to independently offer a base of practice or pass it at the place of work, provided that the profession and the ability to ensure the specified program of practice and in the syllabus for practical training of competencies and learning outcomes.

6.4.4 Practical training is carried out in the conditions of professional activity under the organizational and methodical management of the teacher of university (the head of practice from university) and the specialist of the enterprise (institution, etc.) in the given specialty (the head from base of practice).

6.4.5 The list of types of practical training of applicants, their forms, duration, terms of carrying out, forms of control are defined by EP and curricula.

6.4.6 The practical training of the applicant should be provided by appropriate programs of practices that define specific recommendations on types and forms of control, requirements to practice bases, content of practice, individual tasks for applicants, reporting requirements, criteria for evaluating the results of practice. The head of the

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 23
SumDU		Version 03

department and the guarantor of the EP are responsible for the development and content of the internship program.

- 6.4.7 For the dual form of education, practical on-the-job training is part of the educational program, which is accounted for in ECTS credits and should be between 25 % and 60 % of the total credits determined by the educational program. The educational load of the student is distributed between studying at the university and at the workplace at the enterprise / institution / organization depending on the features of the educational program..
- 6.4.8 The following models of workload sharing can be used to organize dual education:
- split day model: a few hours during the day of study takes place at the university, a few hours - at the workplace at the enterprise / institution / organization;
 - model of a divided week: a few days during the week of study takes place at the university, and during the rest of the week - at the workplace;
 - block model: study at the university and at the workplace takes place in blocks (1 block is one or more weeks, months, semester). A separate type of dual education according to the block model is sandwich courses, which provide on-the-job training between periods of study at the university by trimesters (theoretical training - on-the-job training - theoretical training);
 - partial model: part of the theoretical training is realized through training in training centers created by enterprises, organizations, institutions on the basis of the university;
 - mixed model: several models of division of educational load are applied during the whole period of study.

The organization of the dual form of education can be carried out both for specially formed groups and for individual students in order to ensure their individual curricula. The organization of practical training of applicants for higher education at the university is regulated by current legislation in the field of higher education and the order of the rector "On internship" and other documents posted in the Register.

7 EVALUATION OF LEARNING OUTCOMES OF APPLICANTS OF THE HIGHER EDUCATION

7.1 Evaluation policy and principles

- 7.1.1 Assessment of applicants is focused on encouraging them to actively participate in the creation of the educational process and aims to:
- support of applicants in providing the opportunity to achieve program learning outcomes through the availability of effective feedback;
 - quantitative assessment of the level of achievement of learning outcomes;
 - development of applicants' ability to self-assess to ensure their effective further training.

7.2 Control measures for evaluation of learning outcomes.

- 7.2.1 Evaluation of the learning outcomes of applicants at the university may include measures of current and final control.
- 7.2.2 Current control is mandatory and is carried out during the semester in order to provide feedback between SPW and applicants in the learning process and to check the level

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 24
SumDU		Version 03

of theoretical and practical training of applicants at each stage of the discipline (educational component), individual tasks, internship.

- 7.2.3 Carrying out current control, including with the use of remote technologies, can be carried out using different types of tasks, such as:
- tests (automated tests) for control and self-control of academic achievements of applicants;
 - multilevel individual and group tasks (report, presentation, project, video, etc.) with the provision of feedback on the results of the examination of applicants' academic achievements on the material being studied;
 - tasks that require a detailed, creative answer (for example, cases);
 - tasks, the form of which is adapted to be performed by LMS, and other tools.
- 7.2.4 Assessment during the current control can take place by: assessment by the teacher of the results of the group tasks; mutual evaluation of the implementation of tasks carried out by applicants in relation to each other; assessment by the teacher of interaction and communication between applicants in asynchronous and synchronous modes through communication in a chat, on a forum, by means of interrogation, questionnaire, etc.
- 7.2.5 Measures of current control in the discipline, their number, types of tasks are planned by the teacher depending on the amount of educational material, are defined in WP ED, the program of practice. The results of the current control are recorded by the teacher.
- 7.2.6 Applicants for higher education must be constantly informed by the teacher about the grades / points obtained for the current work.
- 7.2.7 Debt settlement of current control measures may be carried out during the entire period of study of the discipline in the semester.
- 7.2.8 The results of current control are used both by the teacher - to adjust teaching methods and tools, and the applicant - to plan independent work and can be taken into account when setting the final grade for the educational component.
- 7.2.9 Final control is carried out in order to assess learning outcomes at a particular educational level or at its individual final stages and provides for modular (if provided), semester control and certification, carried out within the timeframe provided by the schedule of the educational process.
- 7.2.10 Measures of final control in academic disciplines are usually carried out in writing, including with the use of test technologies. In exceptional cases, primarily for the assessment of language competences, final control measures may be conducted orally.
- 7.2.11 Materials for the current and final control, as a rule, are developed by lecturers of the discipline.
- 7.2.12 Norms and rules of registration of examination materials for control measures, are established by the methodical instruction "General requirements to registration of examination materials for control measures which are carried out on test technologies"³².
- 7.2.13 In some motivated cases (the applicant's participation in the academic mobility program, the applicant has special educational needs, quarantine restrictions, etc.) the

³² Methodical instruction "General requirements for the design of examination materials for control activities conducted by test technologies". Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 25
SumDU		Version 03

university may set individual deadlines for tests and exams or (and) conduct them using remote technologies.

- 7.2.14 For control measures (including exams, defense of term papers (projects), reports on the passage of practice) on remote technologies using the platform MiX (<https://mix.sumdu.edu.ua>) or other tools of synchronous or asynchronous communication, in particular video conferencing systems. During the semester control, the identification of the applicant and his / her observance of academic integrity must be ensured. Before the semester control (for example, during the pre-examination consultation), a preliminary check of the technical parameters of the communication setup and elimination of the identified problems is carried out. In case of force majeure during the semester control, the applicant must immediately notify the examiner or other responsible person of these circumstances through a specified communication channel (telephone, messenger, etc.) with mandatory photo or video recording of the status of tasks and objective factors that prevent its completion. In these circumstances, the possibility and time of re-semester control is determined by the examiner and the dean's office individually.
- 7.2.15 Applicants who are admitted to the semester control, but for objective reasons can not participate in it using the technical means specified by the university, must provide the dean's office and the examiner with appropriate supporting documents before the semester control. In this case, the examiner should offer an alternative version of the semester control, which would ensure the identification of the applicant, compliance with academic integrity and the ability to verify the learning outcomes of the applicant.
- 7.2.16 Deferred control of one or more educational components is carried out some time after their study and is part of the internal quality assurance system of higher education. This type of control can be carried out at the initiative of the rector of the university, directors of institutes / deans of faculties) and heads of departments.
- 7.2.17 Organizational and methodological principles of attestation of higher education applicants for bachelor's and master's degrees are determined by the "Regulation on the procedure for establishing and organizing the work of examination commissions of Sumy State University for attestation of higher education"³³ and other documents placed in the Register. Tasks for certification, which include the program, exam tickets and criteria for assessing knowledge, skills and other learning outcomes, are developed by graduating departments.

7.3 System of evaluation of learning outcomes by disciplines

- 7.3.1 The final grade in the discipline **RD** is a quantitative assessment of the level of learning outcomes achieved on a 100- or 200-point scale. It is formed as the sum of r_k points for control measures of learning outcomes:

$$RD = \sum r_k$$

- 7.3.2 The distribution of points of the final grade in the discipline **RD** on the control measures of assessment of learning outcomes is determined in the WP ED.
- 7.3.3 The final grade in the discipline, the final form of control for which there is a test or differentiated test, is defined as the sum of points for all successfully assessed learning

³³ Regulation on the order of creation and organization of work of examination commissions of Sumy State University on attestation of applicants for higher education. Register: <https://normative.sumdu.edu.ua/>

outcomes. Scores below the minimum threshold are not taken into account in the final grade.

7.3.4 The final grade for the discipline, the final form of control for which the exam is provided, is defined as the sum of points for all successfully assessed learning outcomes during the semester (scores below the minimum limit are not added to the final grade) and scores obtained during the ASC.

7.3.5 To evaluate the success of applicants in the discipline, a 100-point evaluation scale or a 200-point (in the disciplines of specialties "Health Care") and their ratio between the evaluations of the ECTS scale and the national (four-point scale) is used.

7.3.5.1 The rating scale is 100-point

The sum of points on the scale of the university (RD)*	Score on a national scale		Definition		
	four-point scale	credit			
90–100	5 (excellent)	credited	Excellent performance with only a small number of errors		
82–89			Above average with a few errors		
74–81			4 (good)	In general, the correct work with a certain number of errors	
64–73				3 (satisfactory)	Not bad, but with many drawbacks
60–63					Execution meets the minimum criteria
35–59	2 (unsatisfactory)	not credited	Reassembly is possible		
0–34			A repeat course in the discipline is required		

* Rounding of points is carried out according to the rule of rounding of natural numbers.

7.3.5.2 200-point rating scale for specialties in the field of knowledge "Health Care":

The sum of points on the scale of the university (RD)*	Score on a national scale		Definition		
	four-point scale	credit			
170-200	5 (excellent)	credited	Excellent performance with only a small number of errors		
164-169			Above average with a few errors		
140-163			4 (good)	In general, the correct work with a certain number of errors	
127-139				3 (satisfactory)	Not bad, but with many drawbacks
120-126					Execution meets the minimum criteria
70-119	2 (unsatisfactory)	not credited	Reassembly is possible		
0-69			A repeat course in the discipline is required		

7.3.5.3 Assessment of learning outcomes on the ECTS scale for specialties in the field of knowledge "Health Care" is carried out by ranking higher education students according to the statistical indicator of success in the following order:

ECTS grade	Statistical success rate
A	best 10 % applicants
B	next 25 % applicants
C	next 30 % applicants
D	next 25 % applicants
E	last 10 % applicants

ECTS ranking is conducted for applicants for higher education who study in one course in one specialty and have successfully completed the study of the educational component. The ECTS scale score is not converted into a national (four-point scale).

7.3.6 Policies on assessment, deadlines and re-compilation, appeals against assessment results and other features related to a particular discipline are determined by the "Regulation of the discipline" (hereinafter - the Regulation), which is an annex to the WP ED. The regulations are developed by the teacher of the discipline and are brought to the notice of higher education students at the beginning of the semester and do not change during the period of teaching the discipline.

7.3.7 Reassignment of control measures of all kinds in order to increase the positive assessment, as a rule, is not allowed.

7.3.8 Responsibility for the organization and conduct of assessment rests with the teacher who leads the discipline, and the Head of the department, which is assigned to the discipline.

7.4 Semester control

7.4.1 The results of the semester control are reflected in the record of progress, which is filled in by the teacher responsible for the course (lecturer). The statement indicates the scores and semester grades in the discipline in accordance with the approved rating scale.

7.4.2 Final grades according to the national assessment scale and the ECTS scale for multi-semester disciplines are defined as weighted average by semesters of teaching in accordance with the final grade for the discipline (RD_{Σ}): according to the table of the ratio of estimates given in paragraph 7.3.5 of the Regulation described in the table below:

$$RD_{\Sigma} = \frac{RD_1 \times K_1 + RD_2 \times K_2 + \dots + RD_n \times K_n}{K_1 + K_2 + \dots + K_n},$$

where RD_i – final grade in the discipline of the i -th semester;

K_i – semester amount of discipline in credits.

Final grades may differ from the grade for the last semester, do not affect the criteria for awarding the scholarship and are indicated in the appendix to the diploma at a certain level of education.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 28
SumDU		Version 03

- 7.4.3 Peculiarities of assessment on a 200-point scale of higher education seekers for specialties in the field of knowledge "Health Care" is regulated by the "Provision on assessment of educational activities of higher education of the Medical Institute of SumDU in the field of knowledge 22 Health Care", placed in the Register.
- 7.4.4 The level of achieved learning outcomes of applicants is reflected in the statement of records of performance, individual curriculum (study card) of the applicant of higher education.
- 7.4.5 Based on the results of semester control in academic disciplines, Directors of institutes / Deans of faculties, Heads of centers where the educational process takes place for the contingent of applicants assigned to them, make decisions on further educational activities of the applicant (transfer to the next course, deductions, etc.).
- 7.4.5.1 Applicants who received one or two unsatisfactory grades during the semester control within the scheduled time due to valid reasons (due to illness, family circumstances, long business trips, etc.) are allowed to liquidate academic debt before the beginning of the next academic year.
- 7.4.5.2 Applicants who received three or more unsatisfactory grades during the semester control are usually expelled from the university.
- 7.4.5.3 Applicants who due to valid reasons during the academic year (illness, family circumstances, long business trips, etc., which are documented) received during the semester control no more than two unsatisfactory grades, are allowed to liquidate academic debt up to September 30 of the next academic year through additional study of educational components in excess of the volumes set by the curricula (programs), and re-semester certification of them. Thus studying of selective discipline can be replaced by studying of other selective discipline of the corresponding cycle and volume.
- 7.4.5.4 The mechanism of liquidation of academic debt defined in clause 7.4.5.3 of this Provision is implemented on the basis of personal applications of applicants for higher education and is executed by order. The order determines the procedure for liquidation of academic debt (terms (schedule) of liquidation of academic debt, teachers who carry out certification, etc.) and the schedule of organization of the educational process of this category of higher education. At the same time, the elimination of academic debt is planned at the expense of the applicant's own time. Draft orders are submitted by directors of institutes / deans of faculties, heads of centers where the educational process is carried out for the contingent of higher education applicants assigned to them in agreement with the first vice-rector.
- 7.4.6 When resolving issues of transfer and renewal of higher education students to study, re-enrollment (transfer of credits) of educational components or elimination of academic disagreements, the level of learning outcomes of higher education is determined by the national assessment scale and ECTS scale (for specialties 'I »), points are accrued in accordance with the current curricula at the university on the average value of the corresponding range of translation tables given in p. 7.3.5.1, 7.3.5.2 of this Provision.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 29
SumDU		Version 03

7.5 Procedures for consideration of applications of higher education applicants for evaluation of learning outcomes

7.5.1 In case of disagreement with the assessment of the control measure (modular (if any), semester (credit, differentiated credit, exam) and certification (qualifying exam, defense of qualifying work)) the applicant has the right to appeal.

7.5.2 The appeal is submitted personally by the higher education applicant to the director of the institute / dean of the faculty on the day of the control event or announcement of its results, but not later than the next working day after the announcement of results.

7.5.3 In case of receipt of an appeal by the order of the director of the institute / dean of the faculty under his chairmanship a commission for consideration of the appeal is created.

7.5.4 The appeal is considered by the appeal commission no later than the next working day after its submission. The conclusions of the appeal commission shall be recorded in the relevant protocol. If the Appeals Commission finds violations during the certification, which affected the results of the assessment, its decision changes the assessment.

8 ADMISSION TO STUDY, INTERRUPTION OF STUDY, DEDUCTIONS, RENEWAL AND TRANSFER OF APPLICANTS OF THE HIGHER EDUCATION

8.1 Admission and enrollment of persons to study at the university is carried out in accordance with the "Rules of admission to Sumy State University", which are developed in accordance with the Conditions of admission for higher education in the current year, approved by the Ministry of Education and Science of Ukraine. "Rules of admission to Sumy State University" are approved by the Academic Council, entered into the Unified State Electronic Database in Education and published on the university website.

8.2 The applicant has the right to a break in studies at the university due to circumstances that make it impossible to complete the educational program (due to health, conscription in case of loss of the right to deferment from it, family circumstances, etc.). Such persons are granted academic leave in the manner prescribed by law.

8.3 The grounds for expulsion of a higher education applicant may be:

8.3.1 completion of training in the relevant educational program;

8.3.2 own desire;

8.3.3 transfer to another higher education institution ;

8.3.4 non-compliance with the requirements of the curriculum;

8.3.5 breach of contract;

8.3.6 on the state of health on the basis of the conclusion of the medical advisory commission;

8.3.7 other cases provided by law.

8.4 An applicant expelled from the university before completing the relevant educational program has the right to renew his / her studies at the university within the licensed scope of his / her respective educational program.

8.5 The procedure for expulsion, interruption of studies, renewal and transfer of persons studying in higher education institutions, transfer of loans, as well as the procedure for granting academic leave are determined by current legislation and internal university provisions posted in the Register ⁵⁾.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 30
SumDU		Version 03

9 LOAN TRANSFER

- 9.1 The University may recognize equivalent and recalculate the amount of workload (transfer credits) and learning outcomes of higher education in certain educational components (discipline or its individual topics, educational or industrial practice, etc.) established during training in another HEI or SumDU during training in other educational programs, or the scope and results of non-formal and informal learning.
- 9.2 Transfer of credits from the educational component can be used provided that the educational program for which the applicant studied determines the learning outcomes, the availability of a system for their evaluation and a positive assessment of the learning outcomes of the applicant from this component.
- 9.3 Re-enrollment of the applicant's workload while studying in another HEI or SumDU while studying for other EP is carried out at his request to the dean of the institute / faculty, the dean's office of the Center for distance, distance and evening forms of training, training and research center. on the basis of the document on higher education provided by him or academic certificate with the list and results of assessment of educational components, the number of ECTS credits. Re-enrollment of academic disciplines is carried out by the dean of the faculty (director of the institute, center) on the basis of an academic certificate, provided that it meets the program requirements. In addition to the above-mentioned documents, SumDU can use an information package (course catalog) and a description of the EP of the higher education institution where the applicant studied to carry out the loan transfer procedure.
- 9.4 Re-enrollment of learning outcomes obtained in non-formal education is carried out on a voluntary basis by submitting an educational declaration and documents confirming the applicant's participation in non-formal education (certificates, certificates, diplomas, etc.) to the dean's office, faculty, correspondence, distance and evening forms of education, educational and scientific center for training highly qualified personnel. The decision on re-enrollment is made by the commission on attestation which is formed by the head of group of maintenance of a specialty on which the applicant studies. The rules for re-enrollment of learning outcomes obtained in non-formal education are determined by the Regulations on re-enrollment of learning outcomes of higher education students of Sumy State University received in non-formal education³⁴.
- 9.5 Determining the amount of study load from the educational component of the university EP is carried out by comparing the learning outcomes planned by this educational component and the learning outcomes achieved by the applicant in another institution of higher education or SumDU for another EP or as a result of informal learning.
- 9.6 Re-crediting of credits from the educational component in the amount established by the SumDU program is carried out if the learning outcomes achieved by the applicant in another higher education institution or at SumDU for another EP or as a result of non-formal learning fully correspond to the planned learning outcomes. It is not obligatory to take into account the formal procedures and norms (correspondence of the names of educational components, their structure (volume of classroom work, performance of

³⁴ Regulation on re-enrollment of learning outcomes of higher education students of Sumy State University, received in non-formal education. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 31
SumDU		Version 03

individual tasks, term papers and projects), number of semesters of teaching, form of final control)..

- 9.7 The procedure for granting transfers (re-crediting) of loans is determined by current legislation, certain procedural issues are regulated by the intra-university "Provision on transfer, deduction and renewal of applicants at Sumy State University" and other documents posted in the Register.

10 FEATURES OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS FOR PRE-UNIVERSITY TRAINING

10.1 The purpose of organizing pre-university training is to conduct targeted educational, training, educational and methodological activities in the field of preparation of citizens of Ukraine and foreign citizens to enter higher education institutions.

10.2 Pre-university education at SumDU involves the use of the following forms:

10.2.1 training in the profile classes of educational institutions that are part of the educational, research and production complex of the university, according to the work plans and programs agreed with the university, which provide in-depth study of fundamental disciplines;

10.2.2 training of students of specialized groups of colleges, technical schools and colleges according to the integrated curricula and programs developed by these educational institutions together with the university;

10.2.3 organization of preparatory courses in subjects included in the list of disciplines submitted for external independent testing;

10.2.4 preparation of foreign citizens for entering the university at the preparatory department of the university;

10.2.5 training of student youth in sections, circles of the Center of scientific and technical creativity of the university on acquisition of technical and technological knowledge and skills corresponding to specialties on which preparation takes place in SumDU.

10.3 During the organization of the educational process of pre-university training, the university is guided by the current legislation of Ukraine and regulations of the Ministry of Education and Science of Ukraine. Peculiarities of its organization are determined by internal university normative documents "Provision on educational-scientific-industrial complex of Sumy State University"³⁵, Provision on preparatory courses at Sumy State University"³⁶, "Provision on a separate department for career guidance work"³⁷, "Provision on the center of scientific and technical creativity student youth"³⁸ and other documents posted in the Register.

³⁵ Regulation on the educational-scientific-industrial complex of Sumy State University. Register: <https://normative.sumdu.edu.ua/>

³⁶ Regulation on preparatory courses at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

³⁷ Regulation on a separate department for career guidance work. Register: <https://normative.sumdu.edu.ua/>

³⁸ Regulation on the center of scientific and technical creativity of student youth. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 32
SumDU		Version 03

11 FEATURES OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS OF PROFESSIONAL (VOCATIONAL AND TECHNICAL) EDUCATION

- 11.1 To ensure competitiveness and mobility in the labor market, the formation and development of professional and general competencies of higher education, necessary for employment in a particular specialty (specialization), the university may provide professional (vocational) training of higher education by integrating training in a particular educational level with training in a related profession (group of professions), specialty or field of professional activity.
- 11.2 In the process of organizing vocational training, the university is guided by the Law of Ukraine "On Vocational (Technical) Education" and other national provisions in the field of vocational (vocational) education.

12 FEATURES OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS FOR POSTGRADUATE EDUCATION

- 12.1 Postgraduate education at the university is implemented on the basis of continuity of education and is conducted in the form of specialization, training, internships and other specialties on the basis of previously acquired educational level and practical experience.
- 12.2 The subjects of the educational process of postgraduate education are listeners - persons who receive educational services in postgraduate education programs.
- 12.3 The content of postgraduate education is determined by the requirements of society to staffing sectors of the economy, taking into account the prospects for their development, modern requirements for the means, forms and methods of professional activity on the basis of state standards of training.
- 12.4 Forms of education, organization of the educational process and types of classes are established by the university in accordance with this Provision depending on the complexity, purpose and content of the curriculum in accordance with the needs of the customer on the basis of a contract concluded with him.
- 12.5 The duration of postgraduate education is set by the university in agreement with the customer, taking into account the purpose, complexity of training and experience of practical work of students.
- 12.6 Curricula are developed by structural subdivisions of the university (faculties, centers, etc.), which organize the educational process for the contingent of postgraduate students assigned to them, and are approved by the rector..
- 12.7 Admission is carried out in accordance with the rules of admission developed by the structural units of the university (faculties, centers, etc.), which organize the educational process for the assigned contingent of students of postgraduate education, approved by the rector. Admission to study for another specialty on the basis of the previously obtained educational level is carried out in accordance with the "Rules of admission to Sumy State University", approved in the manner prescribed by paragraph 8.1 of this Provision.
- 12.8 Completion of postgraduate education of specialists at a separate stage certifies the final control of knowledge and the relevant document on postgraduate education.
- 12.9 A person who has successfully completed the program of specialization, advanced training, internship, receives a document on postgraduate education (certificate,

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 33
SumDU		Version 03

certificate, certificate), a sample of which is approved by the Academic Council of the University.

12.10 Legal, organizational and other features of postgraduate education at the University of medical specialists, the Armed Forces of Ukraine, civil service personnel are determined by provisions of the relevant central executive bodies.

13 SYSTEM OF INTERNAL QUALITY ASSURANCE OF HIGHER EDUCATION

13.1 The normative basis for the functioning of the quality assurance system of higher education of the university is formed by the Laws of Ukraine "On Higher Education", "On Education", other provisions in the field of higher education, SumDU Charter, Strategic Development Plan of Sumy State University for 2020-2026³⁹, Policy on quality assurance of higher education⁴⁰, by the order of the rector on the system of quality assurance of educational activity and quality of higher education of Sumy State University⁴¹.

13.2 The purpose of the quality assurance system of higher education is to effectively conduct educational activities in accordance with the law, higher education standards, accreditation criteria for educational programs defined by the National Agency for Higher Education Quality Assurance, international standards for accreditation of educational programs, and implementation of conditions appropriate level and specialty, competitive in the labor market, competent, responsible, fluent in their profession, oriented in related fields, capable of effective professional activity at the level of world standards, ready for continuous professional growth, social and professional mobility.

13.3 In accordance with modern European practices, the internal quality assurance system of SumDU is based on the principles of publicity (transparency), academic integrity, competitiveness, flexibility and adaptability, as well as integrativity.

13.4 SumDU policy on quality assurance is aimed at continuous improvement of the quality of higher education and is implemented through the implementation of appropriate measures and a wide range of internal procedures at all institutional levels of the university, namely:

- definition of principles and procedures of quality assurance of higher education in SumDU; monitoring and periodic review of educational programs;
- annual evaluation of applicants for higher education, research and teaching staff of the university and regular publication of the results of such evaluations on the official website of the university;
- providing advanced training of pedagogical, scientific and scientific-pedagogical workers;
- ensuring the availability of the necessary resources for the organization of the educational process, including the independent work of applicants, for each EP;
- ensuring the availability of information systems for effective management of the educational process;

³⁹ Strategic development plan of Sumy State University for 2020-2026. Register: <https://normative.sumdu.edu.ua/>

⁴⁰ Policy to ensure the quality of educational activities and the quality of higher education at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

⁴¹ The system of ensuring the quality of educational activities and the quality of higher education of Sumy State University. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 34
SumDU		Version 03

- ensuring publicity of information about EP, degrees of higher education and qualification;
- ensuring compliance with academic integrity by employees and applicants for higher education of SumDU, including the creation and operation of an effective system for the prevention and detection of academic plagiarism.

13.5 The distribution of responsibilities, functional responsibilities, powers and rights between the participants of the internal quality assurance system of SumDU in the context of the processes and procedures of internal quality assurance is determined by regulations in this area. The internal quality assurance system of higher education has five institutional levels:

level 1 - applicants for higher education who participate in surveys;

level 2 - the level of development, approval, monitoring and revision of the EP, which includes: RPG OP headed by the guarantor, specialty support groups, graduate departments;

level 3 - the level of the institute / faculty (center of correspondence, distance and evening forms of education), represented by the Council for Quality Assurance of Higher Education of the institute / faculty;

level 4 - all-university specially created subdivisions, the exclusive competence of which includes the processes of internal quality assurance (Council for Quality Assurance of Higher Education of SumDU, Center for Quality Assurance of Higher Education);

level 5 - general management bodies, some of the functions of which are related to the processes of internal quality assurance (supervisory and academic council, rector)..

14 ACADEMIC INTEGRITY

14.1 All participants in the educational process during their studies (performance of their official duties) must adhere to academic integrity, the principles of which are proclaimed by the "Code of Academic Integrity of Sumy State University"⁴².

14.2 Description of the university system to promote adherence to the principles of academic integrity and ethics of academic relations, mechanisms for managing the process of academic integrity at the university and local levels, types of liability for violations of academic integrity, procedures for reviewing violations of academic integrity, , measures to prevent violations of academic integrity, etc. are defined by the "Provisions on academic integrity and ethics of academic relations at Sumy State University"⁴³, the rector's order "On signing declarations of academic integrity by participants in the educational process"⁴⁴, "Provision on the Academic Integrity Promotion Group"⁴⁵, "Methodical Instruction on Checking Academic Texts for Text Borrowings"⁴⁶, published in the Register.

14.3 If the teacher finds a violation of academic integrity by the applicant in the form of

⁴² Code of Academic Integrity of Sumy State University. Register: <https://normative.sumdu.edu.ua/>

⁴³ Regulation on Academic Integrity and Ethics of Academic Relations at Sumy State University. Register: <https://normative.sumdu.edu.ua/>

⁴⁴ About signing of declarations on observance of academic integrity by participants of educational process. Register: <https://normative.sumdu.edu.ua/>

⁴⁵ Regulation on the Academic Integrity Promotion Group. Register: <https://normative.sumdu.edu.ua/>

⁴⁶ Methodical instruction on checking academic texts for the presence of text borrowings. Register: <https://normative.sumdu.edu.ua/>

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 35
SumDU		Version 03

academic plagiarism or write-off during the study of the discipline, the teacher is obliged to take one of the following actions:

- reduce by the amount of up to 40 %, including the number of points obtained during the task in practical (seminar) classes, laboratory work;
- provide recommendations for finalization of the mandatory individual task with a reduction of the total number of points obtained by 25 % inclusive;
- not to credit a mandatory individual task without granting the right to process it;
- to appoint re-assembly of written modular or final control with reduction of the final quantity of the received points by size up to 15 % inclusive;
- refuse to recompile the written module or final control.

14.4 f the teacher finds other (other) violations of academic integrity by the applicant, in addition to those specified in paragraph 16.3, defined by the "Code of Academic Integrity of Sumy State University", the teacher is obliged to take one of the following actions:

- submit a request to the head of the department or the director of the institute (dean of the faculty) to consider the case of violation and establish academic responsibility for the applicant in the form of re-passing the relevant educational component of the educational program;
- submit a request to the Academic Integrity Commission to consider the case of violation and establish academic responsibility for the applicant in the form of exclusion from the ranking of applicants for academic scholarships or accrual of penalty points in such rankings or deprivation of academic scholarship;
- apply to the University Ethics and Conflict Management Commission to consider a case of violation and the establishment of one or more of the following types of academic liability for the applicant:
 - notification of the entity that finances the training, the institution that issued the training grant, potential employers, parents of the applicant about the violation;
 - deprivation of the right to participate in competitions for scholarships, grants, etc.;
 - deprivation of tuition benefits provided by the university;
 - deductions from the university.

14.5 If the teacher as the head of the qualification work found a violation of academic integrity by the applicant in the form of academic plagiarism, the teacher is obliged to re-perform a separate section (sections) of the qualification work (in case of technical citation errors found in the review part of the work that does not describe the direct author's research) or submit a request to the head of the department or the director of the institute / dean of the faculty to consider the case of violation and establish academic responsibility for the applicant in the form of re-qualification work.

14.6 If the teacher as the head of the qualification work found other (other) violations of academic integrity, other than academic plagiarism, the teacher is obliged to submit a request to the Academic Integrity Commission or the University Commission on Ethics and Conflict Management to consider the case of violation and establish one or several types of academic responsibility, which are specified in paragraph 16.4 for the relevant commissions.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 36
SumDU		Version 03

15 RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS IN THE EDUCATIONAL PROCESS

15.1 Participants in the educational process at the university are: scientific, scientific and pedagogical, pedagogical workers, employees of clinical bases of the university, university clinic; higher education seekers and other university students; representatives of expert councils of employers, experts in the relevant field, representatives of employers, specialists-practitioners who are involved in the educational process during the implementation of the EP; other university staff and stakeholders.

15.2 Scientific and pedagogical, scientific and pedagogical employees of SumDU have the right:

- for academic freedom, which is realized in the interests of the individual, society and humanity in general;
- for academic mobility for professional activities;
- to protect professional honor and dignity;
- Participate in the management of the university, including the election and election to the highest body of public self-government, the Academic Council of the University, the Academic Councils of its structural units;
- choose teaching methods and tools that ensure the high quality of the educational process;
- to ensure the creation of appropriate working conditions, increase their professional level, the organization of recreation and life, established by law, regulations of SumDU, the terms of the employment and collective agreement;
- to use free of charge library, information resources, services of educational, scientific, sports, cultural and educational divisions of SumDU;
- to protect intellectual property rights;
- for advanced training and internship at least once every five years;
- other rights are defined by the legislation and the charter of SumDU.

15.3 Scientific-pedagogical, scientific and pedagogical employees of SumDU are obliged:

- to provide teaching at a high scientific-theoretical and methodological level of educational disciplines of the relevant educational program in the specialty, to conduct scientific activities (for scientific and pedagogical workers);
- to increase the professional level, pedagogical skills, scientific qualification (for scientific and pedagogical workers). The procedure and features of advanced training are determined by the Provision on advanced training of SumDU employees, pedagogical and scientific-pedagogical employees of other educational institutions at Sumy State University;
- adhere to the norms of pedagogical ethics, morals, respect the dignity of persons studying in higher education institutions;
- to adhere to academic integrity in the educational process and scientific (creative) activity and to ensure its observance by applicants for higher education;
- to develop the applicants' independence, initiative, creative abilities;
- comply with the charter of SumDU, laws and other regulations.

15.4 Applicants for higher education at SumDU are students, graduate students, trainees, interns.

15.4.1 Applicants for higher education in SumDU have the right to:

- choice of form of education when entering the university;

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University	Page 37
SumDU		Version 03

- safe and harmless conditions of study, work and life;
- free use of libraries, museums, information funds, educational, scientific and sports facilities of SumDU;
- free provision of information for education in accessible formats with the use of technologies that take into account the limitations of life due to health conditions (for people with special educational needs);
- providing dormitory and round-the-clock access to it for the period of study;
- participation in research, research and development works, conferences, symposiums, exhibitions, competitions, presentation of their works for publication;
- participation in events on educational, scientific, research, sports, artistic, public activities held in Ukraine and abroad;
- participation in the discussion and resolution of issues of improving the educational process, research, scholarships, leisure, life, health;
- participation in the activities of public self-government bodies of SumDU, institutes, faculties, academic council of SumDU, student self-government bodies;
- the choice of academic disciplines within the limits provided by the relevant EP and curriculum;
- academic mobility, including international;
- participation in the formation of an individual curriculum;
- free internship at enterprises, institutions, establishments and organizations;
- vacation leave lasting at least eight calendar weeks for the school year;
- other rights defined by law.

15.4.2 Applicants for higher education at SumDU are obliged:

- comply with the requirements of the legislation, statute and rules of procedure of SumDU;
- comply with the requirements for labor protection, safety, industrial sanitation, fire safety, provided by the relevant rules and instructions;
- comply with the requirements of the educational (scientific) program (individual curriculum), adhering to academic integrity, and achieve the learning outcomes defined for the appropriate level of higher education.

16 FINAL PROVISIONS

16.1 The Provision shall enter into force on the day following its approval by the Rector's order.

16.2 Changes and additions to the Provision may 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 manner, the Provision is repealed.

16.3 To determine as invalid version 02 of this Provision on the organization of the educational process, approved by the order of the Rector №0469-I from 03.06.2020

16.4 Responsibility for updating the Regulation and monitoring the implementation of its requirements are borne by university officials in accordance with their functional responsibilities.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University. Annex 1 - Glossary	Page 41
SumDU		Version 03

GLOSSARY

OpenCourseWare of SumDU (SumDU OCW) – open electronic resource of organizational, educational and methodical materials of disciplines, which is included in the educational programs of training and advanced training of specialists of different educational levels, as well as additional educational programmes.

Academic hour - the minimum unit of study time. The duration of an academic hour is usually 40 minutes. Two academic hours form a pair of academic hours - a classroom session conducted on a schedule.

Academic arrears - arrears incurred by the applicant for higher education, if he did not participate in the event of final control or its results received an unsatisfactory assessment.

Academic difference - is the discrepancy between the curricula according to which the applicant has studied and which he / she wishes to study in case of transfer, renewal or enrollment for the second higher education.

Certification week - is provided for control activities (modular or semester control in the discipline). For each day of the attestation week control measures are planned for no more than two academic disciplines. During the attestation week, classes in certain disciplines may also be held according to the schedule of classes, and control measures from them may be held in the same week, but not earlier than the next day after the last lesson.

Additional semester control (ASC) - is a control measure of semester control in the form of an exam.

Exam session - is a period of summarizing the educational work of higher education students during the semester.

Examination materials - a set of theoretical and practical tasks that allow to establish the achievement of higher education students' learning outcomes for a particular educational component and / or educational program as a whole.

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

The content of education - a scientifically sound system of didactically and methodically designed educational material for different levels and degrees of higher education.

Integral competence - is a generalized description of a qualification that expresses its main competence characteristics in relation to professional activity and / or training.

Informal learning - is unorganized, not always conscious and purposeful learning that lasts throughout a person's life. In fact, it is the acquisition of the necessary knowledge, skills, abilities in the form of life experience.

ECTS information package - is a standardized description of the organization of the educational process, which contains general information about it, information about educational programs and a catalog of courses (disciplines) for these programs.

Course catalog - a detailed description of the educational components of the educational program, which contains separately for each educational component of its description in the form of a syllabus.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University. Annex 1 - Glossary	Page 42
SumDU		Version 03

Qualification work - is a form of certification that can be provided at the final stage of obtaining a certain level of higher education to establish compliance with the acquired learning outcomes (competencies) requirements of the educational program, higher education standards and the National Qualifications Framework. Forms of qualification work include (not limited to the above): thesis, dissertation, public demonstration, a set of scientific articles, a combination of different forms of the above, etc..

European Credit Transfer and Accumulation System Credit (ECTS credit) - is a unit of measurement of the amount of study load of a higher education applicant required to achieve certain (expected) learning outcomes. The amount of one ECTS credit is 30 hours. The workload of one full-time academic year is usually 60 ECTS credits.

Minor – it is a selective educational cycle, which includes disciplines of non-core subject for higher education and allows him to form the competencies of another field or specialty; minor is offered within a wide range of elective courses (for example, a graduate in any natural specialty can choose a minor in political science, law or translation - or vice versa).

Major – it is a selective educational cycle that includes disciplines of the subject sphere relevant for the applicant of higher education and allows him to form an in-depth individual trajectory of professional orientation.

Intersessional period (for applicants for higher education by correspondence) - part of the academic year, during which the applicant studies the study material and performs individual tasks both independently and under the guidance of a teacher during consultations according to the approved schedule of the educational process.

Module - a defined component of the curriculum (educational program) in the system, which includes certain types of educational work of the applicant for higher education, and has the same or multiple credits.

Modular control - a measure to assess the level of achievement by higher education students of learning outcomes formed in the process of educational work during the relevant modular cycle.

Modular certification cycle - a part of the semester, designed to study the module, a certain group of modules of the discipline and the implementation of their modular and / or semester control.

Academic discipline - an educational component that contains a pedagogically adapted system of concepts about phenomena, patterns, laws, methods, etc. (system of modules combined in the content of education) of any field of activity (or set of industries) with determining the required level of learning outcomes (competencies) of applicants for higher education.

Curriculum of the educational program - is a normative document of the university, which is compiled on the basis of the educational program and structural-logical scheme of training and determines the list of normative (compulsory) and elective educational components (disciplines, modules, practices, certification measures educational activities, etc.) indicating their volume in ECTS credits and hours, the sequence of their study and distribution by periods of study, forms of training and their volume, schedule of the educational process, the volume of higher education in cooperation with the teacher and independent work, forms of final control and certification.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University. Annex 1 - Glossary	Page 42
SumDU		Version 03

Instructional session - part of the academic year by correspondence (distance) form of study, during which such forms of educational process are provided by the curriculum, as lectures, practical (seminar) classes, laboratory and individual classes, consultations.

Educational component - a self-sufficient and formally structured unit of the curriculum (module, discipline, course work (project), practice, qualification work (project)), which has a clear and understandable list of learning outcomes, relevant assessment criteria and a certain number of ECTS credits.

Assessment - is a procedure for determining a student's achievement of learning outcomes. Evaluation aims to provide an opportunity:

- a person who learns to monitor progress in learning and identify areas for further study (implemented by a set of control measures in the process of studying the educational component of higher education) (formative ongoing assessment and control));
- teacher (teachers) to assess the degree of achievement of higher education students learning outcomes within the educational component or educational program as a whole (implemented by the final control upon completion of the educational component or educational program as a whole (final summative assessment and control)).

Credit assignment - is the process of determining the number of credits to programs (qualifications) or educational components. ECTS credits are awarded on the basis of the typical workload required to achieve learning outcomes.

The profile of the educational program - is a brief description of its main purpose, which contains essential information about the program (field of knowledge, program level, program learning outcomes, features of the learning environment, as well as the main types of learning, teaching and assessment). Information about the program profile is contained in the appendix to the document on higher education.

Semester differentiated test (test with grade) - a type of semester control, which is planned in the absence of the exam and provides an opportunity to unambiguously determine the level of achievement of higher education results for a particular educational component based on the results of individual tasks.

Semester exam - a form of final control of learning outcomes of higher education in a particular educational component (usually in the discipline) for the semester, which is held as a control event within the timeframe set by the schedule of the educational process.

Semester test - a type of semester control, which is planned in the absence of the exam and provides an opportunity to unambiguously determine the level of achievement of higher education by learning outcomes for a particular educational component of the results of current control during the semester.

Semester control of learning outcomes of higher education seekers - assessment of the establishment of the level of achievement by students of learning outcomes in the educational component, usually for the semester. Semester control is carried out in accordance with the curriculum in the form of a test (differentiated test) or an exam within the time limits set by the schedule of the educational process.

Special (professional, subject) competencies - competencies relevant to a specific subject area, which are important for successful professional activity in a particular specialty at a certain level of NQF.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University. Annex 1 - Glossary	Page 42
SumDU		Version 03

Structural and logical scheme of the educational program - scientific and methodological substantiation of the process of realization of the educational program, which determines the logical sequence of studying its components.

Loan transfer - recognition by the university of the amount and results of higher education (re-crediting) of another higher education institution or loans established during studies in other educational programs, or the volume and results of non-formal and informal learning.

Consistency of learning outcomes within the educational program – correspondence and coherence of the following relationships in the educational program:

- program learning outcomes with the National Qualifications Framework;
- program learning outcomes with higher education standards;
- learning outcomes of educational components with program learning outcomes;
- teaching and learning methods with relevant learning outcomes;
- assessment methods with program learning outcomes and learning outcomes of educational components.

Optional discipline - a discipline that is not included in the curriculum of the educational program in which the applicant is studying, is optional for study, but can be studied in order to expand the worldview, acquaintance with new areas of knowledge, research and creative potential.

MES of Ukraine	Regulation about the organization of the educational process at Sumy State University. Annex 2 - Abbreviations	Page 45
SumDU		Version 03

Abbreviations

OCW – open electronic resource of structured collections of educational and methodical materials OpenCourseWare SumDU.

RD – final grade in the discipline.

ACS "University" – automatic control system "University".

ASC – additional semester control.

ECTS – European credit transfer and accumulation system.

HEI – higher education institute.

Mix – blended learning platform.

MES of Ukraine – Ministry of education and science of Ukraine.

ED – educational discipline.

EMCD – educational and methodical complex of the discipline.

SPW – scientific and pedagogical workers.

ESP – educational and scientific program.

EP – educational program.

EPP – educational and professional program.

WP ED – working program of the educational discipline.