

Alfred Nobel University

Quality Management System

APPROVED BY:

BORYS KHOLOD _____ PRESIDENT
" ____ " _____ **2020**

REGULATION

on the organization of the educational process


**APPROVED BY:
THE DECISION OF THE ACADEMIC
COUNCIL**

**Minutes No. 4 of May 26, 2016
as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 8 of October 20, 2016
as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 9 of November 24, 2016
as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 1 of February 23, 2017
as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 4 of June 27, 2017**

**as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 7 of December 14, 2017**

**as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 1 of February 22, 2018
as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 4 of May 29, 2018
Minutes No. 5 of June 27, 2018
as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 9 of December 20, 2018
as amended by THE DECISION OF
THE ACADEMIC COUNCIL
Minutes No. 7 of October 31, 2019
Minutes No. 8 of December 19, 2019
Minutes No. 1 of February 27, 2020**

**Dnipro City
2020**

	<i>Alfred Nobel University</i>	Code III-551-047	Page 2
	<i>Regulation on the organization of the educational process</i>		Version 10

List of signatories

Issuing subdivision: Didactics Department


	<i>Title</i>	<i>Full name</i>	<i>Signature</i>	<i>Date</i>
Developed by:	Vice Rector for Quality Assurance in Higher Education	I. Shkura		

The document is agreed by:

<i>Title</i>	<i>Full name</i>	<i>Signature</i>	<i>Date</i>
Head of Quality Management Center	S. Vakarchuk		
Head of Didactics Department	M. Onyshchenko		
Head of the Department of Personnel Development and Electronic Document Management	O. Ruban		
Legal Adviser	Y. Smohol		


The document is to be revised until _____

BROUGHT UP TO DATE				
	20...	20...	20...	20...
Data				
Signature				
Full name				


	<i>Alfred Nobel University</i>	Code III-551-047	Page 3
	<i>Regulation on the organization of the educational process</i>		Version 10

CONTENTS


Purpose and scope	9
Regulatory references	9
Terms and definitions	11
Responsibility	11
Section I. General provisions. General description of the educational process	12
1.1. General description of the educational process	12
1.2. Support, initiation and implementation of educational activities	15
Section II. Organization of the educational process	17
2.1. Study (educational and professional program, academic program) program	17
2.1.1. Study program. General provisions	17
2.1.2. Procedure for considering competences and results for approval	24
2.1.3. Procedure for monitoring and reviewing study programs	25
2.2. Forms of organization of studies	27
2.2.1. Academic lecture	28
2.2.2. Laboratory work	29
2.2.3. Practical session	30
2.2.4. Seminar class	30
2.2.5. Individual work	31
2.2.6. Consultation	31
2.2.7. Term paper	31
2.2.8. Qualifying paper	34
2.2.9. Self-directed learning	35
2.2.10. Internship	35
2.2.11. Control of knowledge and skills	44
2.2.12. Examination period	45
2.2.13. Distance learning	46
2.3. Procedure for electing courses	50
2.3.1. General approaches	50
2.3.2. Structure of elective courses according to the curriculum	50
2.3.3. Procedure for electing courses by students	51
2.4. Continuous and summative assessment of student's knowledge according to the European Credit Transfer and Accumulation System	53
2.4.1. Basic principles of organizing continuous and summative assessment	53
2.4.2. Organization of continuous assessment	61
2.4.3. Organization of summative assessment	62
2.4.4. Methods and procedure for evaluation, filling in grade report sheets	63
2.4.5. Opportunities for students to improve their grades according to the results of summative assessment	64

	<i>Alfred Nobel University</i>	Code III-551-047	Page 4
	<i>Regulation on the organization of the educational process</i>		Version 10


2.4.6. Weeks of modular control, individual work and self-directed learning	65
2.4.7. Academic deficiency	66
2.5. Certification	67
2.5.1. Forms of certification and organization of certification of students at the University	67
2.5.2. Examination board	69
2.5.3. Examinations	73
2.5.4. Qualifying paper	75
2.5.5. Documents on higher education	90
2.6. Teaching materials	91
2.6.1. Structure of teaching materials and procedure for approving them	91
2.6.2. Teaching materials for implementing educational activities	92
Section III. Participants in the educational process	101
3.1. Participants in the educational process at Alfred Nobel University	101
3.2. Academic freedoms of the participants in the educational process	102
3.2.1. General provisions	102
3.2.2. Basic academic freedoms of the University and teachers	103
3.2.3. Basic academic freedoms of students	103
3.2.4. Procedures for recognizing educational components and periods of studies	105
3.2.5. Organization of the educational process for persons with special educational needs	108
3.3. Removing from the register/expulsion, resuming, transfer and suspending studies of students	108
3.3.1. Removing from the register/expulsion of a student	108
3.3.2. Suspending studies, transfer and resuming the student's studies	109
3.3.3. Remedial study	113
3.4. Studies according to individual schedule	114
3.5. Study time of students	115
3.5.1. Study time of students	115
3.5.2. The procedure for monitoring the study load of students	116
3.6. Rights and obligations of the University's academic staff	118
3.7. Working hours and scheduling the work of academic staff	119
3.8. Professional development of academic staff	127
3.8.1. General provisions	127
3.8.2. Forms, types and organization of professional development	127
3.8.3. Content of employees' training	129
3.8.4. Scopes and frequency of employees' professional development	131
3.8.5. Recognition of the results of professional development	132
3.8.6. Organization at the University of advanced training for academic staff of other institutions	135
Section IV. System of internal quality assurance	136

	<i>Alfred Nobel University</i>	Code III-551-047	Page 5
	<i>Regulation on the organization of the educational process</i>		Version 10

4.1. Procedures and measures	136
4.2. Determining the principles and procedures for quality assurance in higher education	137
4.3. Monitoring and periodical review of study programs	137
4.4. Annual evaluation of students, academic staff and regular publication of the results of such evaluations	138
4.5. Ensuring professional development of academic staff	139
4.6. Ensuring availability of the resources required for organizing the educational process, including self-directed learning of students	140
4.7. Ensuring the availability of information systems for efficient management of the educational process	140
4.8. Publicity of information on study programs, academic degrees and qualifications	141
4.9. Providing an efficient system for preventing and detecting academic plagiarism in the academic papers of higher educational institutions' employees and students	141
4.10. Institutional support of the University's system for quality assurance in higher education	149
4.10.1. Supervisory Board	149
4.10.2. Committee for Assuring Quality of Academic Standard	149
4.10.3. Quality Management Center	150
4.10.4. Didactics Department	150
4.10.5. Groups on Content and Quality of Education at the Departments	151
4.10.6. Student Association for Higher Education Quality	152
Appendices	144
Appendix A to the paragraph 2.1. Template of educational and professional program	154
Appendix B to the subparagraph 2.2.7. Sample of cover page of term paper	167
Appendix B to the subparagraph 2.2.10. Form of internship contract for higher educational institution's students	168
Appendix B.1 to the subparagraph 2.2.10. Form of internship journal	170
Appendix B.2 to the subparagraph 2.2.10. Sample of cover page of internship report	178
Appendix B.3 to the subparagraph 2.2.10. Form of Agreement on Practical Training	179
Appendix B.4 to the subparagraph 2.2.10. Erasmus Student Charter	183
Appendix D to the subparagraph 2.3.3. Form of department's proposals on elective courses	185
Appendix D.1 to the subparagraph 2.3.3. Form of annotation of course	186
Appendix D 2 to the subparagraph 2.3.3. Form of student application for elective courses of professional training cycle	187
Appendix E to the subparagraphs 2.4.2 and 2.4.3. Form of grade report sheet for groups (final test)	188


	<i>Alfred Nobel University</i>	Code III-551-047	Page 6
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix E.1 to the subparagraphs 2.4.2 and 2.4.3. Form of grade report sheet for groups (examination)	189
Appendix E.2 to the subparagraph 2.4.4. Form of individual grade report sheet (final test)	190
Appendix E.3 to the subparagraph 2.4.4. Form of individual grade report sheet (examination)	191
Appendix E.4 to the paragraph 2.4.4. Form of grade report sheet for term papers	192
Appendix Ж to the subparagraph 2.5.2. List of the members of the examination board (form)	193
Appendix Ж.1 to the subparagraph 2.5.2. Form of the schedule of the examination board's work	194
Appendix Ж.2 to the subparagraph 2.5.2. Form of the timetable of the examination board's work	195
Appendix Ж.3 to the subparagraph 2.5.2. Sample of the draft order "On the Examination board in the specialty"	196
Appendix Ж.4 to the subparagraph 2.5.2. Form of the minutes of the meeting of the examination board for reviewing qualifying papers	197
Appendix Ж.5 to the subparagraph 2.5.2. Form of the appendix to the minutes of the meeting of the examination board for reviewing qualifying papers	198
Appendix Ж.6 to the subparagraph 2.5.2. Form of the minutes of the meeting of the examination board for administering the examination	199
Appendix Ж.7 to the subparagraph 2.5.2. Form of description and register of submitted qualifying papers of students	200
Appendix Ж.8 to the subparagraph 2.5.2. Form of the report of the Chairman of the Examination Board (results of the defense of qualifying papers)	201
Appendix Ж.9 to the subparagraph 2.5.2. Form of the report of the Chairman of the Examination Board (results of the examination)	204
Appendix 3 to the subparagraph 2.5.3. Comprehensive certification examination (sample of the cover page)	206
Appendix K to the subparagraph 2.5.4. Form of the student's application for approving the topic of qualifying paper	207
Appendix K.1 to the subparagraph 2.5.4. Sample of the cover page of qualifying paper	208
Appendix K.2 to the subparagraph 2.5.4. Form of tasks for the qualifying paper	209
Appendix K.3 to the subparagraph 2.5.4. Sample of the abstract of qualifying paper in Ukrainian and English	210
Appendix K.4 to the subparagraph 2.5.4. Sample of the cover page of reference paper	212
Appendix K.5 to the subparagraph 2.5.4. Structure of the reference paper	213
Appendix K.6 to the subparagraph 2.5.4. Form of the calendar schedule of progress in writing the qualifying paper	214
Appendix K.7 to the subparagraph 2.5.4. Form of review for the qualifying	215


	<i>Alfred Nobel University</i>	Code III-551-047	Page 7
	<i>Regulation on the organization of the educational process</i>		Version 10

paper

Appendix K.8 to the subparagraph 2.5.4. Form of submission to the Chairman of the Examination Board for defense of the qualifying paper	216
Appendix JI to the subparagraph 2.6.1. Form of approval record sheet for teaching materials	218
Appendix M to the subparagraph 2.6.2. From of curriculum	219
Appendix H to the subparagraph 2.6.2. Sample of steering document of academic course	221
Appendix H.2 to the subparagraph 2.6.2. Possible types of student's self-directed learning, forms of assessment and reporting	229
Appendix H.3 to the subparagraph 2.6.2. Sample of setting tasks for student's self-directed learning	230
Appendix H.4 to the subparagraph 2.6.2. Sample of drawing up module test	233
Appendix H.5 to the subparagraph 2.6.2. Sample of drawing up a set of tasks for comprehensive test	234
Appendix H.6 to the subparagraph 2.6.2. Sample of drawing up a variant of the task for comprehensive test	235
Appendix H.7 to the subparagraph 2.6.2. Sample of drawing up a review for comprehensive test	236
Appendix H.8 to the subparagraph 2.6.2. Sample of drawing up substantiation of criteria for assessing comprehensive test	237
Appendix H.9 to the subparagraph 2.6.2. Sample of drawing up an examination card	238
Appendix H.10 to the subparagraph 2.6.2. Sample of drawing up manuals for students of extramural form of study	239
Appendix H.11 to the subparagraph 2.6.2. Sample of drawing up a manual for writing a term paper=	242
Appendix H.12 to the subparagraph 2.6.2. Sample of drawing up the cover page for cross-cutting program of internship	244
Appendix H.12.1 to the subparagraph 2.6.2. Sample of drawing up an internship program	245
Appendix H.13 to the subparagraph 2.6.2. Sample of drawing up a manual for writing a qualifying paper	247
Appendix H.14 to the subparagraph 2.6.2. Sample of drawing up a set of teaching materials for comprehensive certification examination	249
Appendix H.15 to the subparagraph 2.6.2. Sample of drawing up a set of examination cards	251
Appendix H.16 to the subparagraph 2.6.2. Sample of drawing up an examination card	252
Appendix H.16.1 to the subparagraph 2.6.2. Sample of a process card	253
Appendix H.17 to the subparagraph 2.6.2. Sample of drawing up teaching materials for entrance examinations for Master's program	255
Appendix H.18 to the subparagraph 2.6.2. Sample of drawing up teaching materials for entrance examinations for Junior Specialists	260

	<i>Alfred Nobel University</i>	Code III-551-047	Page 8
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.19 to the subparagraph 2.6.2. Sample of drawing up teaching materials for entrance examinations in English for Master's program	265
Appendix H.20 to the subparagraph 3.5.2. Samples of questionnaires for learning real study load of students	267
Appendix H.21 to the subparagraph 3.5.2. Form of a syllabus	271
Appendix II.1 to the subparagraph 3.8. Sample of application for sending for professional development (internship)	273
Appendix II.2 to the subparagraph 3.8. Sample of letter of request for professional development (internship) of an academic staff member	274
Appendix II.2.1 to the subparagraph 3.8. Form of a referral for professional development of an academic staff member	275
Appendix II.3 to the subparagraph 3.8. Form of an individual program for professional development (internship)	276
Appendix II.3.1 to the subparagraph 3.8. Form of an individual program for professional development (internship) for academic staff members of other educational institutions who will undergo professional development at the University	278
Appendix II.4 to the subparagraph 3.8. Form of a report on professional development (internship)	280
Appendices II.5 and II.5.1 to the subparagraph 3.8. Form of a certificate of professional development (training)	282
Appendices II.6 to the subparagraph 3.8. Form of a certificate of professional development (internship)	284
Appendices II.7 to the subparagraph 3.8. Form of a consent for processing of personal data	286

	<i>Alfred Nobel University</i>	Code III-551-047	Page 9
	<i>Regulation on the organization of the educational process</i>		Version 10

PURPOSE AND SCOPE


The regulation on the organization of the educational process (hereinafter referred to as the Regulation) is a regulatory document that regulates the system of organizational and didactic measures aimed at implementing the content of education at Alfred Nobel University at educational levels according to the state standards of education.

This Regulation serves as a guide for the University's academic staff and structural subdivisions involved in the educational process in order to perform a set of tasks for efficient organization of the given process.


The Regulation is not a confidential document within the University.

REGULATORY REFERENCES

<i>Code of document</i>	<i>Name of the document</i>
ДСТУ ISO 9001-2015 No. 2145-VIII of 5 September 2017 with amendments of 2018, 2019 No. 1556-VII of 1 July 2014 with amendments of 2014-2019 No. 74/98-BP of 04.02.1998 with amendments of 2001-2015 No. 3792-XII of 23.12.1993 with amendments of 1995-2018 No. 2657-XII of 02.10.1992 with amendments of 2000- 2019 No. 344 of 25 June 2013 No. 266 of 29 April 2015 with amendments of 2016, 2017 No. 411 of 13 April 2011 with	Quality Management Systems. Requirements Education Act of Ukraine Higher Education Act of Ukraine Act of Ukraine on National Program of Informatization Act of Ukraine on Copyright and Related Rights Information Act of Ukraine National Strategy for the Development of Education in Ukraine until 2021 approved by the Decree of the Ukrainian President Resolution of the Cabinet of Ministers of Ukraine "On approval the list of branches of study and specialties within which students are trained Resolution of the Cabinet of Ministers of Ukraine "The Issues of Training Students and Postgraduate Students,

	<i>Alfred Nobel University</i>	Code III-551-047	Page 10
	<i>Regulation on the organization of the educational process</i>		Version 10

<p>amendments of 2011-2017</p> <p>No. 579 of 12 August 2015</p> <p>No. 1187 of 30 December 2015</p> <p>No. 635 of 10 July 2019</p> <p>No. 347 of 10 May 2018</p> <p>No. 800 of 21 August 2019</p> <p>№ 943 of 16 October 2009</p> <p>of 06.02.2009</p> <p>No. 1048 of 16.09.2014</p> <p>No. 466 of 25.04.2013</p> <p>No. 1518 of 30.10.2013</p> <p>No. 903 of 02.12.2004</p> <p>No. 600 of 01 June 2016</p> <p>No. 1648 of 21 December 2017</p>	<p>Internships of Academic Staff at Leading Foreign Higher Educational Institutions and Scientific Institutions”</p> <p>Resolution of the Cabinet of Ministers of Ukraine "On approval of the Regulation on the procedure for implementing the right for academic mobility"</p> <p>Resolution of the Cabinet of Ministers of Ukraine "On approval of Licensing Conditions for Educational Activities of Educational Institutions"</p> <p>Resolution of the Cabinet of Ministers of Ukraine “On approval of the Procedure for Organizing Inclusive Education at Higher Educational Institutions”</p> <p>Resolution of the Cabinet of Ministers of Ukraine “On amendments to the Resolution of the Cabinet of Ministers of Ukraine No. 1187 of 30 December 2015”</p> <p>Resolution of the Cabinet of Ministers of Ukraine “Some Issues of Professional Development of Academic Staff”</p> <p>Order of the Ministry of Education and Science of Ukraine “On the introduction of the European Credit Transfer and Accumulation System at Higher Educational Institutions of Ukraine”</p> <p>ECTS Users’ Guide approved by the European Commission</p> <p>Order of the Ministry of Education and Science (MES) of Ukraine "On approval of the MES’ Action Plan for Implementing the Higher Education Act of Ukraine No. 1556-VII of 1 July 2014</p> <p>Order of the Ministry of Education and Science of Ukraine "On approval of the Regulation on distance learning"</p> <p>Order of the Ministry of Education and Science of Ukraine “On approval of the Requirements for Higher Educational Institutions and Postgraduate Centers, Scientific Institutions, Academic Institutions Providing Educational Services for Distance Learning in Training and Professional Development of Experts in Accredited Majors and Specialties”</p> <p>Order of the Ministry of Education and Science of Ukraine “On approval of the Rules of Using Software at Educational Institutions”</p> <p>Order of the Ministry of Education and Science of Ukraine “On Approval and Implementation of the Guidelines for Development of the Standards of Higher Education”</p> <p>Order of the Ministry of Education and Science of Ukraine “On Amendments to Order of the Ministry of Education and Science of Ukraine” No. 600 of 01.06.2016”</p>
---	--

	<i>Alfred Nobel University</i>	Code III-551-047	Page 11
	<i>Regulation on the organization of the educational process</i>		Version 10

**No. 1/9-239
of 28 April 2017**

Letter from the Ministry of Education and Science of Ukraine (an example of Bachelor's and Master's educational and professional program)

TERMS AND DEFINITIONS

<i>University</i>	- Alfred Nobel University
<i>MES</i>	- Ministry of Education and Science of Ukraine
<i>QMS</i>	- Quality Management System
<i>EB</i>	- Examination Board
<i>FMC</i>	- final modular control
<i>SDLS</i>	- Self-directed learning of student


RESPONSIBILITY

The responsibility for organizing the elaboration, making changes and updating the given regulation is undertaken by the Vice Rector for Quality Assurance in Higher Education.

The responsibility for organizing agreement and approval of this Regulation is undertaken by the Head of the Department of Personnel Development and Electronic Document Management.

The responsibility for registration in the quality management system is undertaken by the Quality Management Center.

The responsibility for keeping the original, publishing and issuing the enumerated copies of the Regulation is undertaken by the Head of the Department of Personnel Development and Electronic Document Management.

	Alfred Nobel University	Code	Page 12
	Regulation on the organization of the educational process	III-551-047	Version 10

SECTION I. GENERAL PROVISIONS

1.1. GENERAL DESCRIPTION OF THE EDUCATIONAL PROCESS

The University is an autonomous institution which creates, studies, assesses and passes on culture via research and education.

The autonomy of the University and academic freedoms are recognized as the fundamental principles of the University's life. Self-governance, collegiality and appropriate academic leadership of the University are the most important components of its true autonomy.

The University's autonomy is self-determination, independence and responsibility of a higher educational institution in making decisions on the development of academic freedoms, organization of the educational process, research, internal management, economic and other activities, independent recruitment and placement of personnel within the limits prescribed by the existing laws.

Autonomy is the right of the subject of educational activity for self-government which consists in its self-determination, independence and responsibility in making decisions on academic (educational), organizational, financial, personnel and other issues of activity performed in the manner and within the limits prescribed by the law.

Academic freedom is self-determination and independence of the participants in the educational process when performing pedagogical, academic, research and/or innovative activity conducted on the principles of the freedom of speech, thought and creativity, dissemination of knowledge and information, free publication and use of research findings, taking into account the restrictions prescribed by the law.


(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The University is guided by the principles of the Magna Charta of the European Universities and recognizes that:


- research and teaching activities must be morally and intellectually independent of any political or economic power;
- education must meet the requirements of society and reflect achievements in academic research;
- to ensure freedom of research and teaching, all members of the University's community are to be provided with the necessary means for implementing this freedom;
- the intake of teachers and determination of their status are to be carried out according to the principle that research activity cannot be separated from the teaching;
- the University must guarantee to the students the freedoms and conditions under which they are able to achieve their goals in culture and education.

According to the sub-item 2 of the clause 32 of the Higher Education Act of Ukraine, *the University has the rights* that constitute the content of its autonomy and self-government, including the following actions:

- 1) to develop and implement study (research) programs within the licensed specialty;
- 2) to determine independently modes of study/teaching methods and forms of organization of the educational process;

	<i>Alfred Nobel University</i>	Code	Page 13
	<i>Regulation on the organization of the educational process</i>	III-551-047	Version 10

- 3) to choose the types of Bachelor's and Master's programs provided for by the International Standard Classification of Education;
- 4) to hire academic staff and other employees;
- 5) to draw up and approve a staff list;
- 6) to make a final decision on the recognition, including the establishment of equivalence, of the following degrees: Bachelor's, Master's, PhD, Doctor of Science and such academic ranks as associate professor, professor awarded at foreign higher educational institutions when enrolling for studies and/or as a member of academic staff;
- 7) to introduce a performance appraisal rating system for educational, research and innovative achievements of the participants in the educational process;
- 8) to provide additional educational and other services in accordance with the laws;
- 9) to develop and implement independently the University's own programs for educational, research, scientific and technical and innovative activities;
- 10) to introduce independently areas of study, to determine their content and programs of courses;
- 11) to award academic degrees to students who, according to the laws, passed successfully the certification procedure after completing their studies at the relevant academic level;
- 12) to make a final decision on awarding academic degrees by accredited specialized academic councils;
- 13) to establish general educational institutions in agreement with local authorities;
- 14) to create, reorganize and liquidate the University's structural subdivisions;
- 15) to perform publishing activities, in particular to publish textbooks, manuals and academic papers, as well as to develop the University's own printing facilities;
- 16) to perform joint activities with educational institutions, scientific institutions and other legal entities on the basis of relevant contracts;
- 17) to place the University's educational, research and academic and production subdivisions at enterprises, institutions and organizations;
- 18) to take part in the activities of international organizations;
- 19) to introduce the University's own symbols and emblems;
- 20) to establish the University's own forms of moral and material encouragement for the participants in the educational process;
- 21) to apply to the bodies managing higher education to amend the existing or develop new regulatory legal acts in the field of higher education, as well as to take part in the work on projects;
- 22) to perform financial, economic and other activities in accordance with the laws and the University's statute;
- 23) to manage the University's own revenues;
- 24) to set up sight and depository accounts with banks;
- 24-1) to form at its own facilities innovative structures of different types (science and technological parks, business incubators, small enterprises, etc.) based on the interests of high-tech companies, science, education, business and the state in order to implement innovative projects;

	Alfred Nobel University	Code	Page 14
	Regulation on the organization of the educational process	III-551-047	Version 10

24-2) to set standards for the number of students for one position of academic staff member and researcher;

24-3) to determine independently the items and amount of expense of its own revenues;

25) to exercise other rights that do not contradict the law.

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

According to the sub-item 3 of the clause 32 of the Higher Education Act of Ukraine, *The University is obliged to:*

1) take steps, including the introduction the relevant latest technologies, to prevent and detect academic plagiarism in the academic papers of the members of academic staff, other employees and students and to bring them to disciplinary responsibility;

2) have an internal system of quality assurance in higher education, including an approved policy to ensure that participants in the educational process adhere to academic integrity (code of academic integrity);

3) create the conditions required for pursuing higher education by persons with special educational needs;

4) publish information on exercising the University's rights and fulfilling obligations on the official website, on information stands and in any other way.

5) perform educational activities on the basis of student-centered teaching.

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

The educational process is an intellectual, creative activity in the field of higher education and research, which performed at the University through the system of research and methodological and pedagogical measures and aimed at imparting, acquiring, enriching and using knowledge, skills and other competences of students, as well as at training a harmoniously developed personality.

The educational process is a system of research and methodological and pedagogical measures aimed at developing a personality by acquiring and applying his/her competences.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The regulation on the organization of the educational process is approved by the University's Academic Council according to the laws.


Students with special educational needs are persons with special educational needs who seek for an education at higher educational institutions.

Person with special educational needs is a person who needs additional permanent or temporary support in the educational process in order to implement his/her right for education.

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The main University's tasks are:

1) to perform at a high level the educational activities that ensure obtaining by persons a higher education of the relevant degree within their chosen specialties;

	Alfred Nobel University	Code III-551-047	Page 15
	Regulation on the organization of the educational process		Version 10

2) to undertake research and ensure creative activities of the participants in the educational process, to train scientists/scholars with advanced degrees and use the obtained results in the educational process;

3) to take part in ensuring the social and economic development of the state through forming human capital;

4) to develop a personality through patriotic, legal and environmental education, fostering moral values, social activity, civic position and responsibility, healthy lifestyle, ability to think freely and self-organize under contemporary conditions in the participants in the educational process;

5) to ensure harmonious combination of educational, research and innovative activities in the educational process;

6) to create the conditions required for the participants in the educational process to implement their abilities and talents;

7) to preserve and enrich the moral, cultural and scientific values and achievements of society;

8) to disseminate knowledge among population, to raise educational and cultural level of citizens;

9) to establish international relations and perform international activities in the field of education, science, sports, arts and culture;

10) to study the demand for specific specialties in the labor market.

1.2. SUPPORT, INITIATION AND IMPLEMENTATION OF EDUCATIONAL ACTIVITIES

The initiation and implementation of educational activities are ensured at Alfred Nobel University according to the requirements of the Resolution of the Cabinet of Ministers of Ukraine No. 347 “On amendments to the Resolution of the Cabinet of Ministers of Ukraine No. 1187 of 30 December 2015” of 10 May 2018.


In order to pass licensing, in case of initiation of educational activities in the field of higher education within a new specialty, different academic level, in order to train foreigners and stateless persons within a specific specialty and to increase the licensed amount, the University creates a project team which prepares a package of documents according to the License Terms for Performing Educational Activities.

If the licensed amount is filled, taking into account the timeframes for study, the educational process is organized in two shifts.

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

Project team is a group appointed by the order of the University’s Rector. The team consists of the academic staff members responsible for initiating educational activities within a specific specialty at a specific academic level, specific level of vocational education and in the field of postgraduate education for persons with higher education and meet the qualification requirements specified in the License Terms for Performing Educational Activities.

The project team should consist of the members of academic staff, who work at the University at their primary place of work and have the relevant qualification and who do


	<i>Alfred Nobel University</i>	Code III-551-047	Page 16
	<i>Regulation on the organization of the educational process</i>		Version 10

not belong (and not belonged to) to any project team at the University or other higher educational institution in the current semester (except the project team in the same specialty at the University).

Team for specialty assurance is a group of academic staff members for whom the University is the primary place of work and who are responsible for implementing study programs within a specific specialty at a specific academic level and specific level of vocational education, postgraduate education for persons with higher education and Junior Specialists. These members take part personally in the educational process and meet the qualification requirements specified in the License Terms for Performing Educational Activities.

The team for specialty assurance at each University's subdivision dealing with training within a specific specialty should consist of the academic staff members who work at the University at their primary place of work and have the relevant qualification and who do not belong (and not belong to) to any the University's assurance team or other higher educational institution in the current semester.

(augmented by the decision of the Academic Council of 20.12.2018 minutes No. 9)

	Alfred Nobel University	Code	Page 17
	Regulation on the organization of the educational process	III-551-047	Version 10

SECTION II. ORGANIZATION OF THE EDUCATIONAL PROCESS

2.1. STUDY (EDUCATIONAL AND PROFESSIONAL PROGRAM, ACADEMIC PROGRAM) PROGRAM

2.1.1. *Study program. general provisions*

(augmented by the decision of the Academic Council of 24.11.2016 minutes No. 9)

Study program (hereinafter referred to as SP) is a unified set of educational components (subjects, courses, individual tasks, tests and examinations, etc.) planned and organized to achieve specific learning outcomes.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

Study (educational and professional program, academic program, educational and creative program) program is a total package of educational components (academic courses, individual tasks, practices, tests and examinations, etc.) aimed at achieving the learning outcomes provided by the given program, which gives the right to obtain a specific educational or educational and professional qualification (qualifications). The study program may determine a single area of study within its framework or not include any area of study.

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. 1)


The standard of higher education determines the following requirements for a study program (clause 10 of the Higher Education Act):

- 1) number of ECTS credits required for obtaining the relevant academic degree;
- 2) requirements for the educational level of persons, who may start studying within this program, and for their learning outcomes;
- 3) the list of the required graduate's competences;
- 4) the normative content of training of students, which is represented in terms of learning outcomes;
- 5) forms of certification of students;
- 6) requirements for the creation of study programs in the branch of study, two branches of study or a group of specialties (in the standards for a Junior Bachelor), interdisciplinary academic programs (in the standards of Master and PhD);
- 7) requirements of professional standards (if any).

As for the requirements for educational level of persons, who may start studying within the relevant study program, and these persons' learning outcomes, one should indicate the list of courses in which the certificates of external independent testing are accepted.

According to the clause 9 of the Higher Education Act, a study program should include: a list of educational components; these component's logical sequence; requirements for the educational level of persons, who may start studying within this program; *the number of ECTS credits required to complete this program, as well as the program's intended learning outcomes (competencies) that a student should master.*

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

	<i>Alfred Nobel University</i>	Code III-551-047	Page 18
	<i>Regulation on the organization of the educational process</i>		Version 10

Study programs should include educational components for the students' free choice.

Volume of study program:

The volume of a Bachelor's program on the basis of complete general secondary education is 210-240 ECTS credits.

The volume of a Bachelor's program on the basis of Junior Bachelor's degree is 120 ECTS credits.

The volume of Master's program: educational and professional program is 90-120 ECTS credits, academic program – 120 ECTS credits.

The volume of the educational component of the academic PhD program is 30-60 ECTS credits.


The study program is developed for each specialty or area of study in the form determined by the University (a sample is given in the Appendix A). The study program includes:

- cover page;
- letter of approval;
- preface (One should specify the composition of the working group that developed the program; a list of reviews and feedback of external stakeholders (if any).);
- profile of the study program in a specific specialty that includes:
 - general information,
 - the purpose of the study program,
 - description of the study program,
 - eligibility of graduates for employment and further studies,
 - teaching and assessment,
 - program's competences,
 - program's learning outcomes,
 - resources for implementing the program,
 - academic mobility;
- list of components of educational and professional program/academic program and their logical sequence (list of the SP's components, structural and logical scheme of the SP);
- form of certification of students;
- matrices of compliance of the program's competences with the outcomes, compliance of courses with the outcomes (the study program's components);
- description of the internal system of quality assurance;
- student's internship.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The program's cover page should include:

- name of the study program;
- name of the specialty;
- branch of study;
- name of qualification;
- the program's level according to the National Qualifications Framework and Higher Education Act of Ukraine;

	Alfred Nobel University	Code	Page 19
	Regulation on the organization of the educational process	III-551-047	Version 10

- number and date of the minutes of the meeting of the University's Academic Council, at which the study program was approved;
- number and date of the order of the University's President, which puts the program into effect.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The profile of the study program in a specific specialty consists of:

1. General information:

- full name of the University and structural subdivision;
- academic degree and name of qualification in their source language (one should specify the academic degree and full name of the qualification in their source language. They are awarded on the basis after successful completion of the given study program. If on the basis of the results of successful completion of the SP the University has the right to award a professional qualification (professional qualifications), then its name (list of names) and procedures for awarding them) should be provided;
- official name of the study program;
- type of diploma and volume of the study program (type of diploma – single degree, double degree, joint degree. The volume is indicated in ECTS credits and years);
- availability of accreditation (one should provide information about the accreditation of the SP, including foreign or international one. One should specify the following: name of the organization that accredited this program; home country of the given organization; accreditation period);
- cycle/level (National Qualifications Framework (hereinafter referred to as the NQF) of Ukraine);
- prerequisites (requirements for prior education. If necessary, one should specify what restricts the transfer to this SP);
- language(s) of instruction;
- validity period of the study program (One should specify the validity period of the study program until its next scheduled update. This period may not exceed the accreditation period);
- Internet address of the permanent placement of the study program's description (One should specify the address of the page of the given study program in the Information Package/Course Catalog).


(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

2. Purpose of the study program.

Clear and concise wording (in one or two sentences).

3. Description of the study program:

- subject area (branch of study, specialty, area of study (if any)). If the SP is multi- or interdisciplinary, one should specify the list of its main components, as well as the estimated volume of each component in % of the total scope of the SP;
- orientation of the study program (educational and professional (for Junior Bachelor, Bachelor, Master); academic (for Master, PhD). Educational and professional program and academic program may have academic or applied orientation. It is advisable to describe briefly the academic orientation and professional focal points (focal points of the area of study));

	<i>Alfred Nobel University</i>	Code III-551-047	Page 20
	<i>Regulation on the organization of the educational process</i>		Version 10

- focal point of the study program and area of study (general/special education in the field/subject area/ specialty. Key words);

- program features (for example: compulsory semester of international mobility; implemented in English; requires special practice, etc. Consistency of this SP with programs of other countries, experimental nature of the SP and other features provided by the Higher Education Act of Ukraine in the context of academic autonomy may also be specified).

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

4. *Information on graduates' eligibility for employment and further studies:*

- eligibility for employment (One should briefly specify types of economic activity, professional names jobs (according to the State Occupational Classification (SOC)). Opportunities for professional certification);

- further studies (One should specify the opportunities for continuing studies at a higher level).

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

5. *Teaching and assessment:*

- teaching and learning (briefly (up to 3 lines) One should describe the basic approaches, methods and technologies/techniques used in this program. For example: student-centered teaching, self-study, problem-based learning, learning through laboratory practice, etc.);

- assessment (for example: viva voce and written examinations, internships, essays, presentations, project work, etc.).


(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

6. *Program competences*

Integral competence (represented by specifying the integral competence of the relevant standard of higher education in the context of the features of the given study program). According to the Guidelines for Development of the Standards of Higher Education, they distinguish an integral competence – a generalized description of the qualification level, which expresses the basic competences characteristics of the level regarding studies and/or professional activities (paragraph 3 of the National Qualifications Framework approved by the resolution of the Cabinet of Ministers of Ukraine No. 1341 of 23 November 2011).

General competences (If necessary, it is recommended to select competences (additional competences to those defined by the standard) from the list of the general competences of the Tuning Project, taking into account the features of a specific study program. There are the following competences: competences defined by the standard of higher education for a specific specialty and, if any, in the professional standard, competences defined by a higher educational institution. It is envisaged that the standard of higher education will define 8–12 general competences which are mainly selected from the list of the Tuning Project).

Professional (special) competences of the specialty (correlates with the description of the relevant qualification level of the NQF, the names of the competences are represented with reference to the categories of the NQF's competences: knowledge, skills,

	Alfred Nobel University	Code	Page 21
	Regulation on the organization of the educational process	III-551-047	Version 10

communication, autonomy and responsibility. International samples (Tuning Project, standards of QAA, etc.) are recommended.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

There are: competences defined by the standard of higher education for a specific specialty and, if any, in the professional standard, competences defined by the University. If a study program provides for several informal areas of study, it is advisable to represent program competencies for each area of study in particular.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

For some specialties, it is advisable to divide special competences into the special competences that are illustrative of the related specialties and specific competences that reflect the specifics of the study program.

7. The program's learning outcomes

The learning outcomes are knowledge, skills, ways of thinking, worldview, values, other personal qualities that can be identified, planned, evaluated and measured and which a person is able to demonstrate after completing a study program (program's learning outcomes) or individual educational components.

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

There are the following learning outcomes:

- the program's learning outcomes defined by the standard of higher education for a specific specialty (standard determines the normative content of training – 15-20 generalized learning outcomes that correlate with program competencies) and, if any, by the professional standard;
- the program's learning outcomes defined by the University (usually, no more than 5).

The program's learning outcomes are represented in an active form, taking into account different difficulty levels in the cognitive field ((Bloom's taxonomy), as well as in the affective and psychomotor fields. The learning outcomes are formed as in the Supplement to a Diploma: Knowledge and Understanding, Application of Knowledge and Understanding, Making Judgments.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)


8. Resources for implementing the program:

- staffing (One should specify specific features of staffing, including possible participation of foreign experts.);
- facilities (One should specify specific features of facilities);
- informational and teaching materials (One should specify specific features of informational and teaching materials.).

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

9. Academic mobility:

- national credit mobility (One should specify, for example, concluded agreements on academic mobility, double degree programs, etc.);
- international credit mobility (One should specify, for example, concluded agreements on international academic mobility (Erasmus+ K1), on double degree programs, on long-term international projects including inclusive education for students. etc.);

	<i>Alfred Nobel University</i>	Code III-551-047	Page 22
	<i>Regulation on the organization of the educational process</i>		Version 10

- training of foreign students (conditions and features of the SP in the context of training of foreign citizens).

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The list of components of the educational and professional program/academic program and their logical sequence:

- the list of the SP's components.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

According to the clause 10 of the Higher Education Act, a curriculum is developed on the basis of the relevant study program. This curriculum determines the list and scope of educational components in ECTS credits, their logical sequence, forms of organization of the educational process, types and scope of academic studies, schedule of the educational process, forms of continuous and summative assessment that ensure that a student seeking for the relevant academic degree achieves the program's learning outcomes.

The table 1 of the study program should present the breakdown of the study program's content, taking into account the number of ECTS credits and forms of summative assessment for compulsory and elective courses.

Based on the curriculum, individual curricula for each academic year are developed and approved for each student. An individual curriculum is drawn up based on the results of the student's personal choice of courses in the amount not less than established by the Higher Education Act, taking into account the requirements of the study program for studying the program's required components. The individual curriculum is mandatory for the student.

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

It is proposed to plan no more than 10-11 courses per year, the number of courses should be at least 3 credits. To plan no more than 3-4 examinations for each semester, and no more than 6 examinations per year.

The number of elective courses for a Bachelor's program should be at least 10 courses - 6 ECTS credits per course (total: 60 credits – 25%). These courses should include at least 2 elective courses of the humanities;

(augmented by the decision of the Academic Council of 20.10.2016 minutes No. 8)

The number of elective courses for a Bachelor's program should be at least 10 courses - 6 ECTS credits per course (total: 60 credits – 25%). These courses should include at least 2 elective courses of the humanities;

(augmented by the decision of the Academic Council of 20.10.2016 minutes No. 8)


- structural and logical scheme of the SP (a brief description of the logical sequence of studying the components of the study program).

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

Form of certification of students.

One should determine the normative forms of certification of students within a specific specialty.

Matrices of compliance of the program's competences with the outcomes, compliance of courses with the outcomes (the study program's components).

	<i>Alfred Nobel University</i>	Code III-551-047	Page 23
	<i>Regulation on the organization of the educational process</i>		Version 10

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)
Description of the internal system for quality assurance.

It is determined in accordance with the European Standards and Guidelines (ESG) for Quality Assurance in Higher Education and the clause 16 of the Higher Education Act of Ukraine.

Students' internships

For each type of internship included in the curriculum, one should specify:

- type of an internship, form of conducting the internship;
- list of intended learning outcomes during the internship;
- the number of credits allocated to the internship and the duration of the internship in weeks or academic hours;
- content of the internship;
- forms of reporting on the internship's outcomes.

(augmented by the decision of the Academic Council of 24.11.2016 minutes No. 9)

The structure of the academic program of the 3rd level is similar to the structure of the study program of the 1st and 2nd academic levels; the cover page of the academic program is given in the Appendix A.1.

The study program is created by the following algorithm:

1. The needs and potential of the program (usually, by surveying stakeholders) are determined:

- consultation with stakeholders;
- resolving the issue of compliance of the proposed study program with the established or new professional requirements.

2. The profile and key competencies are determined.

Program competencies are the most important competencies (It is recommended to specify from 25 to 35 competences in total, they include: 10-15 general and 15-20 special competences), which determine the specifics of the program.

One should take into account that for a Bachelor's program, at least 50% of the program's volume should be aimed at obtaining general and special (professional) competences within a specific specialty, which are determined by the standard of higher education; for a Master's program, it should be at least 35%.


3. The program's learning outcomes are defined.

The program's learning outcomes is a consistent set of 15-25 statements, according to the key program competences which express what a student should know, understand and be able to perform after successful completion of the study program.

The learning outcomes are to be formed according to the four groups defined in the National Qualifications Framework:

- knowledge;
- abilities;
- communication skills;
- autonomy and responsibility.

It is recommended to set the following number of learning outcomes of the study program for each group:

	Alfred Nobel University	Code	Page 24
	Regulation on the organization of the educational process	III-551-047	Version 10

- knowledge (up to 10);
- abilities (up to 10);
- communication skills (up to 5);
- autonomy and responsibility (up to 5).

4. The curriculum is formed. The courses, cycles of training and ECTS credits for each course in the curriculum are determined.

5. Approaches to teaching and learning are determined.

6. Forms of certification of students for a specific specialty are determined.

7. The internal system of quality assurance is described.

8. The types of internships, the number of credits and their duration, content and learning outcomes, as well as reporting are determined.

(augmented by the decision of the Academic Council of 24.11.2016 minutes No. 9)

According to the Regulation on accreditation of study programs for training of students (approved by the order of the Ministry of Education and Science No. 977 of 11.07.2019), criterion 9: In order to receive comments and proposals from stakeholders, the University publishes on its official website the relevant draft not later than one month before the approval of or making amendments to the study program.

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

Study programs are prepared in duplicate, signed by their guarantors, agreed with the Vice Rector for Quality Assurance in Higher Education, Head of Didactics Department, Committee for Assuring Quality of Academic Standards, Head of Department implementing a specific study program, and, after accepting by the University's Academic Council, approved by the Chairman of the Academic Council.

One copy of a specific study program is stored in the Didactics Department, the other is stored in the Department implementing the given program.

(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

Once approved, the study program is placed in the prescribed manner on the FTP location and the website of the University.

2.1.2. Procedure for considering competences and results for approval


I. At the stage of the beginning of educational activities in a specific specialty.

The project team, responsible for starting educational activities in the specialty should include the academic staff members who are representatives of the departments involved in implementing a specific study program. All members of the project team take part in determining program competences and learning outcomes for the study program.

When determining general competences, it is recommended, if necessary, to select competences (additional competences to those determined by the standard) from the list of general competences, taking into account the features of a specific study program.

An academic staff member draws up a list of general competences and learning outcomes for the courses that are common to several specialties at the same time. The project team and team for specialty assurance take these competences and outcomes into account when creating and reviewing an educational and professional program.

For the specialties of one branch of study, when developing a study program, it is recommended to do the following:

	<i>Alfred Nobel University</i>	Code III-551-047	Page 25
	<i>Regulation on the organization of the educational process</i>		Version 10

1) to select 50 % of common competences;

2) to divide special competences into the special competences that are illustrative of the related specialties and specific competences that reflect the specifics of the study program;

3) when determining the intended learning outcomes, to take into account the availability of common and special competences, which may be reflected in determining related outcomes;

4) when creating the outcomes – courses matrices, to take into account the specifics of delivering an academic course and recommendations of the academic staff members who are representatives of the departments involved in implementing the study program.

II. At the stage of implementing the study program.

As for determining the learning outcomes for the course according to the program's learning outcomes (where there is a question of their relevance, correctness), they are presented for discussion at the meeting of the team for specialty assurance and the group on content and quality of education.

(augmented by the decision of the Academic Council of 20.12.2018 minutes No. 9)

2.1.3. Procedure for monitoring and reviewing study programs

In order to uphold the clause 16 of the Higher Education Act of Ukraine, the procedure for monitoring and reviewing study programs is implemented at Alfred Nobel University.

Study programs are reviewed in order to see whether they meet the goals set for them and whether they meet the needs of the students and society, which should lead to continuous improvement of these programs.


Reviewing and changes in the study programs may relate to the list of competences, intended learning outcomes, forms of certification, internships, modes of study and teaching methods.

Periods for reviewing existing, approved study programs:

- study programs are reviewed at least once during their validity period, not later than 1 semester before their expiration.

An unscheduled review of the existing study program occurs in the following cases:

- amendments to the Ukraine's laws related to the relevant specialty;
- adoption of new standards of higher education;
- making proposals by stakeholders on improving a study program;
- low demand for a study program;
- when accreditation agencies set requirements or make recommendations based on the provisions of the European Standards and Guidelines (ESG) for Quality Assurance in Higher Education and aimed at improving the existing study programs;
- conclusions about the insufficient level of quality of a study program, which are based on the results of various procedures for evaluating the quality of a study program;
- at the initiative of the University's academic staff in order to take into account the changes that have taken place in the academic and professional field of implementing a study program.

	Alfred Nobel University	Code	Page 26
	Regulation on the organization of the educational process	III-551-047	Version 10

Procedure for monitoring and reviewing study programs is implemented according to the following algorithm:

I. Monitoring of the study program

The first step should be the answer to the question: "What needs to be changed in the existing study program in order to bring it into line with the requirements of the modern labor market, the existing regulatory model, European Standards and Guidelines (ESG) for Quality Assurance in Higher Education?". To do this, one should determine what changes should be made:

- for educational purposes;
- in the curriculum;
- in the content of academic courses;
- in educational technologies/techniques;
- in the conditions for implementing study programs;
- in the ways and organizational mechanisms of controlling the educational process and evaluation of the given process's outcomes.

The monitoring includes:

- continuous and summative assessment of the compliance of the student's level and content of knowledge, skills and other competences with the standards of higher education;
- interviewing students and academic staff in order to evaluate the teaching and learning process, as well as monitoring of reference information on the success indicator;
- the use of the feedforward and feedback system to analyze the results of evaluation, taking into account the needs of the society and academic environment;
- creation of information base for improving the program as a whole and its components.

Internal audits, surveys and independent evaluations result in collecting information (at the departments) from graduates, academic staff and employers on the desired changes in training of professionals.

II. Procedure for reviewing a study program

The program is reviewed from the bottom up, namely:


1. Information on the need to review study programs is considered at the meeting of the group on content and quality of education.

2. The proposals of the group on content and quality of education to make changes in the study program are considered at the meeting of the department and approved in the relevant minutes.

3. The generalized proposals of the group on content and quality of education on the changes in the study program approved at the meeting of the department should be submitted to the Didactics Department in the form of either changes to the existing study programs or updated study programs.

3. The Didactics Department analyzes the proposed changes and submits them for agreement to the Committee for Assuring Quality of Academic Standards and the Vice Rector for Quality Assurance in Higher Education.

(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

	Alfred Nobel University	Code	Page 27
	Regulation on the organization of the educational process	III-551-047	Version 10

4. The revised and agreed study program is submitted for approval by the Academic Council of the University.

III. Publication of the review results of study programs.

All stakeholders are informed on the results of the review by posting the information and reviewed study programs on the University's website.

(augmented by the decision of the Academic Council of 24.11.2016 minutes No. 9)

2.2. FORMS OF ORGANIZATION OF STUDIES

According to the clause 49 of the Higher Education Act of Ukraine, studies at the University is implemented in the following forms:

- 1) intramural (full-time study mode, evening-time);
- 2) extramural (distance learning).

The intramural (full-time study mode, evening-time) form of study – is a way of organizing training of students, which involves their direct participation in the educational process.

The extramural form of study – is a way of organizing training of students by combining the intramural form of study during short-term sessions and self-study within the study program in the interval between these sessions.

Distance learning – is an individualized study process which occurs mainly through the indirect interaction of remote participants in the educational process in a specialized environment functioning on the basis of modern psychological and pedagogical, as well as information and communication technologies/techniques.

Forms of study may be combined.

In case of studying within two specialties or areas of study at the same time, the University awards a double degree to the student. The sample of this degree is approved by the University's Academic Council (according to the paragraph 9 of the clause 7 of the Higher Education Act of Ukraine).

In case of studying within the study programs agreed between Alfred Nobel University and another higher educational institution, including a foreign one, the student obtains a joint degree, the sample of which is determined by a joint decision of the Academic Councils of both higher education institutions.


The forms of organization of the educational process and types of academic studies at Alfred Nobel University are introduced according to the clause 50 of the Higher Education Act of Ukraine, namely:

I. The educational process at the University is implemented in the following forms:

- 1) academic studies;
- 2) self-directed learning;
- 3) practical training;
- 4) tests and examinations.

II. The main types of academic studies are:

- 1) lecture;
- 2) laboratory work, practical session, seminar class, individual work;

	Alfred Nobel University	Code	Page 28
	Regulation on the organization of the educational process	III-551-047	Version 10

3) consultation.

The University has the right to establish other forms of the educational process and types of academic studies.

In the educational process, the University's academic staff applies *blended learning* – a form of teaching that combines both the traditional intramural form and the use of distance learning technologies/techniques.

Blended learning is implemented according to six models:

1. Face-to-Face Driver. The lecturer delivers the required teaching materials to students in the classroom. Electronic resources are usually used only to deepen and consolidate knowledge.

2. Online Driver. Students master the teaching materials themselves (watch webinars, perform online-tasks, take online testing, etc.). If necessary, they can meet with the lecturer and consult on unclear issues.

3. Flex model. The major part of the program is mastered online. The lecturer coordinates the learning process, identifies the difficulties and discusses them in a group or individually during a face-to-face meeting.

4. Rotation model. Intramural form of study and online learning interchanges. The students first study the learning material in the classroom, and then independently, via the Internet or vice versa (a flipped classroom).

5. Self-blend. Academic courses are taught as usual, but subjects of high interest are studied in additional online classes.

6. Online Lab. The students set up experiments, perform tasks by using special software or websites in the classroom under the supervision of a member of the academic staff.

These models are usually used in combination with one another.

According to the clause 9 of the Higher Education Act of Ukraine and the Resolution of the Cabinet of Ministers of Ukraine No. 347 “On amendments to the Resolution of the Cabinet of Ministers of Ukraine No. 1187 of 30 December 2015” of 10 May 2018, Alfred Nobel University implements *dual studies* – a system of organizing the educational process where the substantial part of the process is implemented at the workplace with the remuneration of the student.


(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

2.2.1. **Academic lecture** – is a logically accomplished, scientifically sound and systematic presentation of a specific scientific or methodological issue, illustrated, if necessary, by visual examples and demonstration of experiments.

Lecture is one of the main types of academic studies and, at the same time, teaching methods in higher education. It is aimed at forming the basics of knowledge in a specific scientific field, as well as at determining the direction, main content and nature of all other types of academic studies and self-directed learning of students in the relevant course.

The scope of a lecture course is determined by the curriculum (the existing curriculum), and its subject matter is determined by the steering document of the course.

The lectures are delivered by professors and associate professors, as well as, in some cases, by other highly qualified experts who have considerable experience in scientific, scientific-methodical and practical activities.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 29
	<i>Regulation on the organization of the educational process</i>		Version 10

Lecture cohorts, are usually formed from students of a specific year of study of the same specialty. If necessary, at the discretion of the Rector, several lecture cohorts, may be combined into one or, conversely, larger cohorts may be divided into smaller ones.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The lecturer should have a broad academic outlook, have advanced knowledge and practical experience in the relevant scientific field or in the field of work activity, to be able to systematically, reasonably, at the appropriate academic and methodical level to deliver the theoretical foundations of the academic course in lectures. His/her lectures should be thoughtful and understandable in terms of presentation.

The content and structural and logical sequence of the lectures should be in accordance with the approved steering document of the academic course.

The lecturer who is assigned to deliver the course of lectures should, before the beginning of the academic year (semester), submit teaching materials to the department. The procedure for development and drawing up of these materials is regulated by the paragraph 2.6. of this Regulation.

The head of a department may order the lecturer to deliver trial lectures under the following conditions:

- if it is the first time when the lecturer is assigned to deliver the course of lectures;
- if the lecturer is assigned to the position of associate professor or professor;
- when introducing the course of lectures in the academic course that has not been delivered before.

The lecturer is obliged to adhere to the steering document of the academic course regarding the topic and conceptual bases of the content of the lectures. He/she is free to select forms, methods and means of delivering the teaching materials to the students.


2.2.2. Laboratory work is a type of academic studies where the students perform under the supervision of a teacher real or simulated experiments in specially equipped university laboratories, using equipment adapted for the educational process.

The didactic purpose of the laboratory work is to confirm in practice specific theoretical provisions of the given academic course, to master practical skills of operating the laboratory equipment, computer equipment, measuring equipment, methods of experimental researches in a specific subject area. The list of topics for laboratory work is determined by the steering document of the academic course.

In some cases, some parts of laboratory work may be conducted in a real professional environment (educational institution, manufacturing facilities, research laboratory, etc.).

The laboratory work is conducted with students, whose number does not exceed half of the academic group. In some cases (requirements for health and safety, limited number of workplaces, etc.) it is allowed to conduct the laboratory work with a smaller number of students.

The stages of laboratory work are: preliminary testing of the readiness of students to perform specific laboratory work; performing specific tasks according to the proposed topics; drawing up an individual report; evaluation of the results of students' work by a teacher.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 30
	<i>Regulation on the organization of the educational process</i>		Version 10

In the case of performing laboratory work, which may be dangerous for the health and life of the students, a mandatory part of preparing for and performing the given work is a safety briefing and monitoring the observation of the safety rules.

2.2.3. **Practical session** is a type of academic studies where the teacher organizes a detailed examination of certain theoretical foundations of a specific academic course by students and teaches the students how to master the skills aimed at implementing these foundations into practice. During this session, students perform their individual assignments based on the goals set.

The main didactic purpose of the practical session is to broaden, deepen and detail, scientific/scholarly knowledge obtained by students at lecturers and in the process of self-directed learning and aimed at improving the level of mastering the learning materials, developing skills, developing scientific thinking and oral speech of students.

The topic and plans of practical sessions with the list of suggested reading are communicated in advance to the students.

The list of topics and content of practical sessions are determined by the steering document of the academic course.

Practical session is usually conducted in an academic group. As for special academic courses, based on the peculiarities of studying them and safety rules, it is allowed to divide the academic group into subgroups.

To hold the practical session, the teacher prepares the relevant teaching materials: tests to identify the level of mastering the required theoretical provisions by students; a set of practical tasks of various difficulty level to be performed by the students in the classroom and the required didactic materials.

According to the syllabus for practical sessions, the students learn the lecture materials and suggested reading on the relevant topic independently, prepare, if necessary, the required didactic materials and perform their home tasks.

The quality of preparation of students for the practical session and their participation in performing practical tasks are evaluated by the teacher and taken into account when giving a final grade in this academic course.

2.2.4. **Seminar class** is a type of academic studies where a teacher organizes discussions with students about the issues on the topics defined previously by the steering document of the academic course.


Seminar classes are held in the form of a conversation (proseminar), review and discussion of term papers and reports/presentations, or other discussions.

A special type of seminar class is a specialized seminar held for majors and courses of the areas of study in the last year of studies. It is aimed at combining theoretical training of future professionals with their participation in research.

The seminars contribute to the development of the creative independence of the students, strengthen their interest in science and research, cultivate teaching tact, develop a speech culture, public speaking skills and skills of participation in discussions.

The seminar class is held in an academic group.

Holding a seminar class requires the teacher to summarize the discussion of the topic and evaluate the participation of students in it.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 31
	<i>Regulation on the organization of the educational process</i>		Version 10

The students' participation in seminars is taken into account when giving a final grade in the relevant academic course.

2.2.5. **Individual work** is a form of organization of the educational process and includes conditions for the fullest possible implementation of creative talents of the students who have shown their special abilities in studies and their talents to perform research and creative activities.

As a rule, individual work is performed during the extracurricular time according to an individual schedule drawn up by a department, taking into accounts the students' needs and talents. The individual work includes reference papers, calculation works, graphic works, term and qualifying papers, etc. Individual work during freshman years is mainly aimed at in-depth study of individual academic courses by students, individual work during senior years is research-based and includes the student's direct participation in research and other creative tasks.

Individual work is performed by students independently under the supervision of teachers. As a rule, individual work is performed individually by each student. In cases where the tasks are qualification-based, they may be accomplished by several students, including those studying within different specialties.

Individual work in a specific academic course is performed according to an individual schedule. Head of a department is responsible for meeting the schedule.

2.2.6. **Consultation** is one of the types of academic studies. It is intended to provide the student with answers to specific theoretical or practical issues, as well as to explain certain theoretical provisions or aspects of implementing these provisions into practice.

Consultations during the semester (ongoing consultations, semester consultations) are held according to the schedule approved by the department, and prior to a test or an examination approved by the Vice Rector.


The consultation may be individual or held for an academic group or a cohort of students. It depends on whether the teacher advises the students on issues related to individual tasks (term or diploma paper), or on theoretical issues of an academic course or certain aspects of implementing these issues into practice.

The timeframe for consultations at the University is determined according to the time limits for calculating and accounting training activities approved according to the existing laws and is included in teaching loads.

2.2.7. **Term paper** is a type of individual tasks of research, creative activity or design engineering. The term paper is aimed not only at deepening, generalizing and consolidating the students' knowledge of a new academic course, but also at applying this knowledge when performing a specific professional task and developing skills of independent work with training and research literature, computers, laboratory equipment, using modern information tools and technologies.

During his/her studies at the University, each student writes 2-4 term papers in specific courses, the number of which is determined by the curriculum.

The purpose of the term paper is to deepen the theoretical knowledge obtained during learning a specific course, and to develop skills of implementing this knowledge into practice.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 32
	<i>Regulation on the organization of the educational process</i>		Version 10

Writing a term paper includes self-study a phenomenon, process, etc., highlighting various aspects, showing the relationship of the given phenomenon with other phenomena.

When writing term papers in the courses of the cycle of professional training, the student should demonstrate theoretical knowledge and, above all, practical skills of solving specific problems in the relevant field of activity.

The list of topics of term papers is developed for each academic year by a teacher, who delivers the course of lectures in the given academic course, and approved at the meeting of a department. When developing topics, the learning outcomes to be achieved within a specific study program are taken into account.

As a rule, the number of topics of term papers cannot be less than the number of students in an academic group.

During the first two weeks of the semester which includes writing a term paper, a lecturer introduces students to the procedure and conditions of writing a term paper, and distributes the topics of term papers to the students. The students have the right to choose freely a topic of the term paper from the list proposed by a department. The students may also propose their own topics.

In addition to the above, the lecturer also determines topics for those students who are absent at this time in the class, and instructs a manager of the academic group to communicate the relevant information to the absent students. In the future, the lecturer is obliged to check whether these students received the topics of their term papers.

At the initiative of a student and with the consent of a teacher, the student may change the topic of his/her term paper to another one (from the teacher's list, if there are free topics left, or by making certain adjustments in defining the topic received).

When informing the students about the procedure and conditions of writing a term paper, the teacher should, in particular, specify a date – the deadline for submission of the term paper to the department (for example, "the term paper is to be submitted to the department not later than May 15"). All teachers who are supervisors for term papers set the same date.

The supervisors for term papers are determined according to the teaching loads. At the same time, the term papers are to be supervised by the lecturer and the teachers who conduct practical sessions in the given course. In some cases, other teachers may be the supervisors for the term papers together with the above-mentioned teachers.

The lecturer is the main responsible person, who organizes and supervises the process of writing term papers by students, coordinates the work of other teachers who are supervisors for the term papers.


The total volume of a course paper should be 25-30 pages (A4 paper size) typed on a computer (1.5 line spacing, font size 14).

The first page of the paper is to be a cover page (Appendix B).

The second page shows the paper's plan (contents) indicating the page number – the beginning of each structural element of the paper.

All pages of the text should be numbered starting with the second page (the first page is considered to be the cover page).

The structural elements of the term paper should be introduction, sections and subsections (paragraphs), conclusions and references.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 33
	<i>Regulation on the organization of the educational process</i>		Version 10

The recommended number of sections is 2-4, the recommended number of subsections (paragraphs) is 2-3 for each section.

In the Introduction (1-2 pages), a student defines the relevance of the topic of the term paper, defines the purpose and sets the main objectives of the term paper.

The main sections of the paper analyze various aspects of the problem considered in the term paper, provide data, calculations that confirm certain conclusions. In addition, the author should make a reference to the source of the data he/she uses in his/her paper.

Considering various aspects of the problem should be logical.

In the Conclusions (about 2 pages), the student should summarize the main results of the analysis, while the content of the conclusions should correspond to the paper's purpose and main objectives set in the Introduction.

The references should include the sources used by the students when writing the term paper and which were referenced in the paper's text. These sources are presented alphabetically or in the order they are referenced in the paper.

The term paper is written during the semester. The recommended deadline for submitting the term paper to the department is not later than 2 weeks before the end of the academic semester. The student's failure to meet this deadline does not give grounds for the department not to accept the student's term paper.

The term paper submitted to the supervisor (in a booklet) is registered in a special journal.

In addition, the supervisor specifies the date of receipt of the paper and puts his/her signature on the term paper's cover page.

The term paper is reviewed by the teacher within 5 (five) working days from the date of receipt of the paper (in special cases, within 7 (seven) days). The registration mark on receipt and return of the paper is put in the registration log.

According to the results of the review, the reviewer writes on the paper's cover page the following: "Review – _____ (number of points). The paper is ready for its defense. Date. Signature" or: "Review: further work on the paper is required. Date. Signature".

The reviewer puts his/her comments on the term paper on the back of the cover page. In the case where the grade is in the range of 35-40 points, the reviewer may put no written comments on the paper.


The course paper evaluated negatively by the reviewer is returned to the student for further work and then re-submitted to the department.

Before submitting the given paper to the reviewer, a teacher writes on the cover page the following "After performing the further work", puts the date of receipt of the paper and his/her signature.

The term paper is defended only if it is positively evaluated according to the review results. The date of defense is determined by the term paper's supervisor in agreement with the lecturer. The latter determines the composition of the Board for Defense.

The term papers are defended prior to taking an examination in a specific course (as a rule, before the examination period starts). The students who have not defended their term papers are not eligible to take examination in the given course.

The defense procedure includes asking questions to the student on the topic of his/her term paper. The main objective of the defense procedure is to reveal the true level

	Alfred Nobel University	Code	Page 34
	Regulation on the organization of the educational process	III-551-047	Version 10

of the student's independence in writing a term paper and the depth of his/her understanding of the issues stated in the term paper.

After conducting the defense procedure for the term papers, the teacher submits the papers to the department and makes the relevant records in the registration log.

The maximum number of points for evaluating a term paper is 100 points. This number includes the following:

- grade based on the review results – maximum 60 points (in case of re-submission of the paper after performing the further work – maximum 36 points);

- grade based on the defense results – maximum 40 points.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The results of the 100-point grading scale are converted into 4-point grading scale according to the paragraph 2.4. of this Regulation.

The teacher records grades in the grade report sheet according to the requirements of the ECTS system.

A student should repeatedly write a term paper on a new topic if his/her total final grade is “Fail”, F.

The student should repeatedly defend his/her term paper:

- a) if his/her total final grade is “fail”, FX;

- б) if he/she receives less than 24 points according to the defense results.

However, the teacher may not give more than 24 points for the repeated defense (without taking into account a review).

The total grade for the term paper is fail regardless of the number of points credited according to the review results, if a student receives *between 0 and 24 points* according to the defense result.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

Term papers are stored at the departments for one year. After expiring the storage period, these papers are shredded, which is certified by the relevant document (formal note).


2.2.8. Qualifying paper is an individual task of research, creative activity or design engineering. This task is performed by a student at the final stage of his/her professional training and is a form of testing theoretical and practical knowledge, the skills of applying this knowledge to perform specific research, technical, economic, social and production tasks.

The topics of qualifying papers are determined by degree-granting departments.

The academic supervisors for qualifying papers are usually appointed from among professors and associate professors and, in some cases, from among the most qualified and experienced teachers.

In cases where the qualifying paper is applicable in nature, writing this paper may be supervised by highly qualified professionals in the relevant field.

A student has the right to propose his/her own topic of a qualifying paper by justifying the usefulness for writing a qualifying paper on the proposed topic. In such cases, the preference is given to the topics which advance the research findings the student obtained in his/her term paper, or which are directly related to the graduate's future professional activity.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 35
	<i>Regulation on the organization of the educational process</i>		Version 10

The stages of writing a qualifying paper, requirements for documenting and evaluating the given paper are presented in the paragraph 2.5.4 of this Regulation.

Qualifying papers are submitted to the University's archive within 3 days after the last meeting of the Examination Board for Administering the Defense of Qualifying Papers.

After expiring the storage period, these papers are shredded, which is certified by the relevant document (formal note).

2.2.9. ***Self-directed learning*** is the main means of mastering a learning material by a student during a time free from compulsory training.

The study time allocated for the student's self-directed learning is regulated by the curriculum (the existing curriculum) and should be not less than 1/2 and not more than 2/3 of the total study time allocated for studying a specific academic course.

The ratio of the volume of classroom training to the volume of self-directed learning of students is determined, taking into account the specifics and content of a specific academic course, the academic course's place, importance and didactic purpose in implementing a study program, as well as the percentage of practical sessions, seminar classes and laboratory works in the educational process.

The content of self-directed learning of a specific academic course is determined by the steering document of the academic course and the teacher's guidelines.

The student's self-directed learning is supported by all teaching and learning resources required for studying a specific academic course or topic: textbooks, study guides, lecture notes, study and laboratory equipment, computers, etc.

Students are also advised to handle independently the relevant academic literature and periodicals.

The teaching materials for the student's self-directed learning should also include various tests and examinations.

The student's self-directed learning aimed at mastering a learning content of a specific academic course may be implemented in a library, study rooms and laboratories, computer labs, as well as at home.


The teacher determines the scope and content of self-directed learning, coordinates it with other types of educational activities, develops guidelines for continuous and summative assessment, analyzes the results of self-directed learning of each student.

The student's self-directed learning may be supervised by a teacher or other professional of a higher educational institution. Such cooperation is sometimes necessary, in particular, when organizing the student's self-directed learning, using unique equipment, complex systems of access to information (computer databases, computer-aided design, etc.).

The University creates for a student all the conditions required for successful self-directed learning, as well as provides him/her with the required teaching aids (academic literature, laboratory equipment, computers, etc.).

2.2.10. ***Internship*** is an integral part of the process of training professionals and is held at appropriately equipped host institutions.

The purpose of the internship is to develop the student's professional skills of making independent decisions under the conditions of specific production, to develop

	<i>Alfred Nobel University</i>	Code III-551-047	Page 36
	<i>Regulation on the organization of the educational process</i>		Version 10

practical skills in the chosen specialty, to deepen knowledge about modern technologies and equipment of enterprises and about the enterprises' existing regulatory framework, to reduce the time for adapting graduates in positions at their primary places of employment.

Types and scopes of internships are determined by the study program (educational and professional program, academic program) for training of professionals, which is reflected accordingly in the curricula and schedules of the educational process.

The internship's content is determined by the internship's program.

According to this Regulation, the University's departments develop and approve independently the documents regulating the organization of the students' internships, taking into account the specifics of training of students.

Enterprises (organizations, institutions) of various fields of economic activity, science, education, health care, culture, and state administration, as well as companies located abroad may be host institutions for internships.

Activities related to the organization of internships are determined by order of the Rector of the University.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

2.2.10.1. *Types and content of internship.* Depending on a specific specialty (area of study) of students, the main types of internship may be the following:

- instructional practice (excursion-based, introductory practical training, computer-based, educational, etc.);
- work placement (introduction to the specialty, technological practical training, merchandising and technological practical training, economic practice, legal practice, organizational and management practice, accounting and analytical practical training, integrated practical training in a specialty, computer-based practical training, etc.);
- pre-graduation internship.

The instructional practice's objective is to introduce students to the specifics of the future specialty, to ensure the students' mastery of primary skills in the courses of professional and practical training.


The purpose of work placement is to consolidate and deepen the theoretical knowledge obtained by the students when studying a certain cycle of theoretical courses, practical skills in a specialty, as well as to collect facts for preparing term projects (papers).

The students' pre-graduation internship (as a kind of work placement) is the final stage of training and is held in the final year of study in order to summarize and improve the student's knowledge and practical skills, to gain professional experience and to prepare the students for independent labor activities, as well as to collect materials for diploma projects.

Types of internship in each specialty, their duration and timeframes are determined by the curriculum.

The content and the sequence of internships are determined by the cross-cutting program developed by the department according to the curriculum.

The program sets out specific recommendations for the types and forms of evaluating the level of knowledge and skills obtained by the students at each workplace.

	Alfred Nobel University	Code III-551-047	Page 37
	Regulation on the organization of the educational process		Version 10

These requirements are collected in the in cross-cutting program – the main academic document for internships.

The cross-cutting program of internship is approved by the University's Rector. The content of the cross-cutting program should meet the regulatory legal documents of Ukraine on the students' internships and the specialty's curriculum. The steering documents of the relevant types of internship are developed on the basis of this program. The steering document on internship is approved by the Vice Rector for Quality Assurance in Higher Education.

(as amended by the decision of the Academic Council of 20.10.2016 minutes No. 8)

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

In addition to internship's cross-cutting programs and steering documents, the departments may develop other academic documents that will contribute to achieving the high quality of students' internships.

2.2.10.2. *Host institutions for internships.*

The internship of the University's students is held at enterprises, institutions, organizations, that is, host institutions that ensure implementing the program for the relevant academic levels.

When training professionals within performance contracts with enterprises (organizations, institutions), the host institutions for internship are envisaged in these contracts.

The instructional practice for mastering professional skills may be held at the training centers and structural subdivisions (departments, offices, centers, etc.) of the University.

If training of professionals at the University is conducted by the order of individuals, then they find and make arrangements with the host institutions for internship on their own (taking into account all the requirements of the cross-cutting program and the given Regulation).


The host institutions are determined by the administration of the University's departments on the basis of direct contracts with enterprises (organizations, institutions), regardless of their legal forms and forms of ownership.

Students may independently select a host institution for the internship for themselves and propose it for using in agreement with the department's administration.

The host institutions for internship for foreign students are envisaged in the relevant contract for training of professionals and may be located both in the territory of customer countries and within Ukraine.

Foreign students receive the internship's program and individual tasks, make a report in the manner prescribed by the department. When passing their internships in Ukraine, foreign student adhere to the given Regulation.

The University's students have the right to pass their work placement abroad at enterprises, organizations, educational institutions or at other relevant partner organization. To ensure academic mobility, both partners should have the Erasmus Charter for Higher Education provided by the European Commission. To ensure the work placement at an enterprise, the host partner should have the extended Erasmus Charter (that is, the Charter covering the rights and obligations regarding the work placement).

	<i>Alfred Nobel University</i>	Code III-551-047	Page 38
	<i>Regulation on the organization of the educational process</i>		Version 10

The departments are provided with the information on the opportunities for students' internships abroad by the University's International Department. All issues regarding the procedure for organizing and holding students' internships abroad are solved operationally by the head of the department and the head of the University's International Cooperation Department.

(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

2.2.10.3. Organization of internship.

The responsibility for organizing and holding internships is undertaken by the Vice Rector for Quality Assurance in Higher Education.

The general academic guidance of internships is performed by the University's departments.

The direct academic guidance and implementation of the internship's program are ensured by the relevant degree-granting departments.

There are the following organizational measures that ensure preparing and the procedure for implementing internships:

(The subparagraph is removed by the decision of the Academic Council of 20.10.2016 minutes No. 8)


- development of internship programs for students studying within various specialties (areas of study);
- determining host institutions for internship;
- distribution of students by the hosts institutions for internships;
- concluding contracts on students' internships between the University and an enterprise, organization, institution;
- appointment of department supervisors for internships;
- assigning the topics of individual tasks for an internship;
- preparation of the forms of reporting documentation on the results of an internship.

The main organizational and methodological document regulating the activities of students and department supervisors/host institutions' supervisors of the internship is a cross-cutting internship's program.

The internship programs should meet the requirements of industrial standards of higher education, take into account the specifics of the specialty and reflect the latest achievements of science and production. Therefore, they should be reviewed and refined at least once every two years. The development and publication of internship programs for new specialties and areas of study are implemented no later than one semester before its commencement.

As a rule, the internship programs should include the following main sections:

- the internship's objectives and tasks;
- organization of the internship;
- the internship's content;
- individual tasks;
- requirements for the report on the internship;
- summarizing the internship;
- the students' feedback on the host institution for the internship.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 39
	<i>Regulation on the organization of the educational process</i>		Version 10

In addition, the sections of the internship program may include the guidelines (recommendations) on the internship, a list of literature and documentation required, excursions during the internship and other activities that contribute to the consolidation of knowledge acquired during studies.

An individual task is developed by the department supervisor and is issued to each student. The content of the individual task should take into account specific conditions and capabilities of an enterprise (organization, institution), meet the needs of production and at the same time meet the objectives and tasks of the educational process. In addition, the individual task should meet the abilities and theoretical training of students.

The enterprises (organizations, institutions) used as host institutions for internships should meet the following requirements:

- availability of structures corresponding to the specialties and areas of study, within which professionals are trained at the University;
- capability of highly qualified management of the students' internships;
- ability to provide the students with workplaces during their internships;
- providing the students with the right to use a library, laboratories, instruction and other manuals required for implementing the internship program;
- capability of further employment of the University's graduates.

Prior to the start of the internship, the students should receive a pre-internship briefing delivered by the Department Supervisor from the Department of Occupational Safety and Health. This will be evidenced by the relevant records in the grade report sheet and personal signatures of the student and department supervisor.


At the beginning of the internship at an enterprise, organization or institution, the students should receive introduction and pre-internship briefing, read and understand the internal regulations of the enterprise, as well as the procedure for receiving documentation and materials.

If the students are assigned for full-time offices during their internships, they are also subject to the labor regulations and the enterprise's internal regulations. The students, who are not assigned for full-time offices, are also subject to the enterprise's internal regulations.

The number of working hours for students during their internship is regulated by the Labor Code of Ukraine and is 24 hours per week for the students aged 15 to 16 and 36 hours for week for the students aged 16 to 18.

The order of the University's Rector on the student's internship determines the following:

- the period and host institution of internship;
- the composition of student groups;
- the department supervisor responsible for preparing and signing contracts on the students' internship, the final report on the results of the internships;
- the University's internship coordinator responsible for the registration of the contracts on the students' internships, summarizing the University's information on the organization and holding internships;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 40
	<i>Regulation on the organization of the educational process</i>		Version 10

- the executive responsible for the overall organization of internships and monitoring the implementation of the internships (Vice Rector for Quality Assurance in Higher Education).

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The University's coordinator for organizing internships performs the following:

- summarizes information on the organization and holding internships at the University's level;

- keeps the registration log for contracts on the students' internships;

- registers the contracts on the students' internships submitted by department supervisors;

- analyzes the departments' reports on the results of internships and draws up a summary of the implementation of the internships;

- monitors the internships, analyzes and summarizes the internships' results;

- summarizes the electronic database of the host institutions for internships, which is provided by the departments at the end of the calendar year;

- may be a member of the commission that receives reports on internships.

The head of the department responsible for organizing and holding internships in specific specialties performs the following:

- prepares the department's draft orders and decisions on the issues of internships;

- manages the teaching materials for internships;

- informs the students on the internship's host institution, timeframes, and forms of reporting;

- determines the host institutions and makes arrangements with them regarding the number of students admitted for an internship;

- concludes agreements on cooperation with the enterprises (organizations, institutions) defined as host institutions for the next calendar year (Appendix B);


- monitors the organization and holding the internship, monitors the implementation of the internship program, as well as monitors taking and passing final tests and drawing up reporting documentation on the results of the internship by the due date;

- appoints department supervisors and ensures, if possible, their visits to host institutions for internships a few days before the start of the internships in order to check whether these institutions are ready to admit students and to introduce the heads of the enterprises (organizations, institutions) to the internship programs;

- organizes coordination meetings of students regarding the issues of internships, involving the department supervisors;

- informs the students on the system of reporting on internships approved by the department, namely: submission of a written report, writing a qualifying paper, documenting the individual task completed, preparing a report, notification, speech, presentation, etc.;

- hears the reports of the department supervisors on holding internships at the department's meeting;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 41
	<i>Regulation on the organization of the educational process</i>		Version 10

- provides the University's internship coordinator with the report on internships with suggestions to improve their organization.

The department supervisor (teacher) performs the following:

- determines the type and timeframes of internships, the number of students for internships, the obligations of the University and the enterprise regarding the organization and holding internships;

- make agreements with the host institutions on the conditions of holding internships and shares the relevant information with the heads of the departments;

- takes part in the distribution of students by the host institutions;

- monitors the development of internship programs;

- develops the topics of individual tasks taking into account the topics determined for qualifying papers (projects);

- agrees with the host institution's supervisor of the internship on individual tasks, taking into account the features of the host institution;

- fills in the forms of contracts on the students' internships with the data on enterprises (organizations, institutions), registers the contract with the University's internship coordinator and submits it for signing to the Vice Rector for Quality Assurance in Higher Education, as well as puts the University's stamp;

(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

- fills in together with the student the cover page and the section "Internship Assignment" in the internship journal (Appendix B.1), submits the internship journal for signing to the head of the department and puts a stamp;

- provides the students with the required documents on the issues of internship;

- ensures performing all organizational activities prior to starting the internships by the students: briefing on the procedure for passing an internship, providing the students passing internships with the required documents (program, contract on the internship in duplicate, internship journal, work schedule, individual task, topics of term and qualifying projects, guidelines for preparing reporting documentation, etc.), the list of which is established by the University;

- ensures that the students arrive at the host institutions in due time;

- monitors the implementation and timeframes of the internship program;


- provides methodological assistance to the students when they perform their individual tasks and collect materials for a qualifying paper;

- monitors the assurance of normal working conditions for students and providing them with the mandatory briefings on the occupational safety and health;

- conducts mandatory consultations on processing and using the collected material for the report on the internship, as well as in the qualifying paper;

- informs students on the procedure for providing the reports on internships;

- takes part in the defense procedure for the students' reports on internships (Appendix B.2) as a member of the board, on the basis of which he/she evaluates the results of the students' internships, certifies the students and puts the grades in the academic record book;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 42
	<i>Regulation on the organization of the educational process</i>		Version 10

- collects the second copies of the contracts on the student's internship, which are signed and include the stamp of the host institution's supervisor and submits these copies to the department for the storage;
- submits the students' reports on internships to the department;
- maintains, updates and submits the electronic database of the host institutions of the relevant department to the University's internship coordinator at the end of the calendar year.

The obligations of the host institutions' supervisors are set forth in specific sections of the contracts on students' internships.


The host institution's supervisor performs the following:

- bears personal responsibility for the internship;
- organizes the internship according to the internship programs;
- determines the places of internship and ensures the highest efficiency of internship;
- organizes briefings on the occupational safety and health for students;
- ensures the fulfillment of the schedules of passing internship at the enterprise's structural subdivisions agreed with the curriculum;
- provides the students passing internship with the opportunity to use the existing literature and required documents;
- ensures and monitors the adherence to the internal regulations by the students passing internship;
- creates for students the conditions required for mastering new techniques, advanced technologies and up-to-date methods of organizing work;
- monitors the adherence to the Labor Code of Ukraine, etc.

If vacancies are available, students may be appointed for full-time positions if these positions meet the requirements of the internship program. At the same time, at least 50 percent of time is spent for general professional training according to the internship program.

When passing their internships, the University's students are obliged to:

- to receive from the department supervisor methodological materials (guidelines, program, contract on the internship in duplicate, internship journal, individual task) and consultations on preparing all the documents required prior to the start of an internship;
- to arrive at the host institution in due time;
- to fulfill in full all tasks provided for by the internship program and the guidelines of the relevant supervisors of the internship;
- to learn and adhere strictly to the rules of the occupational safety and health, workplace hygiene and internal regulations;
- to bear responsibility for the work performed;
- to prepare the reporting documents and pass the final test in the internship in due time;
- to provide in the internship journal a substantiated student's response on the internship (the host institution, working conditions, the opportunity to seek advice, the scope and difficulty level of tasks and their compliance with the student's specialty, etc.).
(*augmented by the decision of the Academic Council of 20.12.2018 minutes No. 9*)

	<i>Alfred Nobel University</i>	Code III-551-047	Page 43
	<i>Regulation on the organization of the educational process</i>		Version 10

The retention period of the reports on the students' internships is one year, the retention period of the department's report on the internship is five years.

(The paragraph 2.2.10.3 was augmented by the subparagraph by the decision of the Academic Council of 20.10.2016 minutes No. 8)

2.2.10.4. The procedure for organizing and passing an internship abroad

The University and the organization, enterprise or educational institution acting as a host institution for an internship should conclude an institutional agreement with each other (Appendix B.3).

The University and the organization, enterprise or educational institution acting as a host institution for an internship should sign with a student, prior to his/her departure, an agreement on internship, specifying the details of the student's scheduled activity abroad, including credits to be received.

The University ensures full academic recognition of the satisfactorily completed activities during the student's mobility period in accordance with the agreement on the internship.

The student receives an academic certificate (transcript) at the end of his/her internship abroad from the host organization, enterprise, or educational institution. It will include the results with the credits and grades achieved. If the work placement was not a part of the normal curricula, the study period will be recorded at least in the Diploma Supplement.

The host organization, enterprise or educational institution should treat the University's student and serve him/her in the same way as the rest of its employees or students.

A student passing his/her internship abroad within the Erasmus program, will have access to the Erasmus University Charter (Appendix B.4) and European Policy Statement of the University and the host organization, enterprise or educational institution.


Student grant or the right to study at the University will be maintained while the student passes his/her internship abroad.

The student passing his/her internship abroad is expected to:

- respect the rules and obligations of the agreement;
- ensure that any changes to the agreement on internship are agreed in writing with both the University and the host organization, enterprise or educational institutions immediately they occur;
- spend the full internship period as agreed at the host organization, enterprise or educational institution including undergoing the relevant examinations or other forms of assessment, and respect its rules and regulations;
- write a report on the internship period abroad when the student returns and provides feedback which is requested by the University, the European Commission or the National Agency.

If during his/her internship abroad the student has a problem, he/she should:

- identify the problem clearly and check his/her rights and obligations;
- contact his/her coordinator (department supervisor, the University's International Department) and use the formal appeals procedure of the University if necessary;

	Alfred Nobel University	Code	Page 44
	Regulation on the organization of the educational process	III-551-047	Version 10

- If the student remains dissatisfied, he/she should contact the head of the relevant University's department.

2.2.10.5. *Summarizing the internship.*

After completing the internship period, the students report on the implementation of the program and individual task.

The form of the student's reporting on the internship is submitting a written report signed and evaluated directly by the host institution's supervisor of the internship.

The written report together with other documents prescribed by the University (internship journal, performance review, etc.) is submitted for review to the department supervisor.

The report should include details of the student's implementation of all sections of the internship program and individual task, conclusions and proposals, references, etc. The report is prepared according to the requirements specified in the internship program.

The report is defended by the student before the board appointed by the head of the department. The Board consists of the University's internship coordinator, department supervisor, teachers and (if possible) the host institution's supervisor.

The board administers the final test according to the ECTS system.

A student who has not completed the internship program without good reason is expelled from the University.

If the internship program is not completed by the student for good reason, the University provides the student with the opportunity to pass the internship repeatedly. The opportunity to pass the internship repeatedly is also provided to the student who earned an unsatisfactory grade during the final test.

The result of the final test in the internship is recorded in the examination-and-test register and in the student's academic record book, including the signature of the department supervisor.

The results of each internship are discussed at the meeting of the department, and the total results of the internship are summarized at the meeting of the Academic Council (meeting of the Rectorate) of the University at least once per academic year.

The responsibility for organizing and holding students' internships is undertaken directly by the head of the department. The guidelines for and implementation of the internship programs are ensured by the relevant departments. The general organization and monitoring of the students' internships is conducted by the department supervisor.

2.2.11. *Control of knowledge and skills.*


The most common types of assessing the student's knowledge at the University are:

- continuous (formative) assessment;
- summative assessment;
- assessment of retained knowledge (delayed assessment, post-certification monitoring of knowledge and skills obtained);

(augmented by the decision of the Academic Council of 20.10.2016 minutes No. 8)

- certification.

The continuous assessment is conducted in order to check the level of students' knowledge at the stage of initial learning of the study material; as well as to create a reliable system for managing educational and creative activities for mastering the course's

	Alfred Nobel University	Code	Page 45
	Regulation on the organization of the educational process	III-551-047	Version 10

content. The main forms of assessment are: didactic and business games, seminar classes in active form, training sessions, testing, drawing up and doing course-related crossword puzzles, participation in quizzes, academic circles, conferences, etc.

The formative assessment evaluates the students' knowledge and skills based on the learning outcomes of specific training modules (units) or topics of an academic course. The forms of formative assessment are: modular control (module test), midterm examination, etc.

The most important step in assessing the students' knowledge is *the summative assessment* in the form of examinations and tests.

The assessment of retained knowledge (delayed assessment, post-certification monitoring of knowledge and skills obtained) is used to test the students' final knowledge (after a certain time after the examination or test), as well as to determine the effectiveness of the use of didactic tools and directions for improving the educational process.

(augmented by the decision of the Academic Council of 20.10.2016 minutes No. 8)

As a rule, the delayed assessment is conducted at the University during comprehensive tests.

Certification is the establishment of compliance of the students' learning outcomes (research or creative activity) with the requirements of the study (academic, educational and creative) program and/or the requirements of the program of the unified state qualification examination.

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. 1)

The frequency and timeframes of conducting tests and examinations are determined by the curricula (the existing curricula), and the forms of their implementation are determined in the academic course's steering document.

If the student is trained under the individual curriculum, he/she may be provided with an individual schedule of tests and examinations.

The final test eligibility criteria for students are regulated by the paragraph 2.4.3. of this Regulation.


2.2.12. Examination period is a period of summarizing the academic work of students during the semester. The examination period's duration and schedule are determined by the curriculum (the existing curriculum). During the examination period, examinations are held according to an individual schedule approved by the Vice-Rector. The interval between the examinations, if required by students for self-study, should be at least 3-4 days. Before each examination a mandatory consultation is to be held.

An examination is held in written form, including the opportunity to use electronic assessment systems. The time and venue for holding the examination may be changed only in agreement with the Student Office.

(augmented by the decision of the Academic Council of 20.10.2016 minutes No. 8)

The timeframe for informing the students and teachers about the schedule of examinations: no later than one month before the start of the examination period. The Student Office provides the schedule of examinations to the departments in order to introduce it to the teachers and students.

Taking examinations outside the examination period is allowed for good reasons (illness, family circumstances, business trips, etc.) that are documented. The students who

	Alfred Nobel University	Code III-551-047	Page 46
	Regulation on the organization of the educational process		Version 10

studied according to the individual schedule may take examinations outside the examination period as well.

The results of the examinations and tests are recorded in the examination-and-test register, student's academic record book and academic student card.

The aggregate data of the students' performance are submitted to the Examination Board during the certification of the University's graduates.

The procedure for liquidation of academic deficiencies is regulated by a special order of the rector and the paragraphs 2.4.7. and 3.3.3. of this Regulation.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The conditions for improving the students' grades are regulated by the paragraph 2.4.5. of this Regulation.

Retaking an examination is allowed no more than two times: for the first time, the examination is administered by a teacher, for the second time, the examination is administered by the board created by the relevant department.

If the student does not appear for retaking the examination, the procedures regulated by the paragraph 2.4. of this Regulation are applied.

Portfolio is a way of recording, accumulating and evaluating the individual achievements of the student for a certain period of his/her studies; a collection of papers and results demonstrating his/her efforts, progress and achievements in various fields.

Each student may keep a portfolio to record his/her achievements. Keeping a portfolio is regulated by a specific Regulation.

2.2.13. *Distance learning*

Distance learning is the individualized process of mastering knowledge, skills and methods of human's cognitive activities. This process is implemented mainly through the indirect interaction of remote participants in the educational process in a specialized environment that operates on the basis of modern psychological and pedagogical, as well as information and communication technologies/techniques.


The purpose of distance learning is to provide educational services by applying modern information and communication technologies in the study process at certain academic levels according to the state standards of education; within the pre-university training programs, programs for training of foreigners and professional development of employees.

The objective of distance learning is to provide citizens with the opportunity to exercise their constitutional right to obtain an education and professional qualification, to raise their qualification according to their talents regardless of gender, race, nationality, social and property status, occupation or form of employment, worldviews, belonging to political parties, religious beliefs/denomination, health grounds, and place of residence.

In this Regulation, the terms and concepts for distance learning are described as the following definitions:

Asynchronous mode is the interaction between the subjects of distance learning, during which the participants interact with each other with time latency, using e-mail, forum, social networks, etc.;

Web-based resources of academic courses (programs), including distance courses, - is a systematic collection of information and teaching materials required for mastering

	Alfred Nobel University	Code	Page 47
	Regulation on the organization of the educational process	III-551-047	Version 10

academic courses (programs), which are accessible via the Internet (LAN) with the help of a web browser and/or other software available to users;

Web environment of distance learning is a systematically organized set of web-based resources of academic courses (programs), software for managing web resources, tools of interaction between the subjects of distance learning and management of distance learning;

Distance mode of learning is a form of organization of the educational process at the University, which supports the implementation of distance learning and provides for the graduates' opportunity to receive documents certifying the relevant academic level;

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. 1)

Information and communication technologies of distance learning are technologies for creating, accumulating, storing and providing access to web-based resources (electronic resources) of academic courses (programs), as well as for ensuring organization and support of the educational process with the help of specialized software, as well as information and communication tools, including the Internet;

Psychological and pedagogical techniques of distance learning are a system of tools, techniques and steps, the consistent implementation of which ensures the fulfillment of the tasks aimed at teaching and developing an individual;

Synchronous mode is an interaction between the subjects of distance learning, during which all participants use simultaneously the web environment of distance learning (chat, audio/video conference, social networks, etc.);

System for managing web-based resources of academic courses (programs) is software for creating, storing, accumulating and transferring web-based resources, as well as for providing the subjects of distance learning with authorized access to these web-based resources;

System for managing distance learning is software designed to organize the educational process and monitor the learning process through the Internet and/or LAN;

Subjects of distance learning are persons who study (student, participants in courses), and persons who ensure the educational process for distance mode of learning (academic staff, etc.);

Technologies/techniques of distance learning are a set of educational technologies/techniques, including psychological and pedagogical techniques and information and communication technologies, which provide the opportunity to implement the process of distance learning.


Implementation of distance learning

The decision on the use of the technologies/techniques of distance learning in the educational process is made by the Academic Council of the University.

(revised by the decision of the Academic Council of 20.10.2016 minutes No. 8)

Training, professional development (postgraduate studies) of personnel within the distance mode of learning is implemented at the University according to the licensed, accredited (certified) specialties.

The study period of students and participants in courses within the distance mode is established by the University and should be not less than full-time study mode for the relevant academic levels and specialties.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 48
	<i>Regulation on the organization of the educational process</i>		Version 10

The number of students, participants in courses studying within the distance mode is determined by the decision of the University's Academic Council, within the licensed scope of training (professional development, area of study) by the extramural form of study and/or within the licensed scope of pre-university training, training of foreigners.

(The subparagraph is removed by the decision of the Academic Council of 20.10.2016 minutes No. 8)

The web-based resources used at the University to support the process of distance learning should be reviewed annually by the experts of the IT-Center.

(The subparagraph is removed by the decision of the Academic Council of 20.10.2016 minutes No. 8)

Features of organizing the process of distance learning

The process of distance learning is implemented in the following forms: academic studies, practical training, self-directed learning, tests and examinations.

The main types of academic studies are: lectures, seminar classes, practical sessions, laboratory work, consultations, etc.

Lectures, consultations, seminar classes are held remotely with the students (participants in courses) in synchronous or asynchronous mode according to the curriculum.

Receipt of teaching materials, communication between the subjects of studies during the classes held by the distance mode of learning is ensured by the transmission of video-, audio-, graphic and text information in synchronous or asynchronous mode.

Practical session, which includes performing practical (control) works, is implemented remotely in asynchronous mode. Some practical tasks may be performed in synchronous mode, which is defined by the steering document of the academic course.

Laboratory work is performed in the intramural form in specially equipped university laboratories or remotely, using the relevant virtual simulators and laboratories.

The other types of academic studies may include business games, group projects, etc. These types of academic studies may be implemented in the intramural form or remotely in synchronous or asynchronous mode, which is defined by the steering document of the academic course.

Tests and examinations in a specific academic course within the distance mode of learning include formative (course-related, modular), summative assessment of knowledge and skills mastered by students, participants in courses in the learning process.


Tests and examinations in specific academic courses stipulated by the curriculum are implemented remotely, using information and communication technologies, provided that the authentication of students is ensured. The results of the continuous and semester assessment are stored in electronic form and duplicated in paper form.

The certification of students is implemented according to the clause 6 of the Higher Education Act of Ukraine and the paragraph 2.5 of this Regulation.

Ensuring distance learning

A. *The methodological support* of distance learning includes:

- guidelines (theoretical and practical) for the development and use psychological and pedagogical techniques and information and communication technologies of distance learning;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 49
	<i>Regulation on the organization of the educational process</i>		Version 10

- criteria, tools and systems for monitoring the quality of distance learning;
- details, didactic and methodological filling of web-based resources (courses for distance learning) of the curriculum / training program.

The program's web-based resources may consist of:

- guidelines for students, participants in courses regarding the learning scenario, use of web-based resources, sequencing of tasks, features of real-time testing, etc.;
- documents for planning the educational process (steering documents, syllabi);
- electronic libraries:
 - video and audio recordings of lectures, seminars (discussions);
 - multimedia lecture materials created on a modular basis;
 - terminological dictionary;
 - practical tasks with guidelines for their fulfillment;
 - virtual laboratory works with guidelines for their fulfillment;
 - virtual simulators with guidelines for their use;
 - sets of test tasks for:
 - self-assessment;
 - testing with automated verification of results;
 - testing verified by a teacher;
 - bibliography;
 - course for distance learning that combines the above-mentioned program's web-based resources with a unified pedagogical scenario.

According to the teacher's pedagogical scenario, the program's web-based resources may be combined into courses for distance learning or used as individual elements.

To provide distance learning, the University may create its own web-based resources or use third-party web sites (legal entities or individuals) on a contractual basis.

Access to the program's web-based resources must be authorized, which requires a process of user authentication and authorization. The levels of access to the web-based resources are determined by the roles of users in the educational process (students, academic staff, administration, engineers and technicians, support staff).

B. System and technical supply of distance learning includes:

- *hardware* (personal computers, networking equipment, uninterruptible power supplies, servers, video conferencing equipment, etc.) that ensure the development and use of educational web-based resources, management of the learning process and the required types of educational interaction between the subjects of distance learning in the synchronous and asynchronous modes;
- *information and communication supply* with the channel bandwidth providing all the subjects of distance learning of the educational institution round-the-clock access to web-based resources and web services for implementing the educational process in the synchronous and asynchronous modes;
- *general and special software* (including software for people with special needs) that should be licensed or created on the basis of open source software.

2.3. PROCEDURE FOR ELECTING COURSES

2.3.1. *General approaches*

To implement the autonomous principles of organizing the educational process and provide the students with the opportunity to form their own trajectory of studies, the University implements a system for delivering elective courses.

The student's own election of academic courses becomes his/her individual study program, which is an important factor of satisfying his/her own information requests and improving himself/herself as a future professional.

Student forms his/her set of elective courses, taking into account the needs of the labor market, his/her own needs and interests in the future professional activity.

The cycle of elective courses includes the courses that are offered and will be taught by the relevant University's department.

According to the curriculum, elective courses make up 25% of study time measured in credits.

Elective courses are divided into two units:

- unit of professional and practical training, which allows to deepen the area of study;
- unit of interdepartmental courses offered at the University, which helps students to develop their general theoretical knowledge and to broaden the students' outlook within the framework of free creative learning.

Each student seeking for Bachelor's and Master's degree selects elective courses that are compulsory for study.

If the student has not completed an electronic application for the elective course that he/she wishes to master within the prescribed time limit without good reason, he/she is automatically distributed to the already formed groups for studying elective courses with the least number of students.

If the student refused willfully to master the course he/she had elected, it is considered to be an academic deficiency.

2.3.2. *Structure of elective courses according to the curriculum*

Elective courses are delivered at Alfred Nobel University starting from the first year of study. The curriculum regulates the amount of time in ECTS credits allocated to elective courses and the form of summative assessment.

The minimum amount of elective courses for a Bachelor's program (study period is 4 years) is 60 credits, for a Master's program – 22,5 credits.

The form of summative assessment for elective courses is a final test or examination.

(augmented by the decision of the Academic Council of 20.10.2016 minutes No. 8)

2.3.3. *Procedure for electing courses by students*

2.3.3.1. *The procedure for electing courses of humanities and fundamental sciences:*

No.	Procedure	Responsible person	Deadline
1	2	3	4



1.	Providing the Didactics Department with the list of elective courses divided into semesters for the next academic year (Appendix Д). and annotations of the proposed courses (Appendix Д.1)	Heads of degree-granting departments	Until April 1, <i>as amended by the decision of the Academic Council of 23.02.2017 minutes No. 1)</i>
2.	Drawing up the general list of elective courses as a whole at the University and submitting it to the departments	Head of Didactics Department	Until April 20, <i>as amended by the decision of the Academic Council of 23.02.2017 minutes No. 1)</i>
3.	Drawing up questionnaires and general list of annotations of elective courses for posting on the website http://conf.duep.edu/	Head of Didactics Department	Until September 25
4.	Drawing up a schedule of online questioning of students	Head of Didactics Department	The last week of September
5.	Posting questionnaires and annotations of elective courses on the website http://conf.duep.edu/ for the first stage of questioning of students	Head of IT-Center	The last week of September
6.	Informing departments about the start and period of questioning students, Informing students about the start and period of questioning	Head of Didactics Department, heads of degree-granting departments	First week of October
7.	Online questioning of students on the website http://conf.duep.edu/ regarding elective courses for the next semester	Heads of degree-granting departments	The first and second weeks of October
8.	Primary processing of data and drawing up the list of academic courses	Head of Didactics Department	The third week of October
9.	Drawing up questionnaires with the list of elective courses for the second stage of questioning	Head of Didactics Department	The third week of October
10.	Posting questionnaires of elective courses on the website http://conf.duep.edu/ for the second stage of questioning of students, Holding the second stage of online questioning of students (<i>augmented by the decision of the Academic Council of 20.10.2016 minutes No. 8)</i>	Head of IT-Center, heads of degree-granting departments	The fourth week of October
11.	Final processing of data and forming groups of students for academic courses	Head of Didactics Department	The first week of November
12.	Preparing the Order on drawing up an individual curriculum of a student by enabling students to elect courses and by forming the contingent of groups for elective courses	Head of Didactics Department	The first week of November
13.	Adjusting the planned teaching load,	Head of Didactics	The first week of November

	taking into account elective courses	Department, heads of degree-granting departments	
14.	Scheduling the syllabi for the next semester, taking into account elective courses	Head of Student Office	November-December
15.	Adjusting the contingent of groups, syllabi and teaching loads based on the students' applications	Head of Didactics Department, heads of degree-granting departments	During the first week of teaching
16.	Monitoring the fulfillment of the curriculum for elective courses by students	Heads of degree-granting departments	During the first week of teaching
17.	Drawing up grade report sheets for elective courses according to the order on forming the contingent of groups for elective courses	Head of Student Office	Prior to the start of the examination period

2.3.3.2. *The procedure for electing courses of the cycle of professional training*

Elective courses of the cycle of professional training are selected at the degree-granting department according to the following algorithm:

No.	Procedure	Responsible person	Deadline	
			Fall semester	Spring semester
1	2	3	4	5
1.	Providing the Didactics Department with the list of elective courses divided into semesters for the next academic year (Appendix Д) and annotations of the proposed courses (Appendix Д.1)	Heads of degree-granting departments	Until April 1, <i>as amended by the decision of the Academic Council of 23.02.2017 minutes No. 1)</i>	
2.	Posting questionnaires of elective courses on the webpage of the department	Head of Website Administration Center, heads of degree-granting departments	Until September 7	Until February 10
3.	Informing the students on the start and period of electing courses of the professional cycle of training	Heads of degree-granting departments	Until September 14	Until February 17
4.	Collecting written applications of students for electing academic courses for the next semester (Appendix Д.2 <i>as amended by the decision of the Academic Council of 20.10.2016 minutes No. 8)</i> The applications are stored at the degree-	Heads of degree-granting departments	Until September 30.	Until March 05

	granting department during the academic year.			
5.	Processing applications and electing academic courses for the next semester (The course chosen by most applicants is selected.)	Heads of degree-granting departments	Until October 7	Until March 12
6.	Forming student groups for academic courses	Heads of degree-granting departments	Until October 17	Until March 22
7.	Preparing the Order on forming the contingent of groups for elective courses	Head of Didactics Department	Until November 10	Until April 15
8.	Adjusting the planned teaching load, taking into account elective courses	Head of Didactics Department, heads of degree-granting departments	Until November 20	Until April 25
9.	Scheduling the syllabi for the next semester, taking into account elective courses	Head of Student Office	One month before the next semester	
10.	Adjusting the contingent of groups, syllabi and teaching loads based on the students' applications	Head of Didactics Department, heads of degree-granting departments	During the first week of teaching	
11.	Monitoring the fulfillment of the curriculum for elective courses by students	Heads of degree-granting departments	During the first week of teaching	
12.	Drawing up grade report sheets for elective courses according to the order on forming the contingent of groups for elective courses	Head of Student Office	Prior to the start of the examination period	

2.4. CONTINUOUS AND SUMMATIVE ASSESSMENT OF STUDENT'S KNOWLEDGE ACCORDING TO THE EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM

2.4.1. Basic principles of organizing continuous and summative assessment

The University uses a credit-unit system (CUS) for assessing the students' knowledge, which meets the basic requirements of the Bologna Declaration.

The main objectives of the credit-unit system for assessing the students' knowledge are:

- to ensure full compliance of the system for assessing knowledge with the content of the curricula in specific courses;
- to achieve the required level of correspondence between the requirements for the students' knowledge in a specific course and the real timeframe they have to study the course;
- to improve the accuracy level in assessing the students' knowledge, to ensure transparency and impartiality when administering tests and examinations;

- to foster the development of students' skills in increasing the level of self-organization of study.

The object of assessing the students' knowledge and skills is the level of the students' mastery of the curriculum materials in a specific course.

The students' knowledge in academic courses is assessed on the basis of the results of the continuous modular control (hereinafter referred to as final test) and the summative assessment of knowledge (examination).

The frequency and timeframes of conducting tests and examinations are determined by curricula (existing curricula), and the forms of implementation of these tests and examinations are determined in the academic course's steering document.

Assessment forms are planned depending on the intended learning outcomes and teaching methods. The table shows indicative assessment forms to be adapted accordingly to the level (year) of study of students, learning outcomes and selected methods of delivering specific academic courses. This list is not ultimate, the teacher may include those assessment methods and forms that he/she uses or that is appropriate to use in each specific case.

(augmented by the decision of the Academic Council of 31.10.2019 minutes No. 7)

Forms of assessment

Forms of assessment	Форми оцінювання
Participation in the discussion (seminar, debates, brainstorming etc)	Участь в дискусії (семінарі, диспуті, мозковому штурмі тощо)
Participation in the role play (business game)	Участь в рольовій грі (діловій грі)
Practical skills assessment	Оцінювання практичних навичок
Peer small group presentation	Презентація в малих групах
Case study (Case study presentation)	Кейс стаді (презентація кейс стаді)
Essay	Есе
Presentation assessment (individual presentation assessment)	Оцінювання презентації (індивідуальної презентації)
Research project	Дослідницький проект
Test (written, computer)	Тест
Exercise	Вправа
Solving problems	Вирішення задач (проблемних ситуацій)
Review article	Рецензування статті
Student reports assesment	Оцінювання доповідей студентів
Oral answers to questions	Усні відповіді на запитання
Written answers to questions	Письмові відповіді на запитання
Explanation solving problems	Пояснення розв'язання задач
Report	Доповідь, звіт
Solving problems using appropriate software	Розв'язування задач з використанням програмного забезпечення

(augmented by the decision of the Academic Council of 31.10.2019 minutes No. 7)

All activities of students are assessed according to the general criteria.

General criteria of assessment

Grade according to the national (four-point) grading scale	Grading system of Alfred Nobel University	Grade according to the ECTS system	Characteristics of the student's answer
5 (excellent)	90-100	A	<p>The answer is directly related to the question or problem. The student performs the following:</p> <ul style="list-style-type: none"> - provides a holistic argument that demonstrates profound knowledge; - evaluates critically concepts and theories; - correlates theory with practice; - demonstrates his/her own arguments that are not a simple repetition of a typical lecture or reference materials; - does not make any mistakes; - provides an element of novelty, originality; - The answer indicates that the student read additional sources. - demonstrates knowledge of various approaches to solving the problem; - The answer includes an assessment of methodological aspects. The student demonstrates awareness of the limitations of available knowledge. - demonstrates the ability to make excellent use of relevant data and examples, with appropriate citations and references; - makes correctly and reasonably the required decisions in various non-standard situations; - can implement the theoretical provisions of the course in practical calculations; - can analyze and compare data based on knowledge and skills mastered from this course and related courses. - During studies at practical sessions /lab practicals, when performing individual tasks / tests/course design the student showed the ability to solve problems independently, to be actively



			involved in discussions. He/she can also defend his/her own point of view in the issues and decisions under consideration.
4 (very good)	82-89	B	<ul style="list-style-type: none">- The answer is directly related to the question or problem. The student performs the following:<ul style="list-style-type: none">- provides a holistic argument that demonstrates knowledge of the relevant information.- demonstrates some ability to evaluate concepts and theories, and to correlate theory with practice.- demonstrates his/her own arguments that are not a simple repetition of a typical lecture or reference materials.- does not make any serious mistakes or deficiencies.- The answer indicates that the student read additional sources.- demonstrates knowledge of various approaches to solving the problem.- demonstrates the ability to make good use of relevant data and examples, with appropriate citations and references.- can independently correct mistakes he/she made, the number of which is insignificant.- During studies at practical sessions /lab practicals, when performing individual tasks / tests/course design and explaining the decisions taken, the student gives exhaustive explanations.
4 (Добре)	75-81	C	<p>The student performs the following:</p> <ul style="list-style-type: none">- answers questions, but sets out only basic arguments and evidence that are offered in lectures and recommended sources.- The answers are clear, correct, but limited.- There are some minor deficiencies and incorrectness, but without serious mistakes.- can explain the main provisions of the tasks performed, and give the correct answers about the change in the result at a given change in the initial parameters.- Mistakes in answers / decisions / calculations are not systemic.



			- Knows the characteristics of the main provisions that are crucial for practical sessions/lab practicals when performing individual tasks/ tests/course design within the course being studied.
3 (satisfactory)	67-74	D	-The answer has insufficient argumentation and evidence.
3 (enough)	60-66	E	- The answer is incomplete. - There are some mistakes in the answer. - Parts of the question remain unanswered. - Answers may be too short and possibly in the form of notes. - The student can solve the problems that are similar to those handled with the teacher, but makes a significant number of deficiencies and serious mistakes that he/she can correct with the teacher's help. - The student barely explains the rules for solving practical/computational problems of the course. - Performance of practical sessions /lab practicals / tests / individual tasks, term project/ paper is significantly formalized: there is a compliance with the algorithm, but there is no deep understanding of the paper and relations with other courses.
2 (fail)	35-59	FX	- The answer lacks for a holistic understanding of the issues raised. - Important information was omitted in the answer and there are parts that do not relate to the question. - The answers are too short. - The student can reproduce individual fragments of the course. Despite the fact that the student completed the program of the academic course, he/she worked passively, his/her answers during practicals sessions and lab practicals are mostly incorrect and unfounded. - The student has not any holistic understanding of the course's material.
2 (fail)	1-34	F	- The student does not demonstrate any knowledge or understanding of the issues rose in this question. - The student shows a fundamental

			misunderstanding of the subject. - Most of the answer's material does not relate to the question. - The knowledge at the final stages of learning is fragmentary.
--	--	--	---

(augmented by the decision of the Academic Council of 31.10.2019 minutes No. 7)

Having determined the assessment forms in the academic course, each teacher should develop their assessment criteria that are reflected in the tasks for modular and summative assessment. Students should be informed on the assessment criteria before the start of tests and examinations.

Examples of developing assessment criteria in the academic course:

Example 1.

Criteria for the final grade:

90-100	A	The student demonstrates theoretical knowledge related to international organizations, demonstrates a good understanding of their role, he/she has analytical skills to disclose their role in international relations and trade. The student substantiates his/her opinion.
82-89	B	The student demonstrates theoretical knowledge related to international organizations, demonstrates a good understanding of their role, he/she has analytical skills to disclose their role in international relations and trade. The student does not substantiate his/her opinion.
75-81	C	The student demonstrates theoretical knowledge related to international organizations, demonstrates a good understanding of their role, he/she has not sufficient analytical skills to disclose their role in international relations and trade.
67-74	D	The student demonstrates theoretical knowledge related to international organizations, demonstrates a superficial understanding of their role, he/she has not sufficient analytical skills to disclose their role in international relations and trade.
60-66	E	The student demonstrates theoretical knowledge related to international organizations, demonstrates a lack of understanding of their role, he/she has not sufficient analytical skills to disclose their role in international relations and trade.
35-59	FX	The student shows insufficient understanding of the issues, does not provide the required information on the question asked and provides unnecessary information. The essay is too short.
1-34	F	The student does not demonstrate any knowledge or understanding of the question asked. He/she demonstrates a total misunderstanding of the subject. Most of the material in the essay does not carry any weight.

Example 2.

Assessment criteria of module test with the part for calculations:

90-100% are awarded if:

The student can formulate a well-founded opinion on the issue.

The work reflects the student's own point of view. There is an element of novelty.

The student demonstrates excellent use of the relevant data and examples.

The student can make correct calculations; demonstrates the sequence of actions; provides detailed explanations, uses methods knowingly.

75-89% are awarded if: the student demonstrates good knowledge of the issue under discussion. The student justifies his/her answer well and uses the relevant data and

examples. The student can make correct calculations; demonstrates the sequence of actions; provides detailed explanations, uses methods knowingly in most cases.

60-74% are awarded if:

The student provides limited arguments in his/her answer and does not use enough data in the work.

The student makes correct calculations, but demonstrates incomplete sequence of actions.

1-59% are awarded if:

The student does not understand the problem and question. The important information has been omitted. He/she provides non-relevant information.

The calculations are incorrect. The student demonstrates the ability to make correct calculations in a particular part, but does not demonstrate a sequence of actions.

Some materials in the work do not address the issue.

The student cannot make calculations. Incorrect methods are used in the calculations.

Example 3.


Criteria for assessing the students' knowledge

Written testing (30 points)	Assessment criteria
27-30	The student masters the learning material in full. During oral presentations and written answers he/she sets out the given material freely, independently and in a well-argued manner. The student discloses the content of theoretical questions and practical tasks deeply and comprehensively, using the compulsory and supplementary literature. He/she also performed all test tasks correctly.
23-26	In general, the student masters the learning material and sets out it in a well-argued manner during oral presentations and written answers. He/she discloses mainly the content of theoretical questions and practical tasks, using the required literature. However, when setting out some issues, there is a lack of sufficient depth and argumentation, as well as some minor deficiencies and minor mistakes are made. The student performed most of the test tasks correctly.
18-22	The student masters the learning material not in full. During oral presentations and written answers he/she sets out the given material fragmentarily and superficially (without argumentation and substantiation). The student discloses insufficiently the content of theoretical questions and practical tasks, making significant deficiencies. He/she also performed correctly a minority of test tasks.
1-17	The student masters the learning material partially and cannot set out the content of most issues related to the topic during oral presentations and written answers, making significant mistakes. He/she also performed correctly some test tasks.

(augmented by the decision of the Academic Council of 31.10.2019 minutes No. 7)

The objectives of the continuous modular control of the students' knowledge are to check and assess the following:

- a) the students' systematic and active work in the classroom;

	Alfred Nobel University	Code	Page 60
	Regulation on the organization of the educational process	III-551-047	Version 10

б) performance of tasks for self-study;

в) performance of the tasks for modular control;

г) understanding and mastery of a material, obtained skills to self-study the material, to handle independently literature and other sources, to comprehend and summarize the content of the topic and unit, as well as the skills to present the material viva voce or in writing in the form of a presentation, answers to questions, etc.

The results of continuous assessment of the students' knowledge are included as components to the total (final) grade for the students' knowledge in a specific course.

The objectives of the *summative assessment* (examination) of the students' knowledge are to check and assess the following:

а) understanding of the program's material as a whole;

б) understanding of the logic and interrelations between individual units;

в) the students' ability to use the accumulated knowledge creatively, as well as their skills to form an attitude towards a specific problem addressed in the course;

г) understanding of a course as a system of knowledge.

The knowledge of the intramural (full-time study mode, evening tuition) and extramural (distance mode of learning) students is assessed according to a 100-point grading scale.

The knowledge of *students studying in all study modes* in the academic courses, the form of summative assessment of which is an *examination*, is assessed on the basis of the results of the continuous modular control (CMC) – *60 points* and the summative assessment of knowledge (examination) – *40 points*.


The tasks for continuous assessment of *intramural (full-time study mode, evening tuition) and extramural (distance mode of learning) students* in the courses, for which there is no examination, is assessed according to a *100-point grading scale*.

The student may not earn an examination grade "exam waiver" – without passing an examination.

The student has the right to appeal the results of summative assessment. The student submits an appeal claim to the Vice Rector for Quality Assurance in Higher Education within three working days of the date of announcement of the results. The appeal claim should include the evidence of the incorrectness of the questions or unavailability of the required answers to them, or the evidence that the questions or answers go beyond the program, or the evidence that a teacher has violated the assessment procedure or has not adhered to the procedure of issuing grades, which is described in the course's program.

The appeal claim is considered only in the personal presence of the student within three working days from the date of submission of the appeal claim by a special commission. The commission includes: the teacher who administered the summative assessment and at least two other teachers appointed by the head of the department. The members of the commission consider the student's written work or the results of testing for compliance with the existing requirements for assessing the given type of work and the curriculum, and make a collegial decision.

If the student does not appear at the commission's meeting without documented good reason, the appeal claim is rejected without consideration and the grade earned by

	Alfred Nobel University	Code	Page 61
	Regulation on the organization of the educational process	III-551-047	Version 10

the student is approved. The consideration of the appeal claim may result in retaining the grade issued previously, or may result in leveling up or leveling down the grade issued.

2.4.2. *Organization of continuous assessment*

At the beginning of the semester, the teachers should:

a) explain the students how the continuous assessment of knowledge will be held and provide them with the opportunity to learn the *indicative* list of content elements of the continuous modular control (according to the existing curriculum of the course);

б) to specify clearly the *sources* where the students can find the answers to the test questions (study materials available in the University's library; lecture and practical materials).

The only form of continuous assessment is the CMC.

When organizing the continuous modular control, the departments should perform the following:

a) distribute independently the total number of points, by which all continuous work is assessed, among the respective objects of control;

б) determine the forms of tests and the criteria for their assessment;

в) determine the form and timeframe of each type of the CMC.

According to the department's decision, the students, who took part in the extracurricular academic activities (conferences, preparing academic publications, etc.), may earn additional points based on the results of the continuous assessment. In this case, the total number of points to be recorded in the grade report sheet for the continuous assessment may not exceed 60 points (in case of the summative assessment in the form of examination) or 100 points (in case of the summative assessment in the form of final test).

The results of the continuous assessment of the students' knowledge are recorded in the grade report sheet for the continuous modular control (the form of summative assessment is a final test) or (if the form of summative assessment is an examination) in the grade report sheet for the continuous and summative assessment (Appendix E, E.1) and are taken into account when issuing the final grade for mastering a specific course.

When performing modular (test) tasks, the theoretical knowledge and practical skills obtained by the students after mastering a specific module are to be assessed.

Modular control may be performed in the following forms: testing; answers to theoretical questions; solving practical problems during module tests; performing individual tasks; solving labor situations (case studies), etc.


The forms and methods of taking the continuous modular control are set individually for each student with special educational needs according to his/her written application.

A teacher is to provide the student with special educational needs with the opportunity to take the continuous and modular control in any convenient way for the student (viva voce, off-campus, etc.).

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The number of modular control tasks per semester should not exceed 2.

2.4.3. *Organization of summative assessment*

	Alfred Nobel University	Code	Page 62
	Regulation on the organization of the educational process	III-551-047	Version 10

The summative semester assessment of the students' knowledge in the courses, for which there is no examination, is held as a summary assessment of the results of all CMCs administered during the semester.

The number of points for the courses, the level of the students' knowledge in which is assessed based on the results of only the continuous modular control (from 0 up to and including 100 points), is recorded in the grade report sheet for the semester for the continuous modular control (Appendix E) and is the basis for determining the total student's performance in the given courses.

The final CMC (final test) in the semester, as a rule, should be held during the last class in the semester in the given course, and as for the extramural study mode, the final CMC is held according to the schedule of the examination periods.

If a student fails to perform specific tasks for the continuous assessment for good reason, he/she has the right to perform these tasks with the permission of the head of the department until the last class in the semester (the timeframe and the procedure for performance is determined by the teacher according to his/her office hours) or during the additional period of examinations and final tests.

The student is eligible to take an examination if he/she earned *at least 36 points* according to the results of his/her performance during the semester;

To total grade for the examination is fail regardless of other grades if a student receives *between 0 and 24 points*.

The conditions for earning the total positive grade for the semester is earning at least 24 points based on the examination results.

When a student retakes the examination after earning FX grade, he/she earns 0 points if the examination is not passed or 24 points if the examination is passed.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The student's financial debt may be the reason for his/her non-eligibility to take an examination.

The decision on the student's non-eligibility to take an examination is made by the examiner (in case of an insufficient number of points) or by the head of the Student Office (if any financial debt).


The examinations are usually held in the form of *written* examination tasks, including the opportunity to use the systems of computer-assisted testing. The examination results are communicated to the students, and the completed grade report sheet for continuous and summative assessment (Appendix E.1) are submitted by the teacher to the assistant of the Student Office on the date of the examination/final test or not later than at 14.00 of the following working day.

(as amended by the decision of the Academic Council of 20.10.2016 minutes No. 8)

The forms and methods of taking the summative assessment are set individually for each student with special educational needs according to his/her written application.

A teacher is to provide the student with special educational needs with the opportunity to take the summative assessment in any convenient way for the student (viva voce, off-campus, etc.).

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

	<i>Alfred Nobel University</i>	Code III-551-047	Page 63
	<i>Regulation on the organization of the educational process</i>		Version 10

The list of questions that cover the content of the course's program and criteria for assessing the examination tasks are determined by the department and included in the steering document of the academic course.

The number of questions for the summative assessment of the students' knowledge in the form of examination (not a test form) may be no more than 40.

(The subparagraphs are removed by the decision of the Academic Council of 20.10.2016 minutes No. 8)

Testing is held both on computers and on paper. The form of testing is determined by the teacher who agrees it with the head of the department.

The test questions should strictly correspond to the content of the existing curriculum of the course, first of all to the list of questions for the summative assessment of knowledge.

Examination tests should cover all main topics of the academic course according to the existing curriculum of the course.

As a rule, the examination tests should not be identical to the CMC's tests and other tests used by the teacher during the academic semester. The teacher should ensure the confidentiality of the content of the examination tests. The direct responsibility of the staff of the University's IT-Center is to assist the teacher in this matter.

2.4.4. *Methods and procedure for evaluation, filling in grade report sheets*

The continuous and summative assessment of the students' knowledge is performed according to the University's system (100-point system), according to the national four-point grading system and European Credit Transfer and Accumulation System (ECTS).


The comparison of the assessment procedures according to the ECTS system, the 100-point grading system and the national (four-point) grading system

Grade according to the ECTS system	Grading system of Alfred Nobel University	Grade according to the national (four-point) grading system
A	90-100	5 (excellent)
B	82-89	4 (very good)
C	75-81	4 (good)
D	67-74	3 (satisfactory)
E	60-66	3 (enough)
FX	35-59	2 (fail) – further work on the material is required before taking a final test or examination*
F	1-34	2 (fail) – the repeated study of the course is required

*The timeframes for taking an examination or final test for this category are determined by the relevant order. After the expiration of the timeframes the repeated study of the course is required.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

In the grade report sheets and individual grade report sheets, the assessment results are recorded in points according to the 100-point grading system, the national four-point grading system and the ECTS system – according to the lines provided in the grade report sheets (Appendices E, E.1, E.2, E.3, E.4).

	Alfred Nobel University	Code III-551-047	Page 64
	Regulation on the organization of the educational process		Version 10

The results of *examinations and final tests* are recorded in the academic record book (*except the grade "fail"*). The grades for final tests are put on the academic record book's right page called "TERM PAPERS, FINAL TESTS". The total grades for all courses assessed with examinations are put on the academic record book's left page called "EXAMINATIONS". The second column (number of hours), both for final tests and examinations, is designed for recording the total number of hours and, after the forward slash, the number of credits.

If a term paper is required for the course taught during the semester, then a certain amount of credits is allocated for writing the given paper. The number of credits is regulated by the curriculum, based on the workload of the term paper and the timeframe scheduled for writing this paper.

A completed term paper is assessed separately from the assessment of the course according to the 100-point grading system (from 0 to 100 points), the national four-point grading system and the ECTS system (from A to F).

The results of the assessment of the completed term paper are recorded in the special grade report sheet (Appendix E.4). The grade report sheet is filled in according to the lines drawn in it.

The grades for term papers are put on the academic record book's right page called "TERM PAPERS, FINAL TESTS". The second column (number of hours) is designed for recording the total number of hours and, after the forward slash, the number of credits.

If the student studies additional courses, his/her learning outcomes (grades according to the national four-point grading system and the ECTS system) are issued according to the 100-point grading system. The grades are recorded in the individual academic student card and/or his/her academic record book as required by the summative assessment. They are also recorded in the grade report sheet for the continuous and summative assessment.

2.4.5. Opportunities for students to improve their grades according to the results of summative assessment

Students have the right to take *examinations and final tests* in order to improve the final grade in one course per semester upon request.


If the student is not satisfied with his/her grade, the reassessment is performed again according to the *100-point grading system* (without taking into account the points earned previously) by taking a *special examination in the given course* based on the relevant set of examination or test materials developed and approved in the prescribed manner.

The student is allowed to *make only one attempt* to improve his/her grade in *no more than one course per semester*, and if this attempt is unsuccessful, *the previous grade remains unappealable*.

2.4.6. Weeks of modular control, individual work and self-directed learning

The weeks of modular control, individual work and self-directed learning is a form of monitoring the process in mastering the courses of the curriculum by each student.

The weeks of modular control, individual work and self-directed learning are held according to the schedule of the study process of the current year. If the changes in these timeframes are required (for example, for modular learning of a course), the head of the department makes these changes in agreement with the University's administration.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 65
	<i>Regulation on the organization of the educational process</i>		Version 10

During the weeks of modular control, individual work and self-directed learning, the classes are not held. The students perform the tasks of modular control and work independently (extracurricular self-directed learning). The teacher monitors the fulfillment of the tasks of extracurricular self-directed learning. The forms of monitoring self-directed learning are chosen by the teacher.

Extracurricular self-directed learning is a scheduled student's academic and research work performed during extracurricular time, as well as assigned and supervised by the teacher, but without his/her direct participation.

There are the following types of tasks for the extracurricular self-directed learning:

- tasks for mastering knowledge: reading a text (textbook, primary sources, supplementary literature); drawing up a plan of the text; graphic presentation of the text structure; making notes of the text; extracts from the text; working with dictionaries and reference books; learning regulatory documents; undertaking academic research; using audio and video recordings, computers and Internet, etc.;

- tasks for consolidating and systematizing knowledge: working with lecture notes (text engineering); repeated work on the learning material (textbook, primary sources, supplementary literature, audio and video recordings); drawing up the plan and talk abstracts of the answer; drawing up tables for systematizing learning material; studying regulatory materials; answers to test questions; analytical processing of text (annotating, reviewing, abstracting, content analysis, etc.); preparing messages for presentation at a seminar, conference; preparing reference papers, reports; drawing up bibliographies, course-related crossword puzzles; testing, etc.;


- tasks for developing skills, general and professional competences: doing sums and exercises by sample; performing option-based tasks and exercises; designing; performing calculations and graphic works; solving (professional) cases; preparing for business games; project planning and modeling of various types and components of professional activity; preparing term and qualifying papers (projects); experimental design work; pilot testing; simulator exercises; sports and health studies; reflexive analysis of professional skills, using audio and video equipment, etc.

Types of tasks for extracurricular self-directed learning, their content and nature may be variable and differentiated, take into account the specifics of the specialty, course studied, the individual characteristics of the student.

Self-directed learning may be implemented individually and by groups of students, depending on the purpose, volume, specific topic for self-directed learning, difficulty level and level of students' skills.

Forms of assessment of self-directed learning:

1. Review and verification of the progress in self-directed learning.
2. Self-assessment, mutual assessment of the performed task in a group.
3. Discussion of the results of the completed work in the class.
4. Testing.
5. Written questioning.
6. Viva voce questioning.
7. Individual interview.
8. Interview with a group.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 66
	<i>Regulation on the organization of the educational process</i>		Version 10

9. Colloquium.
10. Progress report.
11. Defense of reference papers or term papers.
12. Creative contest.
13. Internet conferences.
14. Academic competition.
15. Final test.
16. Examination.

The criteria for assessing the results of the student's extracurricular self-directed learning:

- the level of mastering the learning material by the student;
- the student's ability to use theoretical knowledge when performing practical tasks;
- mastery of skills in the field of general education;
- the student's ability to use actively electronic educational resources, to retrieve the required information, as well as to study and apply it into practice;
- sufficiency and clarity of providing the answer;
- documenting a material according to the requirements;
- ability to navigate the flow of information and to identify the essentials;
- ability to define clearly the problem, proposing a way to solve it, to evaluate critically the solution and its consequences;
- ability to show and analyze alternative opportunities, options for action;
- the student's ability to form his/her own position/evaluation and give reason for it.

The student is eligible to take a final test and / or examination if the teacher receives the results of self-directed learning completed in full.


During the week of modular control, individual work and self-directed learning, consultations are also assigned in the subjects taught in the current semester.

2.4.7. Academic deficiency

Academic deficiency arises if the student has not passed the examination or final test in time, i.e. according to the schedule of the educational process (For a final test, it is before the beginning of the examination period; for an examination, it is on the date of the examination according to the schedule of the examination period).

As a rule, academic deficiency is settled within a certain period of time after the end of the examination period. In some cases, the head of the department may allow to settle academic deficiencies during the examination period.

The settlement of an academic deficiency provides for that the student is to earn the amount of points that entitles him/her to take a final test or examination. In addition to the above, the minimum allowed number of points based on the results of the continuous modular control is recorded in the grade report sheet (except in cases where the student has earned a higher amount of points within the main schedule of the educational process). In cases where the student (long illness confirmed by the relevant documents, etc.) could not complete all types of the continuous modular control in time for good reason, his/her

	Alfred Nobel University	Code	Page 67
	Regulation on the organization of the educational process	III-551-047	Version 10

grade for practical sessions may be higher than the minimum allowed. The reasonable cause is determined by the head of the department.

The academic deficiency *should be settled* not by assessing the student's knowledge on individual topics, but *by a modular (unit-based) principle*.

The results of settlement of the academic deficiency are documented by an individual grade report sheet (the form of summative assessment is a final test or examination) issued to the student by an assistant of the Student Office. The individual grade report sheet is returned by the *teacher* to the assistant of the Student Office on the date of settlement of the academic deficiency or until 14.00 of the following working day.

If the student has earned the FX grade, the timeframe for taking a final test or examination for this category is prescribed by the relevant order. If the student has not retaken the final test or examination within the prescribed timeframe, he/she is obliged to study the course repeatedly (remedial study). The procedure for remedial study is regulated by the paragraph 3.3.3. of this Regulation.

2.5. CERTIFICATION

Certification is identifying the compliance of the student's learning outcomes (outcomes of research or creative activity) with the requirements of the study (academic program, educational and creative program) program and/or requirements of the program of the unified state qualification examination.

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. № 1)

2.5.1. *Forms of certification and organization of certification of students at the University*

The certification is implemented with the help of the means of monitoring the achievement level of the ultimate goal of a study program (educational and professional program, academic program), adhering to the didactic principles of elaborating and implementing the system of diagnostic tools.


The certification is implemented on the basis of assessing the quality of mastering the study program (educational and professional program, academic program), the level of professional knowledge and skills, as well as the mastery level of general and special competences.

The forms and timeframes of certification are determined by curricula (the existing curricula) for training students within the relevant specialties.

The certification may be implemented separately and/or in combination with the following forms:

- public defense (demonstration) of the qualifying paper;
- certification examination(s);
- unified state qualification examination in the specialties and in the prescribed manner;
- public defense (demonstration).

To implement the certification of graduates – *Bachelors, Masters* – the University creates examination boards (EB) in the specialties.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 68
	<i>Regulation on the organization of the educational process</i>		Version 10

The examination board's work schedule and the examination schedule are approved in the manner regulated by the paragraph 2.5.2. of this Regulation.

The examination board's work schedule should be publicly announced not later than one month before the beginning of the examinations or the defense of the qualifying papers.

Only the students who fulfilled all the curriculum's requirements in a specific academic level are eligible to take examinations and defend the qualifying papers.

The qualifying papers may be defended either at the University or at the enterprises, institutions and organizations, to which the topics of papers to be defended are of scientific, theoretical or practical interest.

The examination is implemented as a comprehensive assessment of the students' knowledge in academic courses stipulated by the curriculum according to the paragraphs 2.2.12, 2.5.3. of this Regulation.

The duration of the examinations and the defense of qualifying papers should not exceed 6 hours per day.

The results of the examination and the defense of the qualifying paper are determined by the paragraphs 2.4.3, 2.5.3., 2.5.4. of this Regulation.

The student, who has successfully passed the examinations, defended his/her qualifying paper, is awarded the relevant academic degree and educational certificate by the examination board's decision.

The document with honors is issued to the student who has earned the final grades "excellent" for at least 75% of all academic courses and individual tasks stipulated by the curriculum and has earned the grades "good" for other academic courses and individual tasks, as well as passed the examinations and defended his/her qualifying paper with the grades "excellent".

(as amended by the decision of the Academic Council of 20.10.2016 minutes No. 8)

The procedures and conditions for retaking semester examinations to improve the grades in individual academic courses are determined in the paragraph 2.4.5. of this Regulation.

Earning the "fail" grade for the previous examination or defense of his/her qualifying paper by a student does not make him/her non-eligible to continue taking the following stages of certification.


In such cases, after completing the certification, the student is removed from the University's register as a person who has fulfilled the curriculum, but has not passed the certification.

The student, who has not passed the certification, is awarded an academic certificate of a standard form.

The student who has not passed the examinations, or has not defended his/her qualifying paper, is eligible to retake the examinations or to defend repeatedly his/her qualifying paper within three years after graduating from the University.

The question of whether the student may repeatedly defend the same qualifying paper or he/she is obliged to prepare a new one is decided by the examination board.

Re-defending the qualifying paper and retaking examinations is allowed not earlier than during the next certification.

	Alfred Nobel University	Code	Page 69
	Regulation on the organization of the educational process	III-551-047	Version 10

The list of examinations for persons, who retake them, is determined by the curriculum that was valid in the year of their graduation from the University.

The students, who did not take examinations or did not defend their qualifying papers for good reason, may be eligible by the order of the University's rector to take the examinations and defend their qualifying papers during the following period of the examination board's work.

(as amended by the decision of the Academic Council of 20.10.2016 minutes No. 8)

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

All meetings of the examination board are recorded in the minutes. The minutes of the examination board are stored at the University.

The report of the head of the examination board includes the following:

- analysis of the graduates' attainment level and the quality of their diploma papers;
- compliance of the topics of the diploma papers with the contemporary requirements;
- description of the students' knowledge assessed during the examinations;
- drawbacks in the students' attainment;
- recommendations on improving the educational process.

The report of the chairman of the examination board is necessarily discussed at the meeting of the Academic Council of the University.

2.5.2. Examination board (EB)

The EB's *obligations include:*

- to identify the compliance of the quality of the higher education obtained, the level of general and special competences mastered by the University's graduate with the requirements of the existing standards of higher education in Ukraine;
- to resolve the issues of awarding the relevant academic degrees and issuing educational certificates of a standard form or with honors to the graduates;
- to elaborate proposals for further improvement of the quality of training of professionals at the University.


The procedure for staffing the EB

The examination board is created annually to implement the certification in the specialties. The board consists of: the chairman, deputy chairman (if necessary) and members of the board. The board is valid during a calendar year.

A highly qualified practitioner in the relevant specialty or a scholar/scientist (from among Doctors of Science, professors, PhDs/Candidates of Science, associate professors) is appointed as the chairman of the EB.

The same person may not be the chairman of the EB for more than three consecutive years.

The chairman of the examination board may be an expert in the relevant field or a leading scientist/scholar in the relevant scientific/academic field. The chairman of the examination board may also be an academic staff member in the relevant specialty, who is not an employee of the higher educational institution where such examination board is created.

	Alfred Nobel University	Code III-551-047	Page 70
	Regulation on the organization of the educational process		Version 10

The chairman of the EB should make all the members of the board aware of their rights and obligations and ensure the board's activity according to the schedule approved. The chairman of the EB monitors the work of the board's secretary on drawing up the required documents and minutes, prepares a report after the end of the EB's work. After being discussed at the final meeting, the given report is submitted to the University's rector.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

In some cases, according to the order of the EB's chairman, the chairman's duties may be fulfilled by the deputy chairman. The EB's deputy chairman may be a vice rector, head of the degree-granting department, director of an affiliated institution or his/her deputy for academic activities.

The EB's members may hold the following positions: rector or first vice rector, vice rectors (director of an affiliated institution or his/her deputy for academic activities). The EB may also consist of: heads of departments, professors, associate professors (teachers) of other departments related to the study program (for which the given EB administers a specific examination), leading practitioners and employees of research institutions.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The professors and associate professors (teachers) of the relevant departments may be engaged in the EB's activity as examiners. In this case, they enjoy the rights of the board's members.

The list of the EB's members (as well as examiners, if necessary), according to the prescribed form (Appendix Ж), is approved by the Vice Rector for Quality Assurance in Higher Education, provided that the given document is authorized by the relevant executives in the manner prescribed by the University *not later than two months before the start of the EB's work*.

The schedule of the EB's work (Appendix Ж.1) and the timetable of the EB's work (Appendix Ж.2), which is agreed with the chairman of the examination board, is approved by the University's rector *not later than one month before the start of the EB's work*.

(as amended by the decision of the Academic Council of 20.10.2016 minutes No. 8)

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The order of the EB's contingent (and examiners) (Appendix Ж.3) is published at the University *not later than one month before the start of the EB's work*.

The remuneration of the EB's members, who do not work at the University, is paid hourly.


Engaging the University's employees in the EB's work is planned as a teaching load with the relevant remuneration.

The EB's secretary is appointed from among the employees (including teachers) of the department.

Organization and procedure of the EB's work

Examination boards work within the timeframes set by the curriculum for each specialty.

The students, who have fulfilled the curriculum, are eligible to defend their qualifying papers and take examinations. The head of the department submits the lists of the students, who are eligible to defend their qualifying papers and take examinations, for

	<i>Alfred Nobel University</i>	Code III-551-047	Page 71
	<i>Regulation on the organization of the educational process</i>		Version 10

approval to the Vice Rector for Quality Assurance in Higher Education, provided that the given documents are authorized by the relevant executives in the manner prescribed by the University.

Not later than one day before the start of the examinations or the defense of the qualifying papers, the EB's secretary provides the EB with the following materials required to ensure the EB's adequate work:

- the order (extract from the order) of the rector on approval of the EB's contingent;
- the timetable of the EB's work agreed with the EB's chairman;
- the lists of the students (by academic groups), who are eligible for certification (signed by the head of the department and approved in the prescribed manner);
- the summary grade report sheet on the fulfillment of the curriculum by the students and the students' grades (signed by the head of the department).

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

When preparing for the examinations, the EB is provided with the following additional papers:

- the set of examination cards;
- the steering documents for the academic courses, in which the examination is taken.

When preparing for the defense of a qualifying paper, the EB is provided with the following additional papers:

- the submission to the EB's chairman regarding the defense of the qualifying paper, which includes the statement of grades, the supervisor's conclusion, the department's conclusion;
- the qualifying paper;
- the review.


The EB may be also provided with other materials describing the research-to-practice value of the completed qualifying paper: published articles on the topic of the paper; documents certifying the practical application of the results of the paper, etc.

Examinations and defense of qualifying papers is administered at the EB's open meeting with the participation of at least half of the EB's contingent and obligatory presence of the EB's chairman.

The EB's meeting is registered in the minutes (Appendix Ж.4 and Appendix Ж.6).

The results of the examinations and the defense of the qualifying papers by the students are evaluated as: "excellent", "good", "satisfactory", "fail" and according to the ECTS system.

The EB's decision on the assessment of the knowledge revealed during the examination, defense of the qualifying paper, as well as on awarding the student the relevant academic degree and issuing the diploma (of a standard form or with honors) is made at a closed meeting of the EB by voting by a show of hands by a majority of votes of the EB's members who took part in the EB's meeting. If the number of votes is equal, the vote of the EB's chairman (or his/her deputy) is a decisive.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 72
	<i>Regulation on the organization of the educational process</i>		Version 10

According to the EB's decision, the students, who passed the examinations, as well as defended their qualifying papers, are awarded the relevant academic degree and educational certificate.

(as amended by the decision of the Academic Council of 20.10.2016 minutes No. 8)

The student, who has earned the "fail" grade during the examination in a specific course, is not deprived of the right to continue to take other examinations and defend his/her qualifying paper within the scheduled timeframes. The student, who has earned the "fail" grade during the comprehensive certification examination, is not eligible to defend his/her qualifying paper.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

(The subparagraph is removed by the decision of the Academic Council of 20.10.2016 minutes No. 8)

If the student does not appear at the EB's meeting for taking an examination or defending his/her qualifying paper, the minutes of the EB's meeting will reflect that he/she "did not appear at the EB's meeting".

Summarizing the EB's work

The grades for examinations and defense of qualifying papers are announced on the date when they are taken (defended) after drawing up the relevant minutes of the EB's meeting. The minutes include the following records: grades earned by the graduates; special opinions of the EB's members; academic degree awarded; diploma issued to the graduate – of a standard form or with honors.

The minutes are signed by the EB's chairman and members who took part in the EB's meeting. The EB's minutes are handed over to the Didactics Department and archived.

Qualifying papers are handed over to the University's archive and the register of these papers is handed over to the University's library within 3 days after the last meeting of the examination board for administering the defense of qualifying papers (Appendix Ж.7).

Based on the results of the EB's work, a report is drawn up (Appendices Ж.8 and Ж.9). The report is approved at the EB's final meeting.


The report should include:

- a) the graduates' attainment level;
- б) description of students' knowledge;
- в) the quality of the qualifying papers, relevance of their topics and compliance with the contemporary science, technologies/techniques, production.

The report also reflects: the shortcomings that arose when delivering specific courses and comments on ensuring the organization of the EB's work; proposals on improving the educational process; the ways to eliminate the shortcomings in the organization of examinations and defense of qualifying papers; the qualifying papers that can be used at enterprises or research institutions; recommendations on PhD studies, etc.

The report on the EB's work is submitted to the rector in duplicate within one week after the end of the EB's work.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

	Alfred Nobel University	Code	Page 73
	Regulation on the organization of the educational process	III-551-047	Version 10

The issues of the outcomes of the EB's work and steps to improve the work are considered at the meetings of the degree-granting departments.

The generalized results of examinations, defense of qualifying papers with the list of the shortcomings identified and measures taken to improve the work of the departments and the University are considered by the rector, the Academic Council of the University.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

All issues regarding the EB's direct work, which are not reflected in this Regulation, are solved by the EB.

2.5.3. **Examinations**

Examinations are held according to the curricula for training of professionals in specific specialties.

Examination cards include theoretical questions and practical tasks.

The comprehensive certification examination provides for performing certification tasks and is a form of qualification tests for impartial assessment of the quality level of educational and professional attainment of the University's graduates.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

When holding a comprehensive certification examination (in several courses), the questions in the examination cards are based on the programs of those academic courses that are included in the examination according to the curriculum.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The total number of theoretical examination questions *may not be more than 50*. The questions for the comprehensive certification examination should be approximately proportional to those courses that are included in the comprehensive examination according to the curriculum, as well as should be focused primarily on verification of the students' systemic vision of the relevant problems (It is recommended to use modular and other options of forming questions).

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The contents of examination cards are elaborated by the degree-granting department and approved by the Vice Rector for Quality Assurance in Higher Education *not later than 1 month* before the examination.

The list of theoretical questions for examination cards and the examples of typical practical tasks should be provided to students for learning *not later than 1 month* before the examination.

As a rule, the University uses the *written form* of examinations (including testing). The use of another form requires agreement. The student's written work is registered officially by the relevant cover page (Appendix 3).


The *final grade* based on the results of the comprehensive certification examination is formed as the sum of points according to the following components:

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

a) the average grade for the student's performance for the whole period of studies at the University (maximum 25 points, based on the average grade for performance – 5.0);

б) the grades for the examination (maximum 100 points. The weight of the final grade is 0.75).

The procedure for assessment and correlation of the grades for the theoretical and

	Alfred Nobel University	Code	Page 74
	Regulation on the organization of the educational process	III-551-047	Version 10

practical part of the examination is determined by the department and is given in the set of teaching materials for the examination.

The example of the calculation: $4.6 \times 5 + 80 \times 0.75 = 83$ points

General criteria for evaluating tasks

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

Criteria for evaluating the students' tasks for all specialties:

If the student: has fully mastered the theoretical content of the courses, in which the comprehensive certification examination is taken; handled freely scientific terms and concepts; gave a complete, detailed and reasoned answer to the questions put; mastered the relevant practical skills and the ability to use them; provided deep and comprehensive insight into the content of tasks; demonstrated creativity and skills when performing tasks; made correct calculations of sums; drew conclusions and generalizations reasonably and logically, he/she may *earn from 90 to 100 points, which corresponds to the grade "A" according to the ECTS system.*

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

If the student: has fully mastered the theoretical content of the courses, in which the comprehensive certification examination is taken; handled freely scientific terms and concepts; gave a complete, detailed and reasoned answer to the questions put; mastered the relevant practical skills and the ability to use them; provided deep and comprehensive insight into the content of tasks; demonstrated creativity and skills when performing tasks; made correct calculations of sums; drew conclusions and generalizations reasonably and logically, but made some discrepancies in his/her answers, he/she may *earn from 82 to 89 points, which corresponds to the grade "B" according to the ECTS system.*

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

If the student: has fully mastered the theoretical content of the courses, in which the comprehensive certification examination is taken; handled scientific terms and concepts; gave a complete answer to the questions put; mastered the relevant practical skills and the ability to use them; provided insight into the content of the tasks set; made correct calculations of sums; drew the relevant conclusions and generalizations, but made some mistakes in his/her answers and calculations, he/she may *earn from 75 to 81 points, which corresponds to the grade "C" according to the ECTS system.*

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

If the student: has mastered the theoretical content of the courses, in which the comprehensive certification examination is taken; but handled insufficiently scientific terms and concepts; gave an incomplete answer to the questions put; mastered partly the relevant practical skills; provided insufficient insight into the content of the tasks set; made some mistakes in the calculations of sums; drew the relevant conclusions, he/she may *earn from 67 to 74 points, which corresponds to the grade "D" according to the ECTS system.*

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

If the student: has mastered the basic theoretical provisions of the courses, in which the comprehensive certification examination is taken; but handled insufficiently scientific terms and concepts; gave a partial answer to the questions put; mastered insufficiently the relevant practical skills; provided insight into the content of individual tasks set; made

mistakes in the calculations of sums; he/she *may earn from 60 to 66 points, which corresponds to the grade "E" according to the ETCS system.*

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

If the sum of points for fulfilling the theoretical and practical part is less than 60, the student earns the total grade “fail”, regardless of the number of points earned for his/her academic performance.

The student is expelled from the University and receives an academic certificate.

The student may retake the examinations within three years after graduating from the University.

The comparison of the 100-point grading system with the national (four-point) grading system and ECTS system is given in the table:

Grade according to the ECTS system	Grading system of Alfred Nobel University	Grade according to the national (four-point) grading system
A	90-100	5 (excellent)
B	82-89	4 (very good)
C	75-81	4 (good)
D	67-74	3 (satisfactory)
E	60-66	3 (enough)
FX	35-59	2 (fail) – further work on the material is required before taking a final test or examination*
F	1-34	2 (fail) – the repeated study of the course is required

Note: If the sum of points for fulfilling the theoretical and practical part is less than 50, the student earns the total grade “fail”, regardless of the number of points earned for his/her academic performance.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

2.5.4. Qualifying paper

Only the most qualified teachers of the University are appointed as supervisors for qualifying papers for the first (Bachelor’s) and second (Master’s) academic level. As a rule, these supervisors should be Doctors of Science, Professors and PhDs/Candidates of Science, associate professors of the relevant degree-granting department (This requirement is obligatory for Master’s theses).


One supervisor is assigned for maximum 8 Bachelor’s students and 5 Master’s students.

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

At the stage of planning teaching loads, proposals on the supervisors for qualifying papers are submitted by the heads of the departments to the University’s Didactics Department and agreed in the process of approving individual teaching loads. One supervisor is assigned for maximum 5 Master’s students.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The heads of degree-granting departments should:

	<i>Alfred Nobel University</i>	Code III-551-047	Page 76
	<i>Regulation on the organization of the educational process</i>		Version 10

a) to offer the intramural (full-time study mode, evening tuition) and extramural students an indicative list of the topics of qualifying papers *10 months before the defense of qualifying papers*;

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

б) to allocate a supervisor for the qualifying paper for each intramural (full-time study mode, evening tuition) and extramural student *7 months before the defense of qualifying papers*;

в) to determine the indicative topics of the qualifying papers for intramural (full-time study mode, evening tuition) and extramural students *7 months before the defense of qualifying papers*.

г) to submit the documented allocation of students to specific supervisors for qualifying papers and topics of the qualifying papers of intramural (full-time study mode, evening tuition) and extramural students for approval to the rector *4 months before the defense of qualifying papers*.

(as amended by the decision of the Academic Council of 20.10.2016 minutes No. 8)

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The order on approval of the topics of qualifying papers is drawn up on the basis of the students' applications addressed to the head of the department in the relevant form (Appendix K).

After approving the topics of qualifying papers by the rector, *any changes in the names of the topics may not be made* (In exceptional cases, the rector may give his/her consent to make changes in the topic at the request of the head of the department, but not later than one month before the date of the defense of the paper).

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The supervisor of the qualifying paper has no right to write a review for the qualifying paper, and the head of the department has no right to approve the qualifying paper for defense if the name of the topic does not correspond to the one approved by the rector.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)


Requirements for a qualifying paper

Qualifying paper for the first (Bachelor's) academic level is an individual work, the implementation of which is aimed at performing a complicated specialized task and (or) solving a practical problem in a specific field, using theories and methods of the relevant science.

Qualifying paper for the second (Master's) academic level is an individual task that demonstrates the person's ability to solve complicated problems in a specific professional field, which involves undertaking research and/or implementing innovations.

A qualifying paper should be written in the national or English languages.

The qualifying paper should not include academic plagiarism, falsification and cribbing. The qualifying paper is published on the official website or in the repository of the University according to the approved standards. Qualifying papers with restricted-access information are published according to the requirements of the existing legislation.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 77
	<i>Regulation on the organization of the educational process</i>		Version 10

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The qualifying paper should be holistic, logical, evidence-based and substantiated, include an analysis of the research issue, realistic substantiated proposals on improving an activity, as well as should be properly drawn up and have all the supporting documents required.

The topic of the qualifying paper should reflect the problems of the areas of activity and the basic functions and typical tasks of the activity that form the components of the professional competence of a Bachelor, Master.

A student may propose his/her own topic of the qualifying paper by justifying its usefulness and relevance.

After the topic is agreed, a plan of the qualifying paper is developed.

The topic of the qualifying paper is submitted by the student and the paper's academic supervisor to the head of the department for approval. The topics of the qualifying papers are finally approved by the order of the University's rector.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The academic supervisor and the student draw up together the task for writing the qualifying paper in duplicate. One copy is handed over to the department and the other copy is kept by the student. The task for writing the qualifying paper should include the qualifying paper's implementation roadmap pre-approved at the department's meeting.

General structure of a qualifying paper

The qualifying paper consists of:

- cover page;
- task for the qualifying paper;
- abstract and key words;
- the list of legend keys (if necessary);
- contents;
- preface;
- body;
- conclusions and proposals;
- appendices;
- references.

The submission to the examination board's chairman regarding the defense of the qualifying paper, review (according to the decision of the degree-granting department) and report on implementation (recommended for a Master's qualifying paper) are attached to the qualifying paper.

(revised by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The recommended volume of the Bachelor's qualifying paper is 40-50 pages, the Master's qualifying paper - 60-80 pages (including the volume of such components as preface, conclusions and proposals – up to 5-6 pages).

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

This volume does not include the references and appendices. A margin of $\pm 10\%$ is allowed.

(revised by the decision of the Academic Council of 20.10.2016 minutes No. 8)

The content of the qualifying paper is determined by its topic.

Approximate structure of qualifying paper

Structural piece	Bachelor's qualifying paper	Master's qualifying paper
The cover page	1	1
The task for the qualifying paper	1-2	1-2
The abstracts and key words	1-2	1-2
The list of legend keys (if needed)	1	1
The contents (plan)	1-2	1-2
The preface	2-3	2-3
The body:		
The theoretical section	15	20
The analytical section	15	20
The practical section	15	20
The conclusions and proposals	3-4	5-6

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The cover page is the first page of the qualifying paper and is drawn up according to the requirements prescribed by the University (Appendix K.1).

The task for the qualifying paper (Appendix K.2) is drawn up jointly by the student and the academic supervisor (academic adviser), signed by them and approved by the head of the department.

The abstract – 1-2 pages (up to 800 characters) – includes the student's surname and initials, the name of the qualifying paper, the basic content and findings of the research. *Key words* (the words of specific terminology related to the topic, which are most commonly found in the qualifying paper) are given in the nominative case. The number of keywords is 5-7.


The abstract should be written in Ukrainian and in one of the foreign languages (preferably in English) on a separate sheet together with the key words and come before the contents (Appendix K.3).

(revised by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The abstract is signed by a faculty advisor from the department of foreign language.

If the paper includes specific terminology, as well as little-known abbreviations, new symbols, keys, etc., *the list of legend keys* may be presented as a separate list placed before the contents, after the abstract and the list of key words.

The list should be printed in two columns: the left column shows the abbreviations in alphabetical order; the right column shows the detailed interpretation of the abbreviations.

	Alfred Nobel University	Code	Page 79
	Regulation on the organization of the educational process	III-551-047	Version 10

If in the qualifying paper, special terms, abbreviations, symbols and keys are repeated less than three times, the list of legend keys is not drawn up and these legend keys are interpreted in the text at first reference.

The contents – 1-2 pages – of the qualifying paper are reflected in the plan elaborated with the help of the academic supervisor.

The material of the paper should be set forth as a whole in a logical sequence.

The contents (plan) are placed directly after the list of legend keys, starting with a new page. The contents include: preface; the names of all sections, subsections, paragraphs and subparagraphs (if they have named) listed in their due sequence; conclusions and proposals; references; appendices.

In front of each item, there are page numbers indicating the start of the presentation of the material.

The preface set forth the problem to be solved, the level of investigation of the problem, the relevance and purpose of the research in the chosen area, the tasks performed to achieve the purpose, the object and subject of the research. For Bachelor's thesis, the preface's elements are the relevance and practical significance. For Master's thesis, the preface's elements are the paper's academic novelty and practical significance. The preface may also include the forms of practical evaluation of the research findings: presentations at academic conferences, publication of research findings, etc.

(revised by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The volume of the preface should usually not exceed 2.5-3 pages.

The content of the *body* of the qualifying paper is set forth by sections. The sections may be divided into subsections, paragraphs, subparagraphs.

The body's scope is determined by degree-granting departments, depending on the specific nature of the research in the specified specialty (study program).

(revised by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The conclusions and proposals include the research outcomes, the main research and practical findings, recommendations on their research-to-practice use.

The conclusions are drawn according to the tasks set.


The student's own proposals on solving the problematic issues of the relevant object of the research should correspond to the conclusions.

The *appendices* provides the following supporting materials: copies of documents, extracts from regulatory acts and documents, reports, specific instructions/regulations/rules, results of sociological surveys, cumbersome tables, figures, etc.

The references should include the sources cited in the text. The list consists of the regulatory acts and documents, Ukrainian and foreign academic and special literature, professional publications, electronic resources.

The requirements for drawing up the references are set forth in the National Standard of Ukraine "Information and Documentation". Bibliographic reference. General Provisions and Rules of Drawing Up". DSTU (State Standards of Ukraine) 8302:2015.

The students' qualifying papers may be defended *in English or in other foreign language* (in agreement with the head of the degree-granting department and upon the recommendation of the department that provides language training). To defend a

	<i>Alfred Nobel University</i>	Code III-551-047	Page 80
	<i>Regulation on the organization of the educational process</i>		Version 10

qualifying paper in a foreign language, a reference paper (5-6 pages for a Bachelor's paper, 8-10 pages for a Master's paper) is prepared in Ukrainian and English and submitted together with the qualifying paper (Appendices K.4 and K.5).

The qualifying paper is prepared according to the requirements of the DSTU 3008:2015 "Reports in the Scientific and Technical Field. The Structure and Rules of Drawing Up".

(revised by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The procedure for writing a qualifying paper

When writing his/her qualifying paper, the student seeks advice from the supervisor. In addition, the student may seek advice from other teachers (if necessary) of both the degree-granting department and other departments of the University.

At the start of writing the paper, the student should study the main literature on the chosen topic and draw up a plan in terms of the main sections and paragraphs. The plan should be agreed with the academic supervisor. In the course of writing the paper, the references are augmented, and the plan of the paper is adjusted and detailed.

The materials on the results of the activity of the enterprise (organization), on the basis of which the qualifying paper is written, are collected, in particular, during the internship. When processing the collected material, it is recommended to pay special attention to the clarity and content of tables, figures, diagrams, graphs.

The student writes his/her qualifying paper according to the calendar schedule (Appendix K.6).

The supervisor monitors the progress of writing the paper. The completed sections are submitted to the supervisor and, according to his/her remarks, are updated, augmented or revised.

After preparing the sections of his/her qualifying paper and introducing the supervisor to them, the student, according to the remarks and instructions, improves the paper's sections. The completed paper (in bound form) is submitted to the supervisor for signing.


The supervisor of the qualifying paper assesses the paper according to the 100-point grading scale, using the following scheme:

1. *Drawing up the paper* – maximum 10 points. The assessment of the level of compliance of the qualifying paper's content with the topic and the study program of the specialty, as well as the assessment of drawing up the qualifying paper according to the requirements set by the University (the paper's volume and structure, drawing up the cover page, figures, tables, diagrams, references, etc.).

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

2. *Timeliness of submitting the paper's individual elements to the supervisor* – maximum 20 points. The assessment of the compliance of the timeframes for submitting the first, second and third section and the paper as a whole to the supervisor with the timeframes recorded in the task for writing the qualifying paper. Each element submitted in time provides 5 points. The completed and officially registered paper is submitted to the department for review not later than 10 days before the start of the EB's work.

3. *The paper's theoretical and analytical aspects* (the first and second sections) – maximum 25 points. The assessment of the breadth of studying the findings of previous

	Alfred Nobel University	Code III-551-047	Page 81
	Regulation on the organization of the educational process		Version 10

research on the given topic, the comprehensiveness of collecting and studying the regulatory acts, methods of scholarly/scientific views; the uniqueness of theoretical research; the availability of the elements of academic novelty and the level of their elaboration. This part of the scheme also includes the assessment of the scholarly discussion on forming the student's own point of view; the logical construction of the paper and sufficiency of the theoretical conclusions drawn; the use and processing of the required information sources that are adequate to the topic of the research; the use of the information of the activity of rival businesses, statistical materials of foreign countries; the use of contemporary methods of research and justifying their selection.

4. *The paper's practical aspects* (the third section) – maximum 20 points. Depending on the specialty, the following aspects are assessed: the estimates of the economic impact of the implementation of proposals; the level of practicability and reasonableness of research works and proposals and the opportunity to use them; the relation to the department's/University's research; the practical evaluation and implementation of the research findings; the availability of publications based on the research findings; the participation in academic conferences.

5. *Grade for preliminary defense* – maximum 25 points. The preliminary defense is organized by the department after the date of submission of the officially registered papers to the department. During the preliminary defense, the board of the department's teachers assesses through the interview the student's level of independence in writing the qualifying paper, as well as the student's understanding of the theoretical and practical aspects of the chosen topic. The grade based on the results of the interview is issued by the supervisor in agreement with the members of the board.

The grade issued by the supervisor is presented in the *review* for the qualifying paper, which is a component of the *submission to the examination board's chairman regarding the defense of the qualifying paper*.


The qualifying paper, which according to the grade issued by the supervisor has less than 60 points, is considered at the department's meeting. The minutes of the department's meeting endorsed by the head of the department are submitted to the University's rector for making a final decision. The student is informed about this decision before the EB's meeting.

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

14 days before the date of defense, the qualifying paper is sent in electronic form to the Didactics Department to be verified for plagiarism. Further examination of the paper is conducted only if a verification report is available. Papers that do not meet the prescribed level of originality are removed from further examination and students are not eligible to defend such qualifying papers and are expelled from the University.

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

According to the decision of the department, after being assessed by the academic supervisor, the Master's qualifying paper is submitted to the enterprise (organization) on the basis of which it was written, for a *review*, or for a review by another organization or person (Appendix K.7). The results of the Master's qualifying paper may be considered at the enterprise (organization) for their practical significance, which is confirmed by the relevant report on implementation.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 82
	<i>Regulation on the organization of the educational process</i>		Version 10

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The qualifying paper with the academic supervisor's review and other materials are submitted to the head of the department, who decides on the eligibility of the qualifying paper for defense, which is duly recorded in the *submission*.

The submission to the chairman of the examination board regarding the defense of the qualifying paper (Appendix K.8) includes the following summarized information: on the topic of the qualifying paper, the availability of the paper itself and its review, statement of grades, the supervisor's review and the department's conclusion on the qualifying paper.

The completed and officially registered paper is submitted to the department for review not later than 10 days before the start of the EB's work.

The students who have not passed the preliminary defense are not eligible to defend their qualifying papers.

(The unnumbered paragraph is removed by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The defense and assessment of the qualifying paper

The qualifying paper is defended in public at the examination board's open meeting within the timeframes set by the curricula and according to the schedule approved in the manner prescribed by the University.

For the defense of his/her paper, the student should prepare a report for 7-10 minutes, as well as illustrative material for the EB's members.

In his/her report, the student outlines the relevance, purpose and objectives of the qualifying paper, describes briefly the main content of the paper, the methods and results of his/her research / ways to solve a practical problem, announces his/her conclusions and proposals.

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)


The quality level of the student's attainment is assessed by the examination board's members on the basis of the prescribed rules, principles, criteria, grading system and scale, using the forms and methods of diagnostics.

The object of assessment is the set of knowledge, skills and competences acquired in the process of writing and defending the qualifying paper.

The quality level of the students' attainment is assessed by the examination board's members on the basis of the principles of: impartiality, individuality, integrity, ethics, as well as a differentiated and competent approach, taking into account the criteria for assessing the acquired general and special competences.

The qualifying paper as an assessment tool should demonstrate the following skills:

- to handle information sources (legislative and regulatory documents, specialized academic literature, including the literature published in foreign languages, Internet and Intranet materials, data of statistical and financial reporting);
- to present the material logically and reasonably;
- to use statistical and mathematical methods of analyzing the problem under research;
- to apply contemporary scientific methods of empirical research;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 83
	<i>Regulation on the organization of the educational process</i>		Version 10

- to use the skills mastered for making proposals and substantiating recommendations on the subject of the research;

- to summarize the findings and draw conclusions on the research.

There are the following assessment criteria for a qualifying paper:

- substantiation of the relevance of the research topic;

- clarity in the specification of the object, subject, purpose and objectives of the research;

- clarity, thoroughness and consistency in disclosing each item on the plan and of the paper's topic, their compliance with the objectives and tasks set;

- scope of the review of academic sources (including those published in foreign languages) on specific issues;

- systematization and depth of theoretical analysis of the problem;

- academic voice of the paper;

- the extent of practical orientation of the paper;

- reliability and validity of the conclusions and proposed solutions;

- remarks and recommendations of the reviewer and the supervisor of the qualifying paper;

- spelling and syntactic correctness;

- the correctness in drawing up the paper according to the requirements of the state standards (If there are significant deviations from the requirements prescribed, the paper may be considered to be not eligible for defense or it will significantly affect the total grade).

- thoroughness of the student's report on the main research findings;

- correctness, clarity and argumentation of answers to the questions of the members of the examination board;

- the ability to argue in favor of one's proposals, opinions, views during the defense;

- the student's overall attainment level, logic of thinking, public speaking skills, mastery of the culture of presentation.

(as amended and augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

If there are any signs of plagiarism in a qualifying paper, the given paper is removed from the review by the examination board's decision, and also earns a "fail" grade.

When assessing the qualifying paper, the board takes into account the academic novelty, research quality, practical significance, compliance of drawing up with the requirements prescribed, as well as skills to defend the drawn provisions and conclusions at the EB's meeting.

After being defended, the qualifying paper is published according to the existing standard.

The final grade for the qualifying paper is calculated according to the following formula:

$$\hat{O}_1 = \hat{I}_1 \times 0,25 + \hat{I}_2 \times 0,25 \times 20 + \hat{I}_3 \times 0,5 \times 20,$$

where O_1 is the grade issued by the supervisor for the qualifying paper (according to the 100-point grading scale) (the weight of the final grade is 0,25). If the student earns the

grade, which is less than 60 points, from his/her supervisor, the given grade for the qualifying paper is a “fail” grade;

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

O_2 is the average grade for the student’s performance for the period of study (according to the 5-point grading scale) (the weight of the final grade is 0,25);

O_3 is the average grade for defense of the qualifying paper (according to the 5-point grading scale) (the weight of the final grade is – 0,50).

The example of the calculation: $85 \times 0,25 + 4,3 \times 0,25 \times 20 + 4,5 \times 0,5 \times 20 \approx 88$

Grade	According to the national grading scale	Excellent	Good		Satisfactory		Fail	
		The required % of knowledge	90-100	82-89	75-81	67-74	60-66	35-59
	According to the ECTS grading scale	A	B	C	D	E	FX	F

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The grade issued by the supervisor for the qualifying paper is recorded in the supervisor’s review, which is a component of the submission to the examination board’s chairman.

The average grade for the student’s performance is determined by the Student Office and is recorded in the summary grade report sheet and in the submission to the examination board’s chairman.

The average grade for defense of the qualifying paper is the average grade for *the student’s report during the defense* and his/her answers to the questions of the EB’s members. The questions of the EB’s members are divided into three groups:

The first group of questions ("theoretical questions") should be aimed at assessing the overall level of the student’s theoretical knowledge on the topic of the paper.

The second group of questions ("system-based questions") should be aimed at assessing the level of the student’s system thinking, his/her ability to see the interrelations between the phenomena.

The third group of questions ("practical questions") should be aimed at assessing reasonability of the student’s proposals, calculations and his/her own conclusions.

The EB’s member issues the following grades in the individual grade report sheet: the grade for the report and for the answers to each group of the questions. The EB’s member also records the data about the content of these questions.

The minutes of the examination board’s meeting also includes the following grades: the grade issued by the supervisor, the average grade for the student’s performance, the average grade for defense and the total grade.

If the average grade for defense of the qualifying paper is *less than 3 points*, the *total* grade is the "fail" grade.

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The paper is archived within 30 calendar days and stored for five years.

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

Compliance of the results of the defense of the qualifying paper with the assessment

criteria

Sum of points according to the 100-point grading scale	Grade according to the ECTS grading scale	Meaning of the ECTS grade	Assessment criteria	Grade according to the national grading scale
90-100	A	excellent	<p>The grade is issued for the qualifying paper which is research-to-practice and drawn up according to the requirements set for qualifying papers. The object, subject, purpose and tasks of the qualifying paper are clearly specified. The Master's qualifying paper includes academic novelty of the results achieved. The academic foundations are well-reasoned and set forth briefly and clearly. The difference between the results achieved and previously known findings, as well as the extent of these results' novelty is noted.</p> <p>The topic is fully disclosed and the material is presented logically and consistently with reliable and sound conclusions that reveal the results of performing the tasks set. In addition, the material is analyzed efficiently and systematically. The paper has positive conclusions of the supervisor and the reviewer. When defending the paper, the student demonstrates deep knowledge of the topic and handles the research data, makes proposals on the research topic. When presenting his/her report, the student uses skillfully his/her presentation that reflects holistically the paper's content. Also the student provides correct, clear, comprehensive and substantiated answers to the questions of the EB's members. Moreover, during the defense, the student defends his/her opinions and proposals confidently and in a well-argued manner, as well as demonstrates a high level of theoretical and research-to-practice attainment.</p>	excellent
82-89	B	very good	<p>The grade is issued for the qualifying paper which is research-to-practice and drawn up according to the requirements set for qualifying papers. The object, subject, purpose and tasks of the qualifying paper are clearly specified. The Master's qualifying paper includes academic novelty of the</p>	good



			<p>results achieved. The academic foundations are well-reasoned and set forth briefly and clearly. The difference between the results achieved and previously known findings, as well as the extent of these results' novelty is noted, but there are minor shortcomings. The topic is fully disclosed and the material is presented logically and consistently with reliable and sound conclusions that reveal the results of performing the tasks set, but there are some nonessential shortcomings. The material is analyzed efficiently and systematically and there are only minor mistakes in the paper's language. The paper has a positive conclusion of the supervisor and minor remarks of the reviewer. When defending the paper, the student demonstrates deep knowledge of the topic and handles the research data, makes proposals on the research topic. When presenting his/her report, the student uses skillfully his/her presentation that reflects holistically the paper's content. The student provides answers to the questions of the EB's members with little difficulty. During the defense, the student defends his/her opinions and proposals confidently and in a well-argued manner, as well as demonstrates a sufficient level of theoretical and research-to-practice attainment.</p>	
75-81	C	good	<p>The grade is issued for the qualifying paper which is research-to-practice and drawn up mostly according to the requirements set for qualifying papers, but includes some shortcomings. The Master's qualifying paper includes academic novelty of the results achieved. The academic foundations are mostly well-reasoned. The difference between the results achieved and previously known findings, as well as the extent of these results' novelty is noted, but there are some essential shortcomings. The object, subject, purpose and tasks of the qualifying paper are clearly specified. The topic is disclosed and the material is presented logically and consistently with reliable and sound conclusions that reveal the results of performing the tasks set, but there are some essential shortcomings. The material is analyzed efficiently and systematically. There are only minor</p>	



			<p>mistakes in the structure, language and style. The paper has the conclusion of the supervisor and the reviewer with some remarks. When defending the paper, the student demonstrates knowledge of the topic and handles the research data. When presenting his/her report, the student uses his/her presentation which reflects not all the content-related focal points of the paper, as well as provides mostly correct answers to the questions of the EB's members. During the defense, the student demonstrates a sufficient level of theoretical and research-to-practice attainment.</p>	
67-74	D	satisfactory	<p>The grade is issued for the qualifying paper which is research-to-practice and drawn up mostly according to the requirements set for qualifying papers, but includes shortcomings. The Master's qualifying paper includes mostly academic novelty of the results achieved, but the academic foundations are set forth not clearly. The difference between the results achieved and previously known findings is not noted, as well as the extent of these results' novelty includes content-related shortcomings. The object, subject, purpose and tasks of the qualifying paper are not clearly specified. The topic is insufficiently disclosed and the paper has a shallow analysis. The material is presented inconsistently and unreasonably. There are some content-related shortcomings. The conclusions, proposals and recommendations are drawn up unclearly with excessive generalization. The material is analyzed inefficiently and there is an excess of descriptive elements. There are mistakes in the structure, language and style. The paper has the reviewer's remarks on the content and methodology. A presentation of the report has been prepared for the defense. The paper's main highlights are disclosed, but visual information is not always commented on. During the defense, the student demonstrates lack of confidence, weak knowledge of the topic, not always provides correct answers to the questions of the EB's members. Also during the defense, the student reproduces a significant part of the theoretical material, demonstrates knowledge and understanding of the main</p>	satisfactory



			foundations and, with the teacher’s help, can analyze the learning material and correct mistakes, including a significant number of essential mistakes.	
60-66	E	satisfactory	The grade is issued for the qualifying paper which is research-to-practice and drawn up mostly according to the requirements set for qualifying papers, but includes numerous shortcomings. The Master’s qualifying paper includes mostly academic novelty of the results achieved, but its elements are insufficiently substantiated. The object, subject, purpose and tasks of the qualifying paper are not clearly specified. The paper’s topic is mostly disclosed insufficiently. The paper has insufficient critical analysis. The material is presented inconsistently and unreasonably. There are numerous content-related shortcomings. The conclusions, proposals and recommendations are insufficiently substantiated and drawn up unclearly with excessive generalization. The material is analyzed inefficiently and is abstract-based, as well as there is an excess of descriptive elements. There are significant mistakes in the structure, language and style. The paper has substantive remarks of the supervisor and the reviewer on the content and methodology. A presentation of the report has been prepared for the defense. The paper’s main highlights are disclosed, but visual information is not commented on. During the defense, the student demonstrates lack of confidence, weak knowledge of the topic, does not provide exhaustive and substantiated answers or provides incorrect answers to individual questions of the EB’s members. Also during the defense, the student reproduces a significant part of the theoretical material, demonstrates knowledge and understanding of the main foundations and, only with the teacher’s help, can correct mistakes, including a significant number of essential mistakes.	enough
35-59	FX	Fail with the eligibility to defend repeatedly	The grade is issued for the qualifying paper which is not research-to-practice and drawn up mostly according to the requirements set for qualifying papers, but includes numerous shortcomings. The paper’s topic is superficially disclosed and the paper does not include any analysis. The material is	fail

			presented inconsistently and unreasonably. There are numerous content-related shortcomings. The conclusions, proposals and recommendations are declarative. The material is analyzed inefficiently. The paper is abstract-based and descriptive, as well as there is no any consistency. The paper has critical remarks from the supervisor and the reviewer. A presentation of the report has not been prepared for the defense. During the defense, the student demonstrates lack of confidence, weak mastery of the material of his/her own paper, provides incomplete answers to the questions of the EB's members, as well as makes essential and serious mistakes.	
1-34	F	Fail with a mandatory additional theoretical training and writing a qualifying paper	The grade is issued for the qualifying paper which is not research-to-practice and is not drawn up according to the requirements set for qualifying papers, as well as includes numerous critical shortcomings. The paper's topic is not disclosed and the paper does not include any analysis. The conclusions, proposals and recommendations are declarative. The paper has critical and essential remarks from the supervisor and the reviewer. A presentation of the report has not been prepared for the defense. During the defense, the student cannot defend his/her own qualifying paper, cannot answer any question on its topic and does not know the theory.	

(augmented by the decision of the Academic Council of 19.12.2019 minutes No. 8)

The student is eligible to defend repeatedly his/her qualifying paper within three years after graduating from the University.


2.5.5. Documents on higher education

According to the clause 7 of the Higher Education Act of Ukraine, documents on higher education are issued at Alfred Nobel University.

The document on higher education (academic degree) is issued to a person who has successfully completed the relevant study (academic) program and passed the certification.

According to the clause 36 of the Higher Education Act, the Academic Council of the University approves the model and procedure for producing the documents on higher education, including joint and double degrees.

The Bachelor and Master diplomas include the name of Alfred Nobel University, (if a higher education has been obtained at the University's branch – these diplomas should include the name of the branch, name of the study program, as well as the qualification

	<i>Alfred Nobel University</i>	Code III-551-047	Page 90
	<i>Regulation on the organization of the educational process</i>		Version 10

consisting of information about the academic degree, specialty (in case of interdisciplinary study programs - specialties, branch of study), area of study and professional qualification (if the given qualification is awarded).

The PhD diploma includes information on the academic degree, branch of study, specialty in which the relevant degree is obtained (for interdisciplinary papers - specialties, branch of study), name of the higher educational institution (research institution) where the training was conducted, name of the higher educational institution (research institution) before the specialized academic council of which the academic achievements have been defended.

The integral part of a Bachelor, Master or PhD diploma is a European-level diploma supplement that includes structured information about studies completed. The diploma supplement includes information on the person's learning outcomes, which consists of information on the names of courses, grades received and the number of ECTS credits awarded, as well as information on the national system of higher education in Ukraine.

The document on higher education is issued by the University only according to the study program accredited according to the Higher Education Act. The document on higher education includes the name of the accreditation agency (agencies), and the supplement to the document on higher education includes information on the relevant accreditation certificates issued and the decisions made by the given agency (agencies).

Documents on higher education for persons studying by the state order are produced by higher educational institutions and issued at the expense of the state budget. For persons studying at the expense of individuals or legal entities, the cost of documents on higher education is included in tuition fees. The list of mandatory information that should be included in the document on higher education is established by the Cabinet of Ministers of Ukraine.

If a person obtains a higher education within the study programs agreed between higher educational institutions (research institutions), including foreign institutions, the higher educational institutions (research institutions) have the right to produce and issue a joint (double) document on higher education according to the model determined by a joint decision of the academic councils of the given higher educational institutions (research institutions).

If a person obtains a higher education in more than one specialty, the University has the right to prepare and issue a document on higher education according to a special model determined by the Academic Council.


Information on diplomas issued is entered into the Unified State Electronic Database on Education.

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

2.6. TEACHING MATERIALS

2.6.1. Structure of teaching materials and procedure for approving them

Teaching materials for the educational activity in the field of higher education determine the educational institution's ability to provide a high quality educational service

	<i>Alfred Nobel University</i>	Code III-551-047	Page 91
	<i>Regulation on the organization of the educational process</i>		Version 10

and to implement it according to the requirements of the prescribed standards and according to the norms of the existing laws.

Teaching materials for the educational activity in the field of higher education consists of two sets:

A) *Teaching materials for initiating the educational activity:*

- the educational activity's concept within the relevant specialty at the stated academic level/within a specialty (program, branch of study) in the field of postgraduate education for academically trained persons, which includes, in particular:

the specialty's code and name;

academic level;

indicative list of areas of study and study programs;

the total amount of credits according to the European Credit Transfer and Accumulation System and the period of study;

professional standards by which training is intended to be directed (if any);

list of the basic competences to be mastered by a student/postgraduate student;

indicative list of professional qualifications to be provided;

requirements for the educational level of the persons who may start their studies;

procedure for evaluating learning outcomes.

B) *Teaching materials for maintaining the educational activity includes the following:*

- all approved in the prescribed manner study programs (educational and professional programs, academic programs) and curricula for training students;

- steering documents for all academic courses of the curricula which include: the program of the academic course, intended learning outcomes, procedure for evaluating learning outcomes, suggested reading (basic, supporting), information resources on the Internet;

- programs for all types of practical training for each study program;

- teaching materials for the final certification of students;

- curricula including the obligatory study of Ukrainian as an individual course "Ukrainian as a Foreign Language" in the case of training foreigners and stateless persons, as well as in the case of ensuring postgraduate education regardless of the language of instruction.

Teaching materials that are approved by the rector or are to be published in paper form are agreed in the following order:

- approved at the department's meeting;

- registered at the Didactics Department;


- agreed with the Vice Rector for Quality Assurance in Higher Education and the head of the Didactics Department.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The agreement procedure is given in the Approval Record Sheet (Appendix JI) attached to the document.

After agreeing by the specified procedure, the document is signed by the rector.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

	Alfred Nobel University	Code	Page 92
	<i>Regulation on the organization of the educational process</i>	III-551-047	Version 10

The original document is stored at the departments and structural subdivisions that developed the document. The electronic version of the document is placed in the local network on the FTP location and the website of the University.

(as amended by the decision of the Academic Council of 29.05.2018 minutes № 4)

2.6.2. Teaching materials for implementing educational activities

2.6.2.1. A study program (educational and professional program, academic program) for training a professional is developed according to the requirements specified in the paragraph 3.1. of this Regulation.

Once approved, the study program is placed in the prescribed manner on the FTP location and the website of the University. The original documents are stored at the Didactics Department and at the degree-granting department.

2.6.2.2. Curriculum

The curriculum is the list of basic and elective academic courses including the number of hours allocated for studying the given courses, as well as the forms of summative assessment of the students' knowledge and skills (Appendix M).

The curriculum is the University's regulatory document that is developed by the degree-granting department on the basis of the study program and is approved by the Chairman of the Academic Council after being agreed by the University's Academic Council.

In the curriculum, the list of courses, distribution by semesters and time allocated for teaching are determined, depending on the specialty, area of study, competences of a future professional, as well as on the total period of studies.

The compulsory academic courses are studied by all the students of the given study program.

The elective courses account for at least 25% of the study program and are chosen by the students for forming their individual trajectory of studies within the study program.

The curriculum's courses are distributed by the cycles determined by the study program.

The curriculum determines the forms of classroom work, self-directed learning and individual work of students: lectures, practical sessions, laboratory work and seminar classes, term papers (projects), internships, summative assessment of students' knowledge, qualifying papers and examinations.


As a rule, in the curricula for intramural form of study, one-third of the total study time for a specific academic course is allocated to the classroom academic studies.

Changes to the elective component of the curriculum are made based on the specific natures of the specialties within which professionals are trained and on the customers' needs for improving the quality of training. The changes are approved by the decision of the Academic Council.

After being approved in the prescribed manner, the curriculum is placed on the FTP location and the website of the University.

2.6.2.3. The existing curriculum and schedule of the educational process

To specify the planning of the educational process for each academic year, the degree-granting department draws up the existing curriculum and schedule of the educational process.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 93
	<i>Regulation on the organization of the educational process</i>		Version 10

The procedure and timeframes for holding all types of academic studies are coordinated by the Didactics Department and Student Office according to the curriculum based on the schedule of the educational process which is an information and administrative document. The schedule of the educational process is agreed with the head of the degree-granting department and the Vice Rector for Quality Assurance in Higher Education and approved by the rector. The existing curricula are agreed with the head of the degree-granting department and the Vice Rector for Quality Assurance in Higher Education and approved by the rector.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

After being approved, the existing curriculum and schedule of the educational process are placed on the FTP location and the website of the University.

2.6.2.4. Steering document of an academic course

The steering document of an academic course is the degree-granting department's document that is developed for each academic course according to the curriculum and *is updated annually*.

The academic course's steering document reflects a specific content of the academic course, sequence and organizational and methodological forms of studying it, means and forms of continuous and summative assessment.

The academic course's steering document is developed at the degree-granting department, considered at this department's meeting and approved by the head of the given department.

The document has a cover page, information about the draftsmen and the persons responsible for the publication and dateline (Appendix H).

The academic course's steering document has the following structure:

- the academic course's program;
- intended learning outcomes;
- indicative list of questions for summative assessment;
- the procedure for evaluating learning outcomes;
- suggested reading (basic, supporting);
- information resources on the Internet.

After being approved at the meeting of the degree-granting department, the academic course's steering document is placed on the FTP location and the system for managing educational content "MOODLE".


2.6.2.5. The programs of all types of internships for each study program

The students' internships are the required element of educational and professional training of professionals of the relevant level.

The curricula comprise a cross-cutting internship, the consistency of which is achieved by passing the interrelated different types of internships: instructional practice, work placement and pre-graduation internship.

The cross-cutting program of internship (Appendix H.12) includes the description of the basic components of all types of internship and is the basic academic document that regulates the activities of the department supervisors/host institution's supervisors for internships and students passing the internships and consists of the following sections:

1. General provisions.

	Alfred Nobel University	Code	Page 94
	Regulation on the organization of the educational process	III-551-047	Version 10

2. Organization and management of students' internships.

2.1. Requirements for the object of internship.

2.2. Internship management.

3. Programs for the types of internships:

3.1.

3.2.

3.3.

4. Summarizing the students' internships.

The program of the relevant type of internship is drawn up according to the curriculum and the paragraph 2.2.10 of this Regulation and approved by the Vice Rector for Quality Assurance in Higher Education.

The internship program is supplemented by the guidelines for students with the following structure:

The cover page (Appendix H.12.1)

Contents

1. General provisions

2. Organization and management of students' internships

3. Internship program

4. Summarizing the students' internships

Appendix. Sample of cover page of internship report (Appendix B.2).

After being approved in the prescribed manner, the internship programs are placed on the FTP location and the system for managing educational content "MOODLE".

The students' internship reports are stored at the degree-granting department for 1 year and then are shredded.

2.6.2.6. *Teaching materials for the final certification of students*

The assessment of students' knowledge is performed according to the assessment's schedule including the timeframes and forms.

Teachers prepare questions, sums, tasks or case studies for continuous assessment of knowledge, taking into account the learning outcomes that should be formed when mastering an academic course according to the steering document.

According to the academic course's steering document, the program's material is divided into content modules. Each module ends with a module test.

Module tests are developed by a lecturer and a teacher who holds practical sessions (seminar classes) (Appendix H.4) and approved at the degree-granting department's meeting.

The set of tasks includes:


- cover page (Appendix H.5);

- the content of the studied material for the current period of semester and the learning outcomes assessed (the sample of drawing up the task is given in the Appendix H.6);

- review (Appendix H.7);

- criteria for assessing the works signed by the head of the department (Appendix H.8).

The tasks for a comprehensive test should consist of 2 or 3 sets:

	<i>Alfred Nobel University</i>	Code III-551-047	Page 95
	<i>Regulation on the organization of the educational process</i>		Version 10

- 1) tests in electronic or paper forms;
- 2) performance-based assessment tasks or calculation tasks;
- 3) case problems and problematic issues, solving which enables one to draw conclusions about the quality of mastering knowledge.

As for humanities and socio-political courses, one of the sets of the comprehensive test may be in the form of detailed answers to the questions.

The summative assessment held at the University for the courses including examinations is regulated by examination cards (Appendix H.9) that are approved at the department's meeting *not later than one month before the date of the examination*.

If the content of the academic course's steering document and accordingly the content of the examination cards are not changed, they are approved once more. In this case, the bottom of the card is marked with the inscription "Approved at the department's meeting. Minutes No. ___ of _____" and signed by the head of the department.

As a rule, examination cards are re-approved no more than 3 times.

The students' examination written works are stored at the department for 6 months and then are shredded.

Manuals for studying a course and subject matter of module tests for extramural (distance learning) students

The manuals for studying a course for extramural (distance learning) students and subject matter of module tests are developed and approved by the departments according to the academic course's steering document and *are updated annually*.

A sample of drawing up the manuals is given in the Appendix H.10.

The structure of the manuals for courses is as follows:

1. Content of the program based on the content's modules and topics.
2. Indicative list of questions for summative assessment.
3. Tasks for student's individual work (subject matter of module tests).
4. Suggested reading.

After being approved at the department's meeting, the materials are placed on the FTP location and the system for managing educational content "MOODLE".

A module test is registered at the department. A teacher verifies the test within 5 (five) calendar days from the date of receiving the test at the department (in special cases – within 7 (seven) calendar days). The registration mark on receipt and return of the test is put in the registration log.


The students' module tests are stored at the department for 6 months and then are shredded.

Teaching materials for writing term papers

At the beginning of the semester, the department reviews and approves the guidelines for writing a term paper in a specific course.

Their structure should include the following mandatory elements, including sections:

- the cover page (Appendix H.11);
- the purpose and main objectives of the term paper;
- the volume and structure of the term paper;
- process documentation for the term paper;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 96
	<i>Regulation on the organization of the educational process</i>		Version 10

- the main stages of preparing the term paper, the relevant recommendations for students;
- the timeframes for preparing the term paper;
- the defense and procedure for assessing the term paper;
- topics of term papers;
- appendices.

After being approved at the department's meeting, the prepared at the department Guidelines for Writing a Term Paper are placed on the FTP location and the system for managing educational content "MOODLE".

Term papers are stored at the departments for one year. After expiring the storage period, these papers are shredded, which is certified by the relevant document (formal note).

Guidelines for writing qualifying papers

The completed qualifying paper, based on the structure according to the paragraph 2.5.4. of this Regulation and Guidelines for Writing a Qualifying Paper, is submitted for defense in bound form in the sequence prescribed in the specified documents.

The review for the qualifying paper is not filed, but is attached to the paper separately.

The Guidelines for Writing a Qualifying Paper are developed by the department, approved at the department's meeting and then by the rector.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The Guidelines should have the following structure:

The cover page (Appendix H.13)

The contents:

1. The purpose and objectives of the qualifying paper
2. The general structure of the qualifying paper
3. The qualifying paper's content
4. The procedure for official registration of the qualifying paper
5. The procedure for preparing the qualifying paper
6. The defense and assessment of qualifying papers

Appendices


After being approved in the prescribed manner, the materials are placed on the FTP location and the system for managing educational content "MOODLE".

Qualifying papers are submitted to the University's archive within 3 days after the last meeting of the Examination Board for Administering the Defense of Qualifying Papers.

Teaching materials for comprehensive certification examination

The set of teaching materials for the comprehensive certification examination in a specific course / specialty is developed by the department, agreed with the Vice Rector for Quality Assurance in Higher Education and approved by the rector within the timeframes specified in the paragraph 2.5.3. of this Regulation.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

	<i>Alfred Nobel University</i>	Code III-551-047	Page 97
	<i>Regulation on the organization of the educational process</i>		Version 10

The set of teaching materials for the comprehensive certification examination should comply with the basic items regulated in the paragraph 2.5.3. of this Regulation and have the following structure:

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The cover page (Appendix H.14)

Contents:

Preface. The structure of the comprehensive certification examination

1. The program of the comprehensive certification examination
2. The examination card's structure
3. The assessment of the comprehensive certification examination
4. The list of questions for the comprehensive certification examination
5. An example of a typical practical situation
6. Literature

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

After being approved, the materials are placed on the FTP location.

The sets of examination cards for the comprehensive certification examination include:

- the cover page (Appendix H.15);
- the examination card's content (Appendix H.16).

The students' written works for certification are stored at the department for 1 year and then are shredded.

Criteria and procedure for assessing the students' knowledge and skills

The criteria and procedure for assessing the students' knowledge and skills are regulated by the paragraph 2.4 of this Regulation, recorded in the academic course's steering document and are specified in the process card (Appendix H.16.1).


Teaching materials for entrance examinations

The list of teaching materials that are developed by the departments and are approved in the prescribed manner also include:

- The programs of the courses within which the University administers entrance examinations according to the admission rules of the current year.
- The teaching materials for entrance examinations for a Master's program.
- The teaching materials for entrance examinations for the persons who have been awarded the Junior Specialist's degree.
- The teaching materials for entrance examinations in the foreign language (English) for a Master's program.
- The examination cards.

All the above-mentioned materials are updated *annually*.

The programs of the courses, for which the University administers entrance examinations according to the admission rules of the current year, are registered officially as programs of academic courses.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 98
	<i>Regulation on the organization of the educational process</i>		Version 10

The teaching materials for entrance examinations for a Master's program are drawn up according to the Appendix H.17.

The teaching materials for entrance examinations for the persons who have been awarded the Junior Specialist's degree are drawn up according to the Appendix H.18.

The teaching materials for entrance examinations in English for a Master's program are drawn up according to the Appendix H.19.

The examination cards are drawn up by the sample of the cards for comprehensive certification examinations.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

Ensuring didactic guidance for self-directed learning

The student's self-directed learning (SSDL) is a form of organization of the educational process, in which the tasks set are performed by a student under the guidance of a teacher, but without his/her direct participation. The SSDL is the main tool of mastering a learning material during extracurricular academic activities. The SSDL is an important component of the educational process that influences the depth and consolidation of the knowledge mastered and skills that help to apply the knowledge creatively in future professional activities.

The continuous assessment of the students' self-directed learning is held based on the paragraph 2.4. of this Regulation and the European Credit Transfer and Accumulation System (ECTS) according to the following objects of continuous assessment:

- a) the systematic nature and performance of work at seminar classes (practical sessions, laboratory works);
- б) performance of tasks for self-directed learning
- в) performance of module (control) tasks ;
- г) preparation for examinations.

There are the following types of the students' self-directed learning:

self-directed learning ensuring preparation for the ongoing classroom learning for the continuous modular control and summative assessment;


search and analytical work;

scientific (academic) work;

internships at enterprises and organizations, various types of internships or hands-on trainings.

There are the following forms of the students' self-directed learning:

- mastering the theoretical foundations of the lecture material heard;
- studying specific topics or issues for self-directed learning;
- performing home tasks;
- preparation for seminar classes, practical sessions (laboratory works);
- preparation for module tests and other forms of continuous assessment;
- doing and writing sums, schemes, diagrams and other graphic works;
- systematization of the studied course material before writing module tasks, performing tests or taking examinations;
- practicing skills within training programs (tasks) in academic courses;
- analysis of a specific labor situation and preparation of an analytical study (Case study);

	Alfred Nobel University	Code	Page 99
	<i>Regulation on the organization of the educational process</i>	III-551-047	Version 10

- preparing a tutorial in an academic course, using software;
- performing individual tasks (writing a reference paper on a specified topic, preparing critical essays on the articles of Ukrainian and foreign authors within a specific topic, doing calculation and graphic works, drawing up reports, analyzing practical situations, preparing reference materials on publications devoted to various problems, one's own research for academic competition, conferences, searching (selecting) and reviewing literature sources on the specified topic of a course, analytical review of an academic publication, writing a term paper, writing a diploma paper, etc.);
- implementing individual and group training projects;
- various forms of engagement in scientific (academic) work.

Possible forms of practical implementation of the SSDL, as well as forms of assessment and reporting on this SSDL are given in the Appendix H.2.

Departments may also introduce other forms of the SSDL according to the peculiarities of courses, which is assigned to the department.

The tasks for the student's self-directed learning in a specific course should reflect the course's peculiarities, and therefore the structure of tasks for each cycle of courses has a specific nature. The Appendix H.3 provides the examples of setting tasks for the SSDL.

The types and forms of organizing the student's self-directed learning are determined by an academic staff member who delivers an academic course. Accordingly, the forms of didactic materials for the self-directed learning are determined by an academic staff member independently.

The responsibility for providing the hours for the self-directed learning in an academic course with didactic guidance is undertaken by the academic staff member who delivers an academic course and the head of the department.


After being approved at the department's meeting, the materials are placed on the system for managing educational content "MOODLE".

(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

2.6.2.7. Syllabus

The syllabus is a document drawn up for a student in order to provide information on the academic course, its content and form, purpose and duration, assessment form and list of basic and supplementary literature, as well as the requirements of the teacher. The syllabus is drawn up according to the Appendix H.21.

(augmented by the decision of the Academic Council of 31.10.2019 minutes No. 7)

	Alfred Nobel University	Code	Page 100
	Regulation on the organization of the educational process	III-551-047	Version 10

SECTION III. PARTICIPANTS IN THE EDUCATIONAL PROCESS

3.1. PARTICIPANTS IN THE EDUCATIONAL PROCESS AT ALFRED NOBEL UNIVERSITY

The rights and obligations of the participants in the educational process are exercised according to the Higher Education Act of Ukraine and the relevant regulatory legal acts.

The participants in the educational process at Alfred Nobel University are:

- 1) academic staff members;
- 2) practitioners involved in the educational process;
- 3) other the University's employees who, according to their job descriptions, perform tasks related to the organization and support of the educational process;
- 4) employees;
- 5) students and other persons studying at the University.

Employers may be involved in the educational process.

The academic staff members are the persons who, according to their primary place of work at the University, perform academic, methodical, research and organizational activity. The positions of academic staff members may be occupied by persons who have academic degrees or academic ranks, as well as persons who have Master's degrees.

There are the following main positions of the University's academic staff:

- 1) head (rector, President);
- 2) deputy head (vice rector, whose activities are directly related to the academic or research process);
- 3) director of library;
- 4) head of department;
- 5) professor;
- 6) associate professor;
- 7) senior lecturer, lecturer, assistant;
- 11) researcher of library;
- 12) head of the department of postgraduate studies, doctoral studies.

Teachers/lecturers are the persons who, according to their primary place of work at the University, perform teaching, methodical and organizational activities.

The positions of teachers/lecturers may be occupied by persons who have Master's degrees in the relevant specialty.


There are the following main positions of higher educational institutions' teachers/lecturers:

- 1) teacher/lecturer;
- 2) teaching methodology expert.

Students are persons who study at the University within a specific study program in order to obtain the relevant academic level.

The persons, who study at the University, are obliged to perform the following:

- 1) to adhere to the requirements of the legislation, as well as the University's statute and internal regulations;

	Alfred Nobel University	Code	Page 101
	Regulation on the organization of the educational process	III-551-047	Version 10

2) to adhere to the requirements of the occupational safety and health, workplace hygiene and fire safety provided for by the relevant rules and instructions;

3) to fulfill the requirements of a study (academic) program (individual curriculum (if any)), while respecting the academic integrity, and to achieve the learning outcomes intended for the relevant academic level;

4) to attend at least 75% of class hours (lectures, practical sessions, seminar classes, laboratory works) every semester in order to fulfill successfully the requirements of the educational and professional program.

If the student violates at least one of the above-mentioned obligations, he/she is invited to the department's meeting regarding the consideration of his/her unacceptable behavior. This meeting may result in making a decision on informing the payer of the student's studies.

If the student violates his/her obligations once more, he/she is invited to the meeting of the Academic Integrity Committee.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

3.2. ACADEMIC FREEDOMS OF THE PARTICIPANTS IN THE EDUCATIONAL PROCESS

3.2.1. General provisions


The University is an autonomous institution which creates, studies, assesses and passes on culture via research and education.

The autonomy of the University and academic freedoms are recognized as the fundamental principles of the University's life. Self-governance, collegiality and appropriate academic leadership of the University are the most important components of its true autonomy.

The University is guided by the principles of the Magna Charta of the European Universities and recognizes that:

- research and teaching activities must be morally and intellectually independent of any political or economic power;
- education must meet the requirements of society and reflect achievements in academic research;
- to ensure freedom of research and teaching, all members of the University's community are to be provided with the necessary means for implementing this freedom;
- the intake of teachers and determination of their status are to be carried out according to the principle that research activity cannot be separated from the teaching;
- the University must guarantee to the students the freedoms and conditions under which they are able to achieve their goals in culture and education.

The essential aspects of academic freedom are the freedom to teach and the freedom to learn. The freedom to learn consists in providing the required conditions at the University, in the classroom and for the academic community. Students are required to have a responsible attitude to the freedom of learning. The University's obligation is to develop the necessary rules and regulations that guarantee the protection of the freedom to learn.

	Alfred Nobel University	Code	Page 102
	<i>Regulation on the organization of the educational process</i>	III-551-047	Version 10

The academic staff members and the students of the higher educational institution are provided with the academic freedoms, including the freedom of a teacher/lecturer of the higher educational institution to deliver an academic course at his/her own discretion, to choose topics for research and to undertake the research, using the teacher's/lecturer's own methods, as well as the student's freedom to study according to his/her talents and needs.

The purpose is determine the basic academic freedoms of the participants in the educational process (the University, teachers, students) in order to ensure the freedom in obtaining knowledge and freedom of expression, to provide the necessary conditions for the development of the students' critical thinking, as well as to involve all members of the academic community in the search for justice.

3.2.2. Basic academic freedoms of the University and teachers

The University is responsible for prescribing the admission rules to the institution, ensuring clear, detailed and transparent descriptions of study programs and expectations from the students according to the concept of the academic activity of the educational institution.

The University is open for all students who meet the admission rules. It provides the students with equal access to the use of the University's facilities and all services.

The University provides its teaching staff members with access, which is not restricted by censorship, to international computer networks, databases required for their teaching or research activities.

In the classroom, a teacher should encourage the students to have a free discussion, as well as to encourage the desire to study and express their opinions. When evaluating a student, the teacher should avoid partiality. The students should be protected from partial assessment based on any kind of discrimination or the teacher's negative personal attitude to the student.

Information about the students' opinions and political views, which is received by teachers during their teaching activity, should be considered confidential. The student's talents and temper may be discussed only with the student's consent.


Teaching and research activities should be performed in full compliance with ethical and professional standards.

The teacher's violation of the students' academic freedoms may be the basis for terminating the teacher's contract with the University (according to the Regulation on the procedure for holding a competition to fill the vacancies for academic staff (II-621-001) and the contract with the University).

3.2.3. Basic academic freedoms of students

The University's student has the right to obtain a high-quality and contemporary education, to develop his/her academic interests and talents, to develop himself/herself as a professional in the context of transparency, truthfulness and honest work, as well as in the atmosphere of mutual respect and dignity.

The students have the right to express their opinions and disagree with the interpretation of events covered by the program material, but they are obliged to study the required volume of the material according to the requirements for a course. The students

	<i>Alfred Nobel University</i>	Code III-551-047	Page 103
	<i>Regulation on the organization of the educational process</i>		Version 10

should be responsible for meeting the requirements for the course and mastering the required amount of knowledge.

The students have the following academic rights and freedoms:

- to participate in the didactic studies of the University;
- to get help and support from the University's academic staff in implementing curricula, as well as to consult any teacher about any course;
- to make changes in the course of their personal learning route, agreeing on all the changes with the administration of the University;
- to take part in double degree programs;
- to express their opinion on the process of study and to evaluate the quality of didactic studies in a format agreed with the student council and the rector of the University;

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

- to use the library and information fund, information systems, databases and real assets of the University within the framework of the organizational regulations of the University;
- to receive information about their academic achievements;
- to participate in additional studies not related to their direct specialty;
- to organize student project teams, societies, organizations and academic circles;
- to participate in conferences of the University and other educational institutions of Ukraine and the world.


Each student of the University in accordance with this Regulation has the following opportunities:

- to be transferred to another higher educational institution;
- to study several specialties;
- to elect additional courses not related to the main specialty;
- to change the form of study (intramural, extramural);
- to fulfill the curriculum requirements partially in another higher educational institution, including a foreign one;
- to take part in international mobility programs;
- to improve his/her grades, but not more than 2 grades per semester;
- to take academic leave;
- to restore his/her study at the University;
- to receive academic transcripts;
- to form his/her own list of elective courses;
- to choose a venue for instructional practice and work placement.

(The subparagraphs are removed by the decision of the Academic Council of 23.02.2017 minutes No. 1)

A student who distinguishes himself/herself in certain achievements in research and other fields of activity may make a claim for awards or another form of recognition from the rector or the President of the University (governed by the Regulation on Study Bursary II-751-021).

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

	Alfred Nobel University	Code	Page 104
	Regulation on the organization of the educational process	III-551-047	Version 10

A student has the right to participate in discussion and solution of the issues of improvement of the educational process, research work, granting of scholarships, organization of leisure, lifestyle and health improvement. Students as members of the academic community have the right to express personal and collective views on the policy of the University and on the issues of students' activity governed by the Regulation on the Student Council (II-751-017), the Regulation on the Foreign Students' Association (II-551-021) and Regulation on Organization of the Educational Process (II-751-010)):

- to represent the University on behalf of the student community at various events;
- to perform voluntary activities;
- to make proposals for expanding the list of didactic studies and practical sessions;
- to carry out sponsorship of the University during the period of study and after graduation;
- to organize their own events and initiate different projects with the consent of the administration of the University.

3.2.4. Procedures for recognizing educational components and periods of studies

The procedures for recognizing educational components and periods of studies at Alfred Nobel University are based on the Lisbon Convention on the Recognition of Qualifications concerning Higher Education in the European Region.

The basic terms:

Recognition of credits is the process by which the University certifies (confirms) that the learning outcomes obtained and evaluated at another institution and the related credits satisfy (some or all) the requirements of an individual study program, the given program's component (module) or qualification at the University.


The educational certificate is a document that contains the data about the academic degree, major or professional retraining of the graduate of an educational institution or the data that certify the completion of a specific period of study.

Credit transfer is the process of taking into account the credits awarded at another educational institution and recognized at the University, as a rule, in order to earn (obtain) a qualification.

The situations where the procedures for recognizing educational components and periods of studies are applied

The procedures for recognizing periods of studies (without awarding a final educational certificate) and related transfer of courses are applied in the following cases:

- in the case of organized academic mobility when the University sends a student to a foreign academic institution for short-term (partial) studies;
- in the case of academic mobility at a foreign academic institution on the initiative of the student in agreement with the University's administration;
- in case of individual academic mobility when a student studies during his/her holidays and at his/her own expense, for example, at foreign summer or winter schools organized by foreign universities or colleges (polytechnics, Fachhochschulen, etc.) and then requests the University to take into account the courses he/she passed;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 105
	<i>Regulation on the organization of the educational process</i>		Version 10

– when the University admits for studies the citizens who have studied for a certain time at foreign educational institutions and apply to the University’s administration with a request to enroll them immediately for the 2nd, 3rd or other year of study.

To implement the recognition procedure, the University forms The Committee for Transfer acting on the basis of the Regulation on the Committee for Transfer at Alfred Nobel University.

The procedure for submitting documents:

To start the recognition procedure, the applicant is obliged to submit to the University (foreign citizens – to the International Education Centre, citizens of Ukraine – to the Student Office):

- 1) an application and copies of identification documents (translated into Ukrainian if required);
- 2) an application (consent) of the document holder for processing his/her personal data according to the requirements of the Personal Data Protection Act of Ukraine;
- 3) a copy in a source language and copy translated into Ukrainian of the educational certificate (the original of this document is presented if required) certified according to the procedure prescribed by the legislation;
- 4) a copy in a source language and copy translated into Ukrainian of the appendix to the educational certificate and/or other documents (certified according to the procedure prescribed by the legislation) including information on the content of a study program (the original of the above-mentioned document is presented if required);


There may also be the following documents including information on the content of a study program:

- the curriculum (certified by the seal of a higher educational institution implementing the given curriculum) of the study program, within which the applicant has started his/her studies. This curriculum should specify the study period in academic years, credits and academic courses included in the program;
- the list of academic courses (certified by the seal of the relevant higher educational institution) that the applicant studied and successfully passed. This list should specify the number of credits for each course (a course’s study load including the study load of preparing for and taking examinations in each course) and the certification results including a minimum act score.

The documents specified in the subparagraphs 1) and 2) should be certified in their home country in the manner applied officially in this country (as for the member-countries of the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (Hague, 1961), the stamp «Apostille» is required).

If an educational certificate is not certified in its home country in the manner applied officially in this country, or if the certification does not confirm the document’s authenticity, the University takes steps for confirming the authenticity of the given educational certificate. If necessary, the University contacts the National Information Center of Academic Mobility to verify the authenticity of this document.

If the documents are not submitted in full and / or incorrectly prepared, the Committee for Transfer may return these documents without consideration within 10

	Alfred Nobel University	Code	Page 106
	Regulation on the organization of the educational process	III-551-047	Version 10

working days from the date of submission of the application, which is notified to the students, including the information on the deficiencies to be eliminated.

The procedures for recognizing educational components and periods of studies are provided for free during the student's first year of study at Alfred Nobel University.

For each study program, the Committee for Transfer decides on setting a minimum list of academic courses delivered at the University. These courses are not transferred under any circumstances, as they determine the quality and features of training at Alfred Nobel University.

The recognition procedure:

1. At the University, the applications for recognizing educational components and periods of studies are considered by the Committee for Transfer.

2. The employees of the International Education Centre or Student Office hand over the applicant's application and set of documents to the secretary of the Committee for Transfer.

3. The recognition procedure is implemented by the Committee for Transfer before the start of the second semester of the first year of study of the educational certificate's holder.

4. The Committee for Transfer considers the application and makes a decision within not more than one month from the date of receipt of this application according to the clause 20 of the Citizen Appeals Act of Ukraine.

5. The procedure for recognizing educational components and periods of studies is based on the following:

5.1. Recognition of credits is the recognition by the University of specific learning outcomes achieved and assessed at another educational institution that satisfy the requirements of any study program offered by the University. The recognition of credits is based on the learning outcomes and means that the number of credits earned for the relevant learning outcomes, which are achieved at the relevant level, will replace the number of credits set for these outcomes at the University.

5.2. The University recognizes the academic courses studied at the same academic level and only those courses (including elective courses) that correspond to the study program within which the student intends to continue his/her studies.


When deciding on the eligibility for the transfer of the courses studied previously, one determine either the compliance of the learning outcomes, or the name, content and total study load for a specific academic course with the requirements set for this course by Alfred Nobel University.

6. The secretary of the Committee for Transfer informs the applicant on the Committee's decision, providing the extract from the minutes of the Committee's meeting.

7. In the event of refusal to recognize a period of study or to recognize educational components, the student has the right to appeal against the decision of the Committee for Transfer. In this case, an Appeal Commission chaired by the University's rector. The composition of the Appeal Commission is determined by the order of the rector.

(augmented by the decision of the Academic Council of 23.02.2017 minutes No. 1)

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

	Alfred Nobel University	Code	Page 107
	Regulation on the organization of the educational process	III-551-047	Version 10

3.2.5. Organization of the educational process for persons with special educational needs

The persons with special educational needs are admitted according to the Entrance Conditions for Higher Educational Institutions, approved by the MES of Ukraine, and Admission Regulations of the higher educational institution “Alfred Nobel University”.

At the beginning of the academic year, the degree-granting departments study the specifics of the needs of students with special educational needs (according to their applications), who are enrolled for the first year of study.

In some cases, taking into account the individual characteristics of students with special educational needs, it is possible to study according to an individual plan or individual schedule. The individual schedule is provided on the basis of the student’s application if medical recommendations are available and is drawn up in the prescribed manner (paragraph 3.4 of this Regulation).

The organization of the educational process (studies, continuous and summative assessment, internship, certification, etc.), the implementation of academic freedoms of students with special educational needs is conducted and supported according to the existing legislation, this Regulation and other the University’s regulatory documents that regulate the training of students.

In order to organize and support the educational process for persons with special educational needs, a group on psychological and pedagogical support may be created.

The membership of the group on psychological and pedagogical support is determined according to the needs of a student with special educational needs and approved by the President’s order.

The group on psychological and pedagogical support performs the following tasks:


- cooperates with the University’s structural subdivisions on the organization of the educational process for persons with special educational needs and support of students with special educational needs;
- organizes training (professional development) of the University’s academic staff and other employees, volunteers to work with students with special educational needs through lectures, seminars, training courses, round tables, etc.;
- advises and provides methodological assistance to the University’s academic staff on the organization of the educational process for students with special educational needs;
- performs educational outreach activity for fostering a tolerant attitude towards students with special educational needs;
- cooperates with social security institutions, public associations in order to carry out volunteer activities aimed at supporting students with special educational needs.

A student with special educational needs may be supported by parents (other legal representatives) or persons authorized by them, social workers, volunteers.

(According to the decision of the Academic Council of 19.12.2019 minutes No. 8)

3.3. REMOVING FROM THE REGISTER/EXPULSION, RESUMING, TRANSFER AND SUSPENDING STUDIES OF STUDENTS

3.3.1. Removing from the register/expulsion of a student

	Alfred Nobel University	Code	Page 108
	Regulation on the organization of the educational process	III-551-047	Version 10

There are the following grounds for removing from the register/expulsion of a student:

- completion of studies at the relevant academic level;
- the student's own volition;
- transfer to another educational institution;
- failure to meet the requirements of the curriculum, namely more than 6 academic deficiencies according to the results of final tests and examinations;
- if the student does not start his/her studies without good reason within 10 days from the beginning of the semester;
- violation of the conditions of the contract concluded between the University and the student, or an individual (legal entity) paying for the studies;
- for health reasons based on the conclusion of a medical advisory committee (MAC);
- for gross violation of Internal Regulations;
- other cases prescribed by the legislation.

(The subparagraph is removed by the decision of the Academic Council of 20.10.2016 minutes No. 8)

A department may set its own limit for the acceptable number of academic deficiencies, which is approved by the order of the rector.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The student is removed from the register/expelled by the order of the rector based on the submission of the head of the department or on the student's application.


(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

After completing his/her inventory clearance list, the person expelled from the University/removed from the University's register receives at the Student Office an academic transcript including information on the learning outcomes, names of courses, grades and the number of ECTS credits earned and originals of the documents on a previous education.

Information on the learning outcomes, names of academic courses and grades earned are recorded in the academic transcript individually for each semester. The academic courses, for which the student earned "fail" grades, are not recorded in the academic transcript. If the student has previously studied at another educational institution, the academic transcript will specify the names of the institutions where the examinations (final tests) in specific academic courses have been passed. The academic transcript is drawn up on a letterhead signed by the University's rector. The academic transcripts are registered in a special registration log. The student expelled from the University/removed from the University's register from the first year of study and who has not passed examinations and final tests receive the academic transcript including the information that "the student has not passed examinations and final tests". After expulsion/removing from the University's registry, the student's permanent record is archived.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

3.3.2. Suspending studies, transfer and resuming the student's studies

	Alfred Nobel University	Code III-551-047	Page 109
	Regulation on the organization of the educational process		Version 10

A student has the right to suspend his/her studies due to circumstances that make it impossible to complete the study program. Such persons are provided with academic leave or credit recovery program.

Academic leave is a break in studies, for which the student is eligible for health reasons, in connection with conscription to military service if the student has lost his respite from military service, family circumstances, studies and internship at educational and research institutions (including foreign institutions).

The student is eligible for the academic leave in the following cases:

- if he/she takes part in academic mobility programs;
- for health reasons: in case of work decrement due to dysfunction of the body caused by acute disease and which requires a long-term medical treatment; in case of exacerbation of chronic diseases or frequent cases of illness (more than one month per semester); in the case of anatomical defects that make it impossible to undergo remedial treatment during his/her studies;
 - in connection with conscription to military service;
 - in connection with family circumstances: pregnancy and childbirth; caring for a child up to the age of 3 years; caring for a child who needs home care according to a medical report, but not longer than until the child becomes 6 years old; the need to care for family members;
 - other circumstances that are directly related to the student and are duly substantiated and documented.

During his/her studies within a specific study program, the student may exercise his/her right to receive academic leave only once. In exceptional cases, the student may receive the academic leave more than one time during his/her study period, provided that he/she has the relevant documented substantiation.

The maximum period of academic leave is one year. If necessary, the period of the academic leave may be extended, but not more than for one additional year.

The academic leave for health reasons is granted to students on the basis of the conclusion of the MAC and the University's Medical Center.


The University guarantees the students called up for military service that their training places will be saved.

Academic leave is granted by the relevant order of the rector specifying the reason for the given leave and its period. If the academic leave is provided for studies or internship at educational and research institutions (including foreign institutions), the reason for the given leave should be additionally certified by the host institution's invitation documented in the relevant manner.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The students who have been on their academic leave resume their studies by the order of the rector on the following basis:

- The students who have been on their academic leave for health reasons should submit the relevant application and present the MAC's conclusion on their health status;
- The students who have been on their academic leave in connection with their military service as conscripts should submit the relevant application and the document certifying the completion of their military service as conscripts;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 110
	<i>Regulation on the organization of the educational process</i>		Version 10

- The students who have been on their academic leave in connection with their participation in academic mobility programs should submit the relevant application.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

To resume their studies, the students who have been on their academic leave or the students who are to pass a specific year of study repeatedly, as a rule, should submit to the Student Office the relevant application and documents not later than two weeks before the start of the academic semester. In exceptional cases, the documents should be submitted not later than one working day before the end of the academic leave. The students who have not submitted their application and documents within the specified time limit are expelled from the University as the persons who have not started their studies within the prescribed time limit.

Transfer and resuming the studies of the University's students

The students may be transferred as:

- for the following year of study;
- from one higher educational institution to another;
- from one form of study to another;
- from one specialty to another;
- from one academic group to another.

According to the part 5 of the clause 46 of the Higher Education Act of Ukraine, resuming studies and transfer of students is implemented, taking into account the requirements for entrants to the relevant study programs.

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)


The transfer date is the day after completing a specific year of study according the approved schedule of the educational process, the fulfillment by students of all types of their study load set for the relevant year of study. The students are transferred for the following year of study by the rector's order based on the submission of the head of the Student Office.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The transfer order (This order is issued individually for each form of study) is submitted by the head of the Student Office not later than 5 days after completing the last type of the study load prescribed in the curriculum for the relevant academic year.

The students who according to the results of semester assessment have any academic deficiency have the right to eliminate this deficiency during an additional examination period within 20 days of the following semester. If the student fails to eliminate his/her academic deficiencies within the prescribed timeframe, the given elimination is implemented by *studying the courses repeatedly* for an additional fee. The student is obliged to submit an application for the repeated study of the courses to the Student Office and conclude a contract for the repeated study of the courses at the Accounting Department. Based on these documents, the Student Office prepares the relevant order signed by the University's rector. The student should eliminate his/her academic deficiency during the semester.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

	<i>Alfred Nobel University</i>	Code III-551-047	Page 111
	<i>Regulation on the organization of the educational process</i>		Version 10

If the student cannot eliminate his/her academic deficiency within the academic year for good reason, he/she may be entitled to pass his/her studies repeatedly, or to take academic leave by the rector's order.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The transfer of students from one higher educational institution to another regardless of the form of study is implemented with the consent of the heads of both higher educational institutions.

The transfer of students from one specialty to another or from one form of study to another within the University is implemented by the rector.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

It is forbidden (unless further studies are impossible for health reasons, in case of exacerbation of chronic diseases or acute mental diseases, which is confirmed by the conclusion of the MAC) to do the following:

- to transfer the students, who study at the first (Bachelor's) academic level during the first, second and last academic semesters from one specialty to another;
- to transfer the students, who study at the second (Master's) academic level, from one specialty to another.

The transfer (from other higher educational institutions, to another form of study) of the students, who study (studied) at the second (Master's) academic level, is implemented only within the same specialty in which the students were trained.

The transfer of students (except the transfer of students to the following year of study), as well as resuming the studies of the persons, who have been expelled/removed from the register of the University or other accredited higher educational institutions, is usually implemented during summer or winter holidays.

The transfer of the University's students to another specialty implemented by a different department is implemented with the consent of the heads of both the department where the student studies and the department to which the student is transferred.


The students expelled/ removed from the register of the University prior to completing their studies at the relevant academic level have the right to resume their studies within the University's scope of license.

It is forbidden to resume the studies for the first year of study. In exceptional cases, the University's rector has the right to resume the studies of the student, who has been expelled during the first year of study, for the second year of study if the student's academic deficiency is not more than 10 ECTS credits prescribed in the curriculum, as well as if the student eliminates his/her academic deficiency prior to the start of academic studies.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

Starting studies after the end of academic leave and resuming the studies is implemented, as a rule, within the same form of study, and, if the reason for expulsion is not related to the failure to fulfill the curriculum, the student resumes his/her studies within the same year of study and semester during which the student has been removed from the University's register (took his/her academic leave).

Students who have studied in non-accredited higher educational institutions are not eligible to be transferred to the University or resume their studies at the University.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 112
	<i>Regulation on the organization of the educational process</i>		Version 10

The students may not be transferred to or resume their studies during the last semester prescribed in the curriculum of the relevant study program.

The application for the transfer (resuming studies) should be submitted not later than one week before the date of expected start of the studies.

The application for resuming the studies of the student, whose academic leave expires, accompanied by the MAC's conclusion certifying the ability to resume the studies (if the academic leave was granted for health reasons), is submitted not later than two weeks before the end of the academic leave. The students who have not submitted their documents in due time are expelled from the University.

The student's application should be accompanied by the following documents:

- for the transfer to the University: a copy of the academic student card for the whole study period until the transfer. This card should include the names of courses, total number of hours, credit points prescribed for studying these courses, as well as the forms of assessment; a copy of the student's academic record book.
- for resuming studies: an academic transcript for the whole study period until the date of resuming the studies. This transcript should include the names of courses, total number of hours, credit points prescribed for studying these courses.

When transferring the students, the academic deficiency is determined by the head of the department on the basis of comparing the information provided in the student's academic transcript (academic student card) for the whole period of his/her previous study with the curriculum within which the student will be trained after being transferred, resuming his/her studies or being admitted for the studies.

The academic deficiency is eliminated by the student within the academic year. At the start of the following academic year, the given deficiency is considered as the academic deficiency to be eliminated only by retaking courses according to an additional agreement between the University and the student or payer.


If it is impossible to enroll the applicants, who applied for the transfer to/resuming of studies at the places financed from the state budget, for the given places, the applicants are entitled to resume their studies at the expense of legal entities and individuals (if there are vacant places within the scope of license).

The conditions of transfer (resuming) or the reason for refusal should be communicated to the applicant by the head of the relevant structural subdivision within the timeframes and in the manner prescribed by the Citizen Appeals Act of Ukraine.

3.3.3. Remedial study

Remedial study is retaking by an able-bodied student (who is not eligible to take academic leave for health reasons) a course of studies for a specific semester, the curriculum of which has not been fulfilled by the student in full for good reason, which is confirmed by the relevant documents: due to long-term illnesses related, in particular, to epidemic outbreaks, frequent cases of illness (more than one month per semester); long-term business trips (more than one month per semester).

The decision on granting the student the right for repeated studies (remedial study) is made by the rector based on the student's application before the start of the relevant semester and is legalized by the relevant order. The remedial study is implemented from the start of that semester, the curriculum of which has not been fulfilled by the student.

	Alfred Nobel University	Code III-551-047	Page 113
	Regulation on the organization of the educational process		Version 10

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

3.4. STUDIES ACCORDING TO INDIVIDUAL SCHEDULE

Studies according to individual schedule are implemented in order to provide additional educational opportunities for students who cannot attend all classes for good reason.

Engaging in the educational process according to individual schedule provides a student with the opportunity to attend classes on a selective basis and to learn independently a specific material in the relevant courses of study programs.

Implementing the educational process according to individual schedule includes additional consultations by a teacher for the student regarding fulfillment of the individual curriculum. Consultations can also be provided on-line.

The consent for implementing the educational process according to an individual schedule is granted by the relevant order of the University's rector on the basis of the submission of the head of the department, which is agreed by the Vice Rector for Quality Assurance in Higher Education.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The consent for the studies according to an individual schedule is valid during the academic semester and may be canceled at the student's request or for violating the conditions of the individual schedule at the request of the head of the department.

The heads of departments and teachers assigned to the respective courses organize the educational process according to individual schedule and provide the content and quality of the educational process.

The opportunity to study according to an individual schedule is provided to the students who study in full-time study mode and combine their studies with their work, as well as whose average grade for the last 2 examination periods is not lower than 75 and who do not have any academic deficiency.


The consent for the studies according to an individual schedule may be also granted to the following students who:

- are on leave to care for a child up to the age of 3 years (or up to 6 years according to the legislation);
- take part in programs of international academic mobility;
- have special educational needs (according to their written applications);

The consent for the studies according to an individual schedule may be granted in other cases if the relevant documents are submitted.

(as amended by the decision of the Academic Council of 19.12.2019 minutes No. 8)

In order to switch to the studies according to an individual schedule, the student submits to the Student Office an application addressed to the University's rector and signed by the head of the department. The application should include the reason for switching to an individual schedule and be accompanied by the relevant documents. The students who combine their work within their specialty with study submit a copy of the order on the assignment to the relevant position, extract (certified in the prescribed manner) from employment record book, or a copy of the employment contract or

	<i>Alfred Nobel University</i>	Code III-551-047	Page 114
	<i>Regulation on the organization of the educational process</i>		Version 10

agreement. Students participating in international academic programs submit invitations from the host institution.

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The Vice Rector for Quality Assurance in Higher Education considers the student's application and supporting documents submitted and, taking into account the grade point average, decides on whether to approve the provision of the individual schedule of studies or not. After the issuance of the order on providing the student with an individual schedule of studies, the head of the department prepares an individual schedule of studying the courses prescribed in the existing curriculum in the given semester. Then, the schedule is approved by Vice Rector for Quality Assurance in Higher Education. The applications for switching to an individual schedule are submitted by the students to the Student Office not later than within the first week after the start of the semester. The student takes part in classes according to the standard timetable of the educational process until the order on the provision of the student with the individual schedule of studies is signed.

Studying and mastering each course is assessed by administering individual modules by the teacher who holds classes in groups. The volume of knowledge and date of modular control is determined by the teacher and is reflected in the steering document of the course, schedule of the educational process and syllabus. The student who studies according to his/her individual schedule of studies takes part in semester certifications and examination periods in accordance with the usual procedure. The results of certifications, modular and semester controls are recorded by the teacher in in the examination-and-test register for a group. If the student fails to meet the timeframes of the schedule or achieves unsatisfactory results of the certification in 2 and more courses, the Student Office prepares an order on the cancellation of the student's individual schedule of studies.

3.5. STUDY TIME OF STUDENTS


3.5.1. Study time of students

The students' study time is measured in the number of time units (credits) allocated to the implementation of the study program for a specific academic degree.

European Credit Transfer and Accumulation System (ECTS) is a system of transferring and accumulating credits, which is used in the European Higher Education Area in order to provide, recognize and validate qualifications and educational components and to promote students' academic mobility. The system is based on determining the student's study load required to achieve intended learning outcomes and is measured in ECTS credits.

ECTS credit is a measurement unit of the amount of the student's study load required to achieve intended learning outcomes. The amount of one ECTS credit is 30 hours. The study load for one academic year for full-time study mode is usually 60 ECTS credits.

The study load of the persons who study according to the ECTS system includes the time spent for attending classes, practical training, self-directed learning (preparing for the classes, as well as for tests and examinations, performing individual tasks, preparing a qualifying paper), as well as for summative assessment.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 115
	<i>Regulation on the organization of the educational process</i>		Version 10

The time units of the students' study time are the academic hour, academic day, week, semester and academic year. The duration of the academic semester is determined by the curriculum (schedule of the educational process). In the course of internships, the students' study time is set according to the curriculum.

The students' study load for a specific course during their study period consists of contact hours (lectures, practical sessions, seminar classes, laboratory works, consultations), self-directed learning, preparing for and taking examinations and tests, for which the credits prescribed for specific academic courses are allocated.

The student's study time for self-directed learning is regulated by the curriculum (the existing curriculum) and should be at least 1/2 and not more than 2/3 of the total study time allocated to studying a specific academic course.

If a term paper is planned as an individual module of a course, at least one credit is allocated to this paper.

The study days and their duration are determined by the annual schedule of the educational process. The specified schedule is drawn up for an academic year, taking into account rescheduling of working and non-working days, as well as is agreed and approved in the prescribed manner.

The academic studies at the University last two academic hours and are held according to the schedule.

The schedule of academic studies should ensure the fulfillment of the curriculum in full.


3.5.2. The procedure for monitoring the study load of students

According to the European approaches to the system for quality assurance in higher education, there is a close correlation between credits per course, student's study load, teaching/learning methods and the learning outcomes for a specific course and a program as a whole.

The student's study load is the time usually required for the average student to complete all types of training activity (such as lectures, seminar classes, projects, practical sessions, self-directed learning and examinations) that are required to achieve the intended learning outcomes.

The student's intended study load consists of:

- a number of contact hours per educational component (the number of contact hours per week multiplied by the number of weeks);
- time spent on self-directed learning and required to complete successfully the educational component (preparing in advance and final handling the materials of lectures, seminar classes, practical sessions, laboratory works, individual works; collecting and selecting the relevant materials; reviewing and studying these materials; writing reports, projects, reference papers, preparing presentations, etc.);
- time required to pass compulsory instructional practices and work placements;
- time required to prepare term papers;
- time required to prepare qualifying papers;
- time required to prepare for and take continuous and summative assessment.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 116
	<i>Regulation on the organization of the educational process</i>		Version 10

When implementing a study program, one should regularly monitor the student's study load to determine how realistic the allocation of credits is.

The students' study load is monitored at the end of the semester for each academic course of the study program. The monitoring is performed by questioning students who earned a positive grade during the summative assessment, in an academic course (actual time used), and an academic staff member who delivers this academic course (planning and evaluating the required teaching load).

It is advisable to conduct surveys on the questionnaires for students and academic staff members, which are developed as a part of the Tuning Project and are to assist in making decisions on changing the study load. The samples of questionnaires are given in the Appendix H.20. The content of the questionnaires is determined by the specific nature of specialty.

The first questionnaire is intended for an academic staff member. In this questionnaire, the academic staff member schedules the study load and calculates the number of learning hours of a student. In the second questionnaire, the students indicate the actual time used for performing the expected set of tasks for mastering the course, which makes it possible to check the correspondence of the calculated study load to the real one.

The minimum number of academic staff members required for involving in the survey is 1 per course – either the developer of the academic course's steering document or the person who delivers the given course. If there are other academic staff members involved in the teaching process, they are also advised to take part in the survey.

The number of students required for involving in the survey for each course is from 3 to 10 persons.

The questioning of students is conducted by the academic staff member who held classes in the academic course during the semester. The results of questioning are considered at the meeting of the group on content and quality of education, and the relevant decision is made, which is recorded in the minutes of the meeting.


The results of questioning and the relevant decision of the group on content and quality of education are provided to the head of the degree-granting department of the relevant specialty, and to the head of the department, which, according to the distribution of academic courses, delivered the course during the semester.

If the given questioning reveals a discrepancy between the estimated study load and the actual time used by most students to achieve the intended learning outcomes, one should implement the procedure for reviewing the study load, outcomes and methods of learning.

In cases where the verification shows that the study load scheduled by the academic staff member does not correspond to the real one, the given load must be adjusted by making changes.

The possible changes according to the results of the review:

1. Adjusting the volume of learning material.
2. Adjusting forms and methods of teaching.
3. Adjusting forms and methods of learning.
4. Adjusting types of assessment.

	Alfred Nobel University	Code	Page 117
	Regulation on the organization of the educational process	III-551-047	Version 10

5. Comprehensive adjusting of each the above-mentioned parameter.

According to the decision of the group on content and quality of education, the academic staff member makes the required adjustments to the academic course's steering document and process card.

The summarized results of monitoring of the student's study load are submitted to the Vice Rector for Quality Assurance in Higher Education.

(augmented by the decision of the Academic Council of 27.06.2017 minutes No. 4)

3.6. RIGHTS AND OBLIGATIONS OF THE UNIVERSITY'S ACADEMIC STAFF

The University's academic staff members have the following rights:

- the right for the academic freedom exercised in the interests of the individual, society and humanity as a whole;
- the right for academic mobility to perform professional activity;
- the right to protect their honor and dignity;
- the right to take part in managing the University, including the right to elect and to be elected to the University's Academic Council and other governing bodies;
- the right to choose the teaching methods and tools that ensure the high quality of the educational process;
- the right to take part in discussing the issues of academic, methodical and research activities of the University;
- the right for the appropriate working conditions, professional development, organization of recreation and extraoccupational life prescribed by the legislation, regulatory acts of the University, the conditions of individual employment contract and collective agreement;
- the right for research;
- for moral and material encouragement for dedicated and proactive work;
- the right to use for free the library, information resources, the services of academic and research subdivisions of the higher educational institution;
- the right to protect their intellectual property;
- the right for advanced training and internship at least once every five years;
- the right to take part in public associations;
- other rights and freedoms stipulated by the existing legislation of Ukraine and the University's Statute.

The University's academic staff members are obliged:

- to teach at a high scientific-theoretical and methodological level of academic courses of the relevant study program in a specific specialty, to undertake research;
- to improve their professional level, teaching and academic skills;
- to adhere to the norms of pedagogical ethics, morality, respect the dignity of participants in the educational process, foster in the University's students love for Ukraine, as well as to foster in them Ukrainian patriotism and respect for the Constitution and national symbols of Ukraine;

- to adhere to the academic integrity and ensure that the students also adhere to the academic integrity in the educational process and research (creative) activities;
(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)
- to develop self-sufficiency, initiative, creativity in the University's students;
- to adhere to the University's Statute, laws and other regulatory legal acts;
- to encourage the students to have a free discussion, as well as to encourage the desire to study and express their opinions;
- to avoid partiality when evaluating a student, to ensure equal conditions for the students to demonstrate their knowledge during tests and examinations;
- to protect the students from any kind of discrimination;
- to perform teaching and research activities in full compliance with ethical and professional standards;
- to facilitate saving the University's property.

3.7. WORKING HOURS AND SCHEDULING THE WORK OF ACADEMIC STAFF

The working hours of the academic staff are 36 hours per week, based on the 6-hour working day. The working hours are reflected in the individual teachers' work schedules and may not exceed the annual working time – 1548 hours.

The academic staff member's working hours include the time spent for teaching, methodical, research and organizational work, as well as other employment duties.

The teacher's working hours include the time spent for teaching, methodical and organizational work, as well as other employment duties.

The maximum teaching load per one academic staff member's salary is regulated by the existing legislation of Ukraine (clause 56 of the Higher Education Act of Ukraine) and is 600 hours per academic year (since 01.09.2017).

(augmented by the decision of the Academic Council of 20.10.2016 minutes No. 8)


The standard time for teaching, methodical, research and organizational work is determined by the University (paragraph 2 of the part 2 of the clause 56 of the Higher Education Act).

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

Types of work within the teacher's working hours are distributed as follows:

Position	Total workload, hours	Teaching load, hours	Research work,* hours.	Methodical work, hours.	Organizational work, hours.
Academic staff members	1548	600	400	400	148

* The redistribution between the research and methodical work may be performed within +/- 100 hours.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 119
	<i>Regulation on the organization of the educational process</i>		Version 10

The minimum teaching load and classroom workload of teachers and academic staff members according to their positions, taking into account their methodical, research and organizational work, are prescribed by the rector's order for each academic year (not later than April 15 of the current year for the following academic year).

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The timeframes for scheduling and accounting of teaching load of academic staff members and teachers are set by the rector's order for each academic year (not later than April 15 of the current year for the following academic year).

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

The teaching load is calculated based on the astronomic hour (60 minutes), except classroom teaching where the academic hour (40 minutes) is counted as the accounting hour.

The list of types of research, methodical and organizational work is determined by the University (The Tables 4.1-4.3).

Table 4.1

The list of the main types of the academic staff members' research work, which are included in the total workload

Sl. No.	Name of the type of work
1	Undertaking scheduled research (The scheduled research is research included in the schedules of research works of the University, department) in the following forms: 1.1. Scientific and technical report 1.2. Dissertation
	1.3. Monograph 1.4. Textbook, learning guide, dictionary, reference book 1.5. Research article in journals, refereed publications, other publications 1.6. Abstracts at conferences, symposia, seminars (international, national, other)
2	Reviewing monographs, textbooks, learning guides, dictionaries, reference books, dissertations, author's abstracts, research articles, research projects, editorial calendars, etc.
3	Revision for republishing monographs, textbooks, learning guides, dictionaries, reference books
4	Supervising the students' research papers, including the preparation of: - research article, - work/paper for a competition, - conference report
5	Other types of works/papers agreed with the head of the department

Table 4.2

The list of the main types of the academic staff members' and teachers' methodical work, which are included in the total workload

Sl. No.	Name of the type of work
1	Developing and updating an academic course's steering document
2	Preparing lecture notes, teaching materials for seminar classes, practical sessions, laboratory works, term and qualifying papers, student's internships and self-directed learning
3	Preparing a base for computer testing in courses, providing academic courses
4	Filling the system for managing educational content "MOODLE" to ensure self-directed learning of students of various study modes
5	Developing and introducing supportive lecture notes (multimedia presentations)
6	Developing and implementing new forms, methods and techniques of learning
7	Developing courses for distance learning
8	Studying and implementing best practices in organizing the learning process
9	Other types of works/papers agreed with the head of the department


Table 4.3

The list of the main types of the academic staff members' and teachers' organizational work, which are included in the total workload

Sl. No.	Name of the type of work
1	Working in boards, task groups central executive bodies in the educational field, Ministry of Education and Science of Ukraine and other ministries
2	Working in specialized councils for holding defense of dissertations
3	Working in the University's scientific and advisory councils, groups on content and quality of education, Committee for Assuring Quality of Academic Standards, as well as in other structural subdivisions
4	Organizing and holding academic conferences, symposia, seminars
5	Taking part in preparing and holding student competitions
6	Participating in organizing and conducting extracurricular activities
7	Tutoring
8	Other types of works/papers agreed with the head of the department

The teacher's work is scheduled based on the individual plans drawn up in accordance with the plans of teaching, methodical and research work of the department.

The methodical, research and organizational work of academic staff members and teachers is scheduled in the relevant sections of the individual plan of work for the academic year, indicating specific summary results. The scheduled part of the individual plan is filled in by a teacher once a year before the beginning of the academic year for which this plan is developed (at the end of the previous academic year).

	<i>Alfred Nobel University</i>	Code III-551-047	Page 121
	<i>Regulation on the organization of the educational process</i>		Version 10

Individual plans are drawn up by all teachers (full-time, part-time), are considered and approved at the department's meeting (signed by the head of the department), agreed with the First Vice Rector, Vice Rector for Quality Assurance in Higher Education, vice rectors for research and international activity, as well as approved by the rector.

(revised by the decision of the Academic Council of 20.10.2016 minutes No. 8)

(as amended by the decision of the Academic Council of 20.12.2018 minutes No. 9)

A teacher who has internal secondary job at another department develops a separate individual plan in which he/she is obliged to fill in the sections 1, 2, 8, 10 and approves this plan at the relevant department where he/she has internal secondary job, and agrees the given plan with the head of the main department.

When distributing the teaching load and drawing up individual plans of the teacher, the head of the department should take into account the correspondence of the specialty of the academic staff member and teacher to the academic course, as well as his/her creative, research and methodical potential.

The correspondence of the teacher's specialty to the academic course is determined by the correspondence of his/her specialty according to the higher education documents or documents confirming his/her academic degree, or academic rank or scientific specialty, or at least five years of practical experience in the relevant profession, or by passing the relevant scientific and pedagogical internship lasting at least six months and the availability of three single author publications in this academic course in peer-reviewed foreign professional academic publications or professional academic publications of Ukraine, or published textbook or learning guide in the given academic course according to the requirements of the MES.

Delivering lectures should be scheduled only for professors, associate professors and senior lecturers. Teachers and teaching assistants may be involved in delivering lectures only for the current academic year at the discretion of the Academic Council.

Types and results of professional activity of a person in the specialty, which is applied to the recognition of qualification, relevant specialty (according to the paragraph 30 of the Resolution of the Cabinet of Ministers of Ukraine No. 347 "On amendments to the Resolution of the Cabinet of Ministers of Ukraine No. 1187 of 30 December 2015" of 10 May 2018:

1) availability for the last five years of academic papers in periodicals included in the scientometric bases recommended by the MES, in particular, Scopus or Web of Science Core Collection;


2) availability of at least five academic papers in academic publications included in the list of academic professional publications of Ukraine;

3) availability of a published textbook or learning guide or monograph;

4) academic supervision of the student who has received a document certifying that he/she has been awarded an academic degree;

5) participating in international research projects, involvement in international expertise, availability of the title "Judge of International Category";

6) holding academic studies in special courses in a foreign language in the amount of at least 50 classroom hours per academic year;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 122
	<i>Regulation on the organization of the educational process</i>		Version 10

7) working as a member of expert councils on the examination of the MES's dissertations or sectorial expert councils of the National Agency for Higher Education Quality Assurance, or Accreditation Commission, or their expert councils, or the inter-sectorial expert council on higher education of the Accreditation Commission, or three expert committees of the MES/ the above-mentioned Agency, or Scientific and Methodological Council/Scientific and Methodological Commissions (subcommissions) on higher education of the MES;

8) performing duties of academic supervisor or person assigned to implement a research topic (project), or editor-in-chief/member of the editorial board of an academic publication included in the list of academic professional publications of Ukraine, or a foreign peer-reviewed academic publication;

9) supervision of a schoolboy/girl who won the prize at the 3rd–4th stage of the All-Ukrainian Pupil Competitions in Basic Educational Subjects, the 2nd–3rd stage of the All-Ukrainian Competitions for Defense of Research Projects of Member-Pupils of the National Center “Minor Academy of Sciences of Ukraine”; taking part in the panel of judges at the competitions “Minor Academy of Sciences of Ukraine”;


10) organizational work at educational institutions as the head (deputy head) of an educational institution/institute/department/division of (research institution)/ affiliated institution/department or other subdivision responsible for training students/department of (research institution)/teaching and methodical leadership of the (department)/laboratory/other academic (innovative) structural subdivision/academic secretary of the educational institution (department, institute)/executive secretary of the admissions committee and his/her deputy;

11) taking part in the certification of academic researchers as an official opponent or a member of a permanent specialized academic council (at least three one-time specialized academic councils);

12) availability of at least five copyright certificates and/or patents totaling two achievements;

13) availability of published study guides/manuals for students' self-directed learning and distance learning, lecture notes/laboratory manuals/guidelines/recommendations totaling three titles;

14) supervision of a student who won the prize at the 1st stage of the All-Ukrainian Student Competition (All-Ukrainian Contest of Student Research Projects), or working as a member of the organizing committee/panel of judges of the All-Ukrainian Student Competition (All-Ukrainian Contest of Student Research Projects), or managing a permanent student academic society/task force; supervision of a student who has become a prize-winner of International Art Contests, festivals and projects, working as a member of the organizing committee/panel of judges of other cultural and art projects; supervision of a student who took part in Olympic, Paralympic Games, World and All-Ukrainian Universiade, World/European Championship, European Games, the stages of World and Europe Cup, Ukrainian Championship; fulfilling the duties of a coach, assistant coach of the national team of Ukraine in specific kinds of sport; fulfilling the duties of the chief scorer, chief referee/arbiter, judge/referee/arbiter of international and national

	<i>Alfred Nobel University</i>	Code III-551-047	Page 123
	<i>Regulation on the organization of the educational process</i>		Version 10

competitions; managing a sports contingent; working as a member of the panel of judges/arbiters/referees;

15) availability of popular science and/or consultation (advisory) and/or discussion papers on research or professional topics totaling at least five papers;

16) taking part in professional associations in a specific specialty;

17) at least five years of practical experience in the specialty;

18) providing academic consulting for institutions, enterprises and organizations for at least two years.

When determining the level of research and professional activity of an academic staff member, the achievements at previous places of work may be credited, the five-year term may be extended during the work break for good reason (social leave, conscription to military service or military service under contract, long-term illness, etc.).

(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

The sections of the individual plan, the works for which are not performed in this department at all, are either not scheduled for a specific teacher, or not filled in by him/her. In the blank section, one should write the following "This work is not scheduled for the teacher." as well as explain compulsorily the reasons.

The heads of departments are personally responsible for adhering to the limits of the minimum or maximum required amount of teaching loads of academic staff members and teachers.

The individual plan is drawn in electronic form.

After being approved at the department's meeting not later than on *17 June* of the previous academic year (which is recorded in the appropriate columns), the plan is printed out in paper form, signed by the teacher and then signed by the head of the department. Subsequently, the plan may be adjusted and changes may be made in the relevant section of the plan.

After being approved, the plan is placed on the FTP location.

Individual plans of teachers are stored at the department for 3 years and then shredded.

(augmented by the subparagraph by the decision of the Academic Council of 20.10.2016 minutes No. 8)

The mechanism of material encouragement of the academic staff members for a significant contribution to research consists of three main directions:

1 – papers in publications included in the scientometric bases “Scopus” and/or “Web of Science”;


2 – the value of H-number and availability of citations in the Bibliometrics of Ukrainian Science;

3 – papers in the periodicals of Alfred Nobel University.

Bonus payment is made only if the paper's dateline indicates the affiliation of at least one of the authors with Alfred Nobel University.

The bonus payment is not made in the following cases:

1) if the academic staff member's paper does not include any or includes incorrect affiliation (for Ukrainian-language papers, please specify: “Вищий навчальний заклад

	<i>Alfred Nobel University</i>	Code III-551-047	Page 124
	<i>Regulation on the organization of the educational process</i>		Version 10

«Університет імені Альфреда Нобеля»», for English-language papers, please specify: “Alfred Nobel University”);

2) if the page of the candidate for the bonus payment in ORCID (<http://orcid.org>) or the candidate’s profile page in Google Scholar (<https://scholar.google.com.ua>) does not include any relevant information on his/her publications.

The data about the publications of the academic staff members of Alfred Nobel University are analyzed by the Department of Science and recommendations on making bonus payments are prepared (by June 1).

The amount of the single bonus payment for academic staff members for a significant contribution to research is set by the President of Alfred Nobel University once in the current academic year (in September).

The mechanism of material encouragement of the academic staff members for a significant contribution to research

1. The papers in the publications included in the scientometric bases “Scopus” and/or “Web of Science” (the sum of weight coefficients is 0,6)

Indicators	1.1. H-number is at least 2	1.2. The number of papers included in the scientometric bases “Scopus” and/or “Web of Science” is at least 5	1.3. The availability of cited papers published in the last 3 calendar years and included in the scientometric bases “Scopus” and/or “Web of Science”
Weight coefficients	0,2	0,2	0,2

2. Bibliometrics of Ukrainian Science (the sum of weight coefficients is 0,25)


Indicators	2.1. H-number is at least 10	2.2. The availability of at least 30 citations per year for the last 3 calendar years
Weight coefficients	0,15	0,1

3. The academic papers in the periodicals of Alfred Nobel University” (weight coefficient is 0,15)

Indicators	3.1. H The availability of at least 3 articles for the last 3 calendar years
Weight coefficient	0,15

The example of calculation: There is the following information on the research activity of the teacher Ivanov I.I. according to the paragraphs 1, 2, 3:

1.1.	1.2.	1.3.	2.1.	2.2.	3.1	The sum of weight coefficients
+	+	-	+	-	+	
0,2	0,2	0	0,15	0	0,15	0,2+0,2+0,15+0,15=0,7

	Alfred Nobel University	Code	Page 125
	Regulation on the organization of the educational process	III-551-047	Version 10

A teacher may receive for his/her research achievements the maximum bonus payment in the amount of Δ UAH by the decision of the President of Alfred Nobel University. This condition will be fulfilled if, according to all the paragraphs of the tables 1, 2 and 3, the teacher has a value “+”, that is the weight coefficient is 1 (one).

The teacher Ivanov I.I. *has the total weight coefficient 0,7*. On this basis, *the amount of the bonus payment for his research achievements is $\Delta \times 0,7$ UAH*.

(augmented by the decision of the Academic Council of 27.06.2018 minutes No. 5)

The teacher's working hours are determined by the schedule of classroom teaching and consultations, the timetable or schedule of tests and examinations, as well as other types of work prescribed in the teacher's individual plan.

The time for performing the activities, which are not prescribed in the timetable or schedule of tests and examinations, is determined, taking into account the features of a specialty and forms of study.

The teacher is obliged to adhere to the prescribed working hours.

The progress of implementing the teachers' individual plans should be periodically reviewed through discussions at the department's meetings and critically assessed in terms of the quality of performance of each type of work. Each performer should personally explain the reasons for poor quality, delayed performance or non-performance of the work prescribed in the plan. The inscriptions on the performance of the scheduled actions are recorded at the end of each semester.

The teaching workload is accounted on the basis of the actual time spent.


On the basis of such discussion, the head of the department makes notes in the plan of each teacher in the section "The Conclusion on Implementation of the Individual Plan". The head of the department makes the note "The plan is fulfilled in full", if all types of work and actions without exception have been really fulfilled, and assesses the quality of all scheduled types of work by each teacher, using the relevant record.

If the scheduled types of work and actions have not been fulfilled, a note of their non-fulfillment is made (individually for each type of work and action that have not been fulfilled), including the explanation of the reasons. If, during the semester, the teacher fulfills the types of work and actions that are not scheduled, "The Conclusion on Implementation of the Individual Plan" also includes the relevant notes.

The actual fulfillment of individual plans by academic staff members is discussed and approved at the meeting of the department when summarizing the academic year.

At the end of the academic year, the academic staff members draw up a self-evaluation report on the work fulfilled in all areas, describing the results achieved or explaining the reasons for failure to fulfill the scheduled tasks. This report is submitted with the individual plan for review and approval to the head of the department and the Vice Rector for Quality Assurance in Higher Education.

On the basis of the report on the implementation of the individual plan, the University's administration makes a decision on whether the teacher fulfills the conditions of the contract the University concluded with him/her or not and, accordingly, on whether there are good reasons to prolong this contract or not, as well as whether to apply the adjusting factor to the teacher's salary or not.

	Alfred Nobel University	Code	Page 126
	Regulation on the organization of the educational process	III-551-047	Version 10

3.8. PROFESSIONAL DEVELOPMENT OF ACADEMIC STAFF

3.8.1. *General provisions*

The procedure for professional development of the academic staff of Alfred Nobel University, as well as employees of other educational institutions, are developed according to the Acts of Ukraine "On Education", "On Higher Education", "On Research and Scientific and Technical Activities", Regulation on the procedure for implementing the right for academic mobility which is approved by the resolution of the Cabinet of Ministers of Ukraine No. 579 of August 12, 2015, resolution of the Cabinet of Ministers of Ukraine No. 800 „Some Issues of Professional Development of Academic Staff” of 21.08.2019, resolution of the Cabinet of Ministers of Ukraine No. 1133 „On Amendments to the Procedure for Professional Development of the Academic Staff” of 27.12.2019.

The purpose of professional development of employees is their professional development according to the state policy in the field of education and assurance of education quality.

The main tasks of professional development of employees are:

- to improve previously mastered and/or master new competences within a specific professional activity or branch of study, taking into account the requirements of the relevant professional standard (if any);
- to gain experience in performing additional tasks and responsibilities within the specialty and / or profession, and / or position held;
- to study pedagogical experience, modern production and management methods, to learn the achievements and prospects for development in science, technology and production;
- to develop proposals on improving the educational process, to implement into training practice the best achievements in science, technology and production.


3.8.2. *Forms, types and organization of professional development*

The forms of professional development are institutional (intramural (full-time, evening time), extramural, distance, online), dual, on-the-job, in a business environment, etc. Forms of professional development may be combined.

The main *types* of professional development are:

- studies within the program of professional development, including participation in seminars, workshops, training courses, webinars, master classes, conferences, symposia, etc.
- internship.

Professional development of the University’s academic staff is implemented according to the plan of professional development for the academic year, which includes all types of professional development. The plan of professional development is drawn up by the Didactics Department, taking into account the proposals submitted by the departments. The plan is drawn up not later than October 1 of the current academic year, approved by the decision of the Academic Council and published on the University’s official website. Amendments and updates to the plan may be made once an academic year – at the beginning of the spring semester (during January) – but not later than February 1 of the current academic year.

	Alfred Nobel University	Code	Page 127
	Regulation on the organization of the educational process	III-551-047	Version 10

The academic staff has the right for professional development beyond the annual plan of professional development.

Particular types of activity of employees (participation in programs of academic mobility, research internships, self-study, obtaining an academic degree, higher education) may be recognized as professional development.

The University's academic staff may improve their qualifications both in Ukraine and abroad (except for the state recognized by the Supreme Council of Ukraine as an aggressor state or an occupying state).

The academic staff takes part in the programs of academic mobility on the basis defined by the Acts of Ukraine "On Education", "On Higher Education", Regulation on the procedure for implementing the right for academic mobility which is approved by the resolution of the Cabinet of Ministers of Ukraine No. 579 of August 12, 2015 (Official Bulletin of Ukraine, 2015, No. 66, p. 2183), and other legislative acts.

Research internships of academic staff are implemented according to the clause 34 of the Act of Ukraine "On Research and Scientific and Technical Activities.

Self-study is a type of professional development that is planned and implemented independently.

Obtaining the first (Bachelor's), second (Master's) academic level, third (academic) level or research level of higher education for the first time or in another specialty within a professional activity or branch of study is recognized as professional development of academic staff.


The head of the department is responsible for professional development of the department's teachers and academic staff members and submission of data to the Didactics Department in due time.

The professional development of the University's employees is **organized** by the Didactics Department and Consulting Centre which perform the following:

- inform employees and other structural subdivisions in advance about opportunities for professional development;
- place the relevant information on the University's website;
- keep records of employees undergoing professional development and issue the relevant documents;
- perform other organizational activities for professional development of employees.

Professional development of employees is implemented according to the **programs** developed by the University's departments (or structural subdivisions), approved and endorsed by the University's Academic Council. Publicity of information about each the University's own program of professional development is ensured by publishing on the University's official website.

Internship ensures results-oriented mastery and development of new or improvement of already-existing professional competences. It is conducted according to an individual program developed and approved by the subject of providing educational services for professional development (hereinafter referred to as the subject of professional development).

	Alfred Nobel University	Code	Page 128
	Regulation on the organization of the educational process	III-551-047	Version 10

Internship assignments are implemented by the order of the University's rector according to the plan of professional development and the contract. The relevant order is prepared by the Didactics Department.

Admission to the internship is implemented by the order of the head of the subject of professional development on the basis of the referral for professional development of an academic staff member.

The employees' personal data are processed according to the requirements of the Personal Data Protection Act of Ukraine.

3.8.3. *Content of employees' training*

The subject of professional development may be the University which is the main workplace of an employee, other higher educational institution (its structural subdivision), research institution, other legal entity or individual, including an individual – entrepreneur who performs educational activities in the field of professional development for academic staff members.

The subject of professional development may organize educational activities in the field of professional development at the place of the subject's own educational activities and/or at the workplace of academic staff members, at another place (places) and/or remotely if provided by the contract and/or the relevant program.

Employees may improve their qualifications at the place of various subjects of professional development.

Training within the program for professional development is aimed at mastering, updating and deepening special professional, research and methodological, pedagogical, socio-humanitarian, psychological, legal, economic and managerial competences, including the study of Ukrainian and foreign experience by employees, which facilitates the high-quality fulfillment of their job responsibilities, expanding their competence, etc.

The program for professional development should include information on the program's developer (developers), name, purpose, direction, content, scope (duration) set in hours and/or in ECTS credits, form (forms) of professional development, list of competences to be improved/mastered (general, professional, etc.).

The program may also include information on the following:

breakdown of hours into the types of activity (consultation; classroom work, practical session, self-directed learning and test, etc.);

person (persons) who implement the program (academic level, category, academic degree, pedagogical/academic rank, workplace and/or work experience, etc.);

timeframes for implementing the program;

place for implementing the program (at the location of the subject of professional development and / or at the location of the customer, etc.), intended learning outcomes;


tuition fee (if any) or a free-of-charge educational service;

schedule of the educational process;

minimum and maximum number of persons in the group;

academic and professional opportunities based on the results of mastering the program;

further support opportunities;

	Alfred Nobel University	Code	Page 129
	Regulation on the organization of the educational process	III-551-047	Version 10

additional services (organization of transfer, provision of accommodation and meals, list of available services for people with disabilities, etc.;

a document issued on the basis of the results of professional development, etc.

Training within the programs for professional development for the University's employees is conducted through the Consulting Centre which organizes and supervises the given training. Employees, who plan to undergo training within the program for professional development, should submit to the Consulting Center an application for sending for professional development (training) of a standard form (given in the Appendix II.1 to this Regulation) and the relevant package of documents (a copy of Ukrainian citizen passport, copy of individual tax number). After completion of training within the program (programs) for professional development, the Consulting Centre issues the relevant document of a standard form to the employee who has completed his/her training.

If training is implemented at organizations and enterprises, the curriculum for professional development is developed according to the contract between the University and these organizations.

Internship is implemented in order to develop and implement into practice professional competences mastered as a result of theoretical training, to perform tasks and duties in a position held or higher position, to gain the relevant Ukrainian and foreign experience, to develop personal skills for performing professional duties at a new, higher quality level within a specific specialty or position held.

Internships for academic staff may be held at an educational institution at the main employee's workplace, other educational institutions, organizations and enterprises.

The University's employees, who, according to the plan, will undergo professional development at the University, **submit to the Didactics Department** the following documents:


- an application addressed to the Vice Rector for Quality Assurance in Higher Education for sending for professional development (internship) in the form given in the Appendix II.1 to this Regulation, agreed with the head of the department where the teacher works full-time;
- extract from the minutes of the department's meeting on professional development (internship);
- individual program for professional development (internship) according to the form given in the Appendix II.3 to this Regulation.

If employees undergo their internships at their main workplace (at the University), the individual program is developed by the department (structural subdivision), where the internships will be held, and approved by Vice Rector for Quality Assurance in Higher Education.

When employees undergo their internships at the University, an **internship supervisor** is appointed. This supervisor should be an academic staff member who works at the University at his/her main workplace, has an academic degree and/or academic rank and at least ten years of experience as an academic staff member.

The University's employees, who, according to the plan, will undergo professional development (internships) beyond the University, submit the following documents:

to the Didactics Department:

	Alfred Nobel University	Code	Page 130
	Regulation on the organization of the educational process	III-551-047	Version 10

- an application addressed to the Vice Rector for Quality Assurance in Higher Education for sending for professional development (internship) in the form given in the Appendix II.1 to this Regulation, agreed with the head of the department where the teacher works full-time;
- extract from the minutes of the department's meeting on professional development (internship);
- individual program for professional development (internship), which is developed and approved by the subject of professional development (after completion of the internship).

to the Department of Personnel Development and Electronic Document Management:

- draft letter of request for professional development (internship) of an academic staff member in the form given in the Appendix II.2 to this Regulation;

Internships of academic staff members at the place of other subjects of professional development are held under the guidance of an employee (internship supervisor) who has the relevant experience and qualification according to resolution of the Cabinet of Ministers of Ukraine No. 800 „Some Issues of Professional Development of Academic Staff” of 21.08.2019.

Professional development of academic staff members through their *participation in seminars, workshops, training courses, webinars, master classes, conferences, symposia*, etc. includes a comprehensive study of contemporary and current research-to-practice issues in the field of education, science, pedagogy, the relevant regulatory legal acts, Ukrainian and foreign experience, improving teaching skills, professional culture, mastery of innovative teaching / learning methods, etc.

Professional development through informal education (*self-study*) is aimed at raising the level of professionalism and competences, expanding and deepening knowledge, skills, developing important professional and personal qualities, meeting one's own interests and objective needs of educational institutions, unlocking creative and research potential.

3.8.4. Scopes and frequency of employees' professional development


The University's employees ***are obliged to improve continuously*** their skills.

The employees choose independently specific forms, types, areas and subjects of professional development, taking into account the results of self-evaluation of competences and professional needs, the content of their own teaching activities and/or job responsibilities.

The scope (duration) of professional development is set in hours and/or credits of the European Credit Transfer and Accumulation System (hereinafter referred to as the ECTS) ***according to the accumulation system***.

For five years, the total scope of professional development may not be less than ***six*** ECTS credits (one ECTS credit is 30 hours).

The University's academic staff members improve their qualifications within the program (programs) for professional development or in the form of internships within the specialty and/or profession, and/or position held ***at least once every five years***.

	Alfred Nobel University	Code	Page 131
	Regulation on the organization of the educational process	III-551-047	Version 10

Employees, who are appointed to managerial academic positions (head or deputy head of an institution of higher, postgraduate education, head or deputy head of a department, institute or other structural subdivision, director of PhD or higher doctorate studies) for the first time, undergo their professional development according to the position held during the first two years of employment. The scope of such professional development is determined by the Academic Council and is at least 30 academic hours (1 ECTS credit) per year.

The scope (duration) of the **program for professional development** is determined according to the program's actual duration in hours, without taking into account self-directed learning (out-of-class activity) or in ECTS credits, taking into account self-directed learning (out-of-class activity), but should be at least 90 academic hours (three ECTS credits).

The total scope (duration) of **internship** is determined according to an individual internship program and is at least 30 academic hours or one ECTS credit. One day of internship is 6 hours or 0,2 ECTS credits.

The scope (duration) of employees' professional development through their **participation in seminars, workshops, training courses, webinars, master classes**, conferences, symposia, is determined according to its actual duration in hours (without taking into account self-directed learning (out-of-class activity)) or in ECTS credits (taking into account self-directed learning (out-of-class activity)). For preparing and holding one of the types of such professional development (as an event lasting two academic hours) at the University, the University's employee earns six hours (0,2 ECTS credits).

The scope of professional development through participation of an academic staff member in a **program of academic mobility** is credited within the recognized learning outcomes, but not more than 30 hours or one ECTS credit per year.

One week of **research internship** of the University's employees is credited as professional development in the amount of 30 hours or one ECTS credit.


The scope of professional development through obtaining an academic degree and academic level is credited according to the established scope of the educational and professional (academic) program in hours or ECTS credits, except for recognized (credited) learning outcomes from educational levels obtained previously.

The timeframe for training of employees outside Ukraine is set according to the requirements of the legislation and based on contracts concluded with foreign higher educational institutions, research, academic and other institutions.

3.8.5. **Recognition of the results of professional development**

The results of professional development of subjects of professional development, which have a license for professional development or perform educational activities within an accredited study program, do not require individual recognition or confirmation.

The results of professional development at the place of other subjects of professional development are recognized by the decision of the Academic Council of the relevant educational institution.

	Alfred Nobel University	Code	Page 132
	Regulation on the organization of the educational process	III-551-047	Version 10

The results of professional development are taken into account during the next scheduled certification of academic staff members, during the election to a position through a competition to fill the vacancies for academic staff.

If the professional development (participation in seminars, workshops, training courses, webinars, master classes, conferences, symposia, etc.) has been held ***beyond the annual plan of professional development***, the University's employees submit a copy of the document on completion of the professional development to the Didactics Department within one month after the completion of such professional development. This document includes information according to the paragraph 13 of the resolution of the Cabinet of Ministers of Ukraine No. 800 „Some Issues of Professional Development of Academic Staff” of 21.08.2019.

Certain activities of academic staff members (participation in programs of academic mobility, research internships, self-study, obtaining an academic degree, higher education) may be recognized as professional development.


Within one month after completion of their professional development (participation in programs of academic mobility, research internships, self-study, internships at the place of other subjects of professional development, except for those who have a license for professional development or perform educational activities within an accredited study program), the University's employees submit to the Academic Council their reports on completion of the professional development in the form given in the Appendix II.4 to this Regulation, requests for recognition of the results of the professional development and the document on completion of the professional development. The requests are considered at the Academic Council's meeting. To recognize the results of the professional development, the Academic Council considers the submitted documents for the quality of the performed tasks of professional development, results of professional development, fulfillment of the contract's conditions by the subject of professional development and should decide on whether:

- to recognize of the results of the professional development or;
- not to recognize the results of the professional development.

If the results of the professional development are not recognized, the Academic Council provides recommendations to the employee on repeated professional development at the place of other subjects of professional development and/or makes decision on the impossibility to include further such subject of professional development in the University's plan of professional development until the given subject takes efficient measures for improving the quality of educational services.

Obtaining the first (Bachelor's), second (Master's) academic level, third (academic/educational and creative) level or research level of higher education for the first time or in another specialty within professional activity or branch of study is recognized as professional development of academic staff members.

The scope of professional development by obtaining an academic degree and academic level is credited according to the established scope of an educational and professional (academic, educational and creative) program in hours or ECTS credits, except for recognized (credited) learning outcomes from previously obtained levels of education.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 133
	<i>Regulation on the organization of the educational process</i>		Version 10

The document certifying the completion of an internship at the University is issued by the Didactics Department.

The report of the University's employee on scheduled professional development (internship) is heard at the department's meeting where the question whether to approve or reject this report is considered. Afterwards, the relevant conclusions and recommendations are provided (if necessary).

The relevant note is recorded in the employee's report on professional development (internship), which is signed by the employee, the head of the department and approved by the University's Vice Rector for Quality Assurance in Higher Education.

A copy of the report on professional development (internship) is submitted to the Didactics Department.

The Didactics Department makes proposals to the University's Vice Rector for Quality Assurance in Higher Education on further use of the outcomes of the employees' professional development in organization of the educational process and research of the University.

Copies of the documents certifying the professional development's outcomes are stored at the departments and in the employee's file and are used to prepare a report on the work performed according to the results of the academic year.


The employees, who have passed their professional development at the University by participating in seminars, workshops, training courses, webinars, master classes, etc., receive the relevant certificate from the Didactics Department.

Based on the results of the professional development, employees receive a document on the professional development (certificate, testimonial, etc.), technical description, design, production technique, the procedure for issuance and accounting of which is determined by the subject of professional development.

The document on professional development should include:

- full name of the subject of professional development (for legal entities) or full name (if any) of the individual who provides educational services for professional development to academic staff members (for individuals, including individuals-entrepreneurs);
- topic (area, name), scope (duration) of the professional development in hours and/or ECTS credits;
- full name (if any) of the person who improved his/her qualification;
- description of the achieved learning outcomes;
- date of issuance and personal number of the document;
- name of the position (if any), full name (initial of the name) of the person, who has signed the document on behalf of the subject of professional development, and his/her signature.

Documents on professional development, which have been issued on the basis of the results of professional development at the place of the subjects of professional development, which are not residing/located in Ukraine, may include other information than specified in this paragraph and are to be recognized by the Academic Council.

	Alfred Nobel University	Code	Page 134
	Regulation on the organization of the educational process	III-551-047	Version 10

The list of issued documents on professional development is published on the University's website within 15 calendar days after their issuance and includes the following information:

- full name (initial of the name) of the academic staff member who has passed his/her professional development;
- form, type, topic (area, name) of the professional development and the scope (duration) of the given development in hours or ECTS credits;
- date of issuance and personal number of the document on the professional development.

3.8.6. Organization at the University of advanced training for academic staff of other institutions

Advanced training (training within programs for professional development or internships) of academic staff members of other institutions is implemented on the basis of the contracts concluded between an institution or a customer (individual) and the University.


Training within the programs for professional development is held through the University's Consulting Centre which organizes and supervises the given training. Employees, who plan to undergo training within the program for professional development, should submit to the Consulting Centre a referral for the academic staff member's professional development of a standard form and the relevant package of documents (the given package includes: an application for sending for professional development (training), copy of Ukrainian citizen passport, copy of individual tax number, copy of a diploma of higher education). After completion of training within the program (programs) for professional development, the Consulting Centre issues to the employee, who has completed his/her training, the relevant document of the standard form given in the Appendices II.5, II.5.1 to this Regulation.

Internship is held within an *individual program* (the form is given in the Appendix II.3.1 to this Regulation) developed by the department (structural subdivision), where the internship will be held, and approved by the University's Vice Rector for Quality Assurance in Higher Education.

A contract, which provides for an internship of one or more employees, is concluded between the educational institution, the employee (employees) of which undergoes (undergo) the internship, and the University. In this case, the individual program is an integral supplement to the contract. At the proposal of one of the parties to the contract, this contract may be amended (clarified) by concluding the relevant additional agreement (supplement to the agreement).

On the basis of the referral (according to the form given in the Appendix II.2.1), the Didactics Department prepares a draft order on enrollment for internship of a teacher (academic staff member).

The timeframe for employees' professional development is determined by programs (training/internships), amount of study time (in academic hours and ECTS credits) and is

	<i>Alfred Nobel University</i>	Code III-551-047	Page 135
	<i>Regulation on the organization of the educational process</i>		Version 10

set by the University according to the requirements of the legislation in agreement with the ordering institution, depending on the forms and types of training.

The employees who have passed their internships at the University are awarded an internship certificate, the form of which is given in the Appendices II.6 and II.6.1 to this Regulation, by the Didactics Department. The documents of teachers and academic staff members who have completed their training at the University are stored at the Didactics Department.

3.8.7. Financing of professional development

Professional development is financed on the basis of internal regulatory documents and the relevant contracts.

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

SECTION IV. SYSTEM OF INTERNAL QUALITY ASSURANCE

4.1. Procedures and measures


The University's system of internal quality assurance is formed according to the requirements of the Higher Education Act of Ukraine (clause 16) and consists of two elements: assurance of the quality of the educational activity and assurance of the quality of higher education.

The efficient operation of the system of internal quality assurance is achieved by engaging all the University's structural subdivisions in the process of quality assurance.

The efficiency of the processes and procedures of internal quality assurance of the University's educational activity and the quality of higher education and their compliance with regulatory requirements, as well as the mechanism of organization and conduct of internal monitoring of the quality at the University is set by the Regulation on monitoring the system of internal quality assurance (II-751-027).

The system of internal quality assurance includes the following procedures and actions:

- 1) determining the principles and procedures for quality assurance in higher education;
- 2) monitoring and periodic review of study programs;
- 3) annual assessment of the University's students, academic staff members/teachers and regular publication of the outcomes of such assessment on the official website of the higher educational institution, on information stands and in any other way;
- 4) providing professional development for teachers and academic staff members;
- 5) providing the required resources for organization of the educational process, including the students' self-directed learning, for each study program;
- 6) providing information systems for efficient management of the educational process;
- 7) ensuring publicity of information on study programs, academic degrees and qualifications;

	Alfred Nobel University	Code	Page 136
	Regulation on the organization of the educational process	III-551-047	Version 10

8) ensuring the academic integrity of the University's staff and students, including creation and maintenance of an efficient system for preventing and detecting academic plagiarism;

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

9) other procedures and actions.

4.2. Determining the principles and procedures for quality assurance in higher education

The University determines the policy and related procedures that ensure the quality and standards of study programs and diplomas.

The University announces publicly its commitment to create an atmosphere and practice that recognizes the importance of quality and quality assurance.

In addition to monitoring of quantitative indicators, the University's internal strategy for quality assurance in education is aimed at supporting the system of values, traditions and norms (both at the University's level and at all levels) which, in fact, determine the efficiency of the University's operation.

The strategy of quality culture is implemented by involving and proactive participation of all the University's employees (administration, heads of structural subdivisions, teachers and academic staff members, educational support and operations staff (the staff maintaining the University's facilities, buildings and territory) and students.

The implementation of the basic functions of the quality assurance system of the educational process covers all stages of the provision of educational services. Quality management is performed at all stages of the educational process

4.3. Monitoring and periodical review of study programs


Careful development of study programs, regular monitoring and periodic review of these programs ensure their relevance and demand for them.

The basic principles underlying the development of study programs:

- increasing the attractiveness and transparency of the University's study programs for potential consumers;
- focus not on a teacher, but on a student;
- taking into account the requirements of the labor market by implementing into practice surveys of employers and graduates regarding the students' expected professional knowledge and skills;
- taking into account trends in the development of study programs and requirements for these programs in the market of educational services of Europe and the world as a whole, in particular, in a specific subject area;
- providing the students with academic mobility;
- enhancing graduates' ability to find employment both on a short-term horizon and in the future (in the light of changing the requirements of the labor market);
- special requirements for different forms of study (intramural, extramural, distance learning, learning with the help of electronic resources).

The procedure for developing study programs is determined in the paragraph 2.1. of this Regulation.

The heads of departments are responsible for the development and revision of study programs.

	Alfred Nobel University	Code	Page 137
	Regulation on the organization of the educational process	III-551-047	Version 10

The process of reconciling the interests of all stakeholders (employers, graduates, students, representatives of the academic community) is implemented through the activity of the groups on content and quality of education *at degree-granting departments* according to the Regulation on the groups on content and quality of education at Alfred Nobel University (III-551-044).

Study programs are developed, taking into account the perspectives of employers, professionals and the academic community. In addition, *criteria are set for reviewing study programs as a result of feedback from teachers, students, alumni, and employers, and also as a result of forecasting the development of the field concerned and society.*

The profile of a study program is determined according to the level of qualifications and taking into account the standard types of studies of the graduates.

The study program determines the general and professional competencies that are to be mastered within this program and are required for the recognition of professional or academic qualification, as well as the final learning outcomes (a description of what a student should know and be able to demonstrate after completing his/her studies).

When developing the study program, the University supports a student-based approach, that is, the area of interest of academic staff members should be taken into account when forming the curriculum, but the role of this area of interest is much less significant in comparison with the intended learning outcomes.

To improve the impartiality in assessing the mastery level of the student's competences, the number of academic courses scheduled for the study program is minimized.

4.4. Annual evaluation of students, academic staff and regular publication of the results of such evaluations

The University-wide approaches to the continuous and summative assessment of the student's knowledge are determined in the paragraph 2.4. of this Regulation.


The methods of verification of the students' knowledge:

- are designed, taking into account all possible consequences for the student;
- have a clear regulation of the cases of absence of the student for various reasons;
- are subjected to internal (and, if necessary, external) examination;
- include feedback to the student (each student should have an opportunity to find out the reasons why his/her academic performance has been assessed with the relevant grades).

To assure high quality of education, the University introduces internal control of the quality of educational activity. This control is implemented in the following areas:

- monitoring (rating) of research activity of the University's academic staff;
- monitoring (rating) of educational activities.

The University introduces a performance appraisal rating system for research activity of the University's academic staff and departments, the procedure for calculating individual ratings of the University's teachers and departments, procedures for using the received information when making decisions on rewarding the academic staff, requirements for the management process of the research activity at the University as a whole. The rating is an indicator of the efficiency of the research activity and research-

	<i>Alfred Nobel University</i>	Code III-551-047	Page 138
	<i>Regulation on the organization of the educational process</i>		Version 10

methodological work of teachers, as the results of the teachers' work can be compared with each other by the rating's values. The main purpose of the rating system for research activity and research-methodological work at the University is to constantly improve the efficiency of the above-mentioned activity/work among the academic staff and to provide conditions for direct use of the achieved results in the educational process according to the requirements of the Higher Education Act of Ukraine, the quality standard "ISO 9001:2015" adapted to the conditions of activity of the higher educational institution, as well as the University's internal system of quality assurance.

The University introduces a performance appraisal rating system for the quality of educational activity in specific specialties, namely: assessment of the efficiency of organization of academic, research and creative activity, as well as cultural and sports activity of the students of each specialty at the University. The university's purpose is to achieve the set of objectives for efficient encouragement of students in their learning, research and social activities. The results of rating-based monitoring are used to develop measures to improve the quality of educational activity and the quality of higher education.

The results of the internal evaluation of the education quality are used in the annual summarizing of the activities of the University's departments.

4.5. *Ensuring professional development of academic staff*

Every few years (usually every five years), each teacher should undertake professional development within his/her academic courses or have certificates in each course. The preference should be given to internships / teaching at partner European higher educational institutions.


The University's academic staff members take part in the University's research and administrative activities.

Procedures for the selection and appointment of academic staff members, as well as the mechanism of removal from the posts of those teachers who demonstrate their professional inability, are set in the Regulation on the procedure for holding a competition to fill the vacancies for academic staff (II-621-001).

The University provides teachers with the opportunity to improve their professional skills.

The University introduces a system for evaluating the efficiency of the teachers' activity. This system includes, in addition to information about engagement in research and about the number of research and methodological findings, indicators that can be used to describe the following:

- the quality of teaching;
- the level of students' progress;
- the quality of assessing the students' academic performance;
- the level of teaching inventions;
- professional development;
- engagement in the departments' methodical work;
- engagement in organization of educational process;
- engagement in career guidance;

	Alfred Nobel University	Code	Page 139
	<i>Regulation on the organization of the educational process</i>	III-551-047	Version 10

- engagement in other activities / projects aimed at improving the education quality at the University and at improving the efficiency of the University's activity, etc.

After enrolling for a job (full-time or part-time), the department is obliged to provide an academic staff member with an accurate and relevant description of his/her functional duties, profile of the department's activity, requirements for organization of the educational process, expected learning outcomes for the program (programs) of training of professionals, in which the department is involved, etc.

Taking into account the role of English in the contemporary scientific world and in the market of educational services, the University provides conditions for improving the academic staff members' proficiency level in English.

4.6. Ensuring availability of the resources required for organizing the educational process, including self-directed learning of students

The University guarantees that the resources providing the educational process are sufficient and appropriately maintained to support the content of the study programs offered by the institution.

Heads of departments should encourage teachers to introduce multimedia technologies in delivering academic courses – both lectures and practical sessions.

The heads of departments should encourage and control the teachers' activities regarding consistent reduction of the reproductive component of teaching (by placing learning resources in the system for managing educational content "MOODLE") and tightening the requirements for the students' work during extracurricular time (The student should attend a lecture or practical session after studying the material beforehand).

The University supports the teachers' and departments' actions aimed at tightening the requirements for the students' self-directed learning.

4.7. Ensuring the availability of information systems for efficient management of the educational process


The university-wide information system for monitoring the quality is described in terms of:

- the students' achievements and indicators of students' academic performance;
- the graduates' employment opportunities / results of employment;
- the students' satisfaction with the study programs they fulfill;
- qualitative composition and efficiency of the activity of teachers;
- qualitative and quantitative characteristics of the student body;
- available educational and material resources and their cost;
- key performance indicators of structural subdivisions, etc.

To automate the management of the educational process and to improve the system of automatic collection and analysis of the indicators of the University's own activity, the University applies the automated control system (ACS).

The ACS provides the systems of information accounting that are designed primarily to provide reporting on specific components of the activity: personnel policy, financial activities, accounting of the student body and its academic performance, teaching load, accounting of material resources, etc.

To ensure the efficiency of the internal system of quality assurance at the University, the ACS makes it possible to expand analytical capabilities: to draw up reports

	Alfred Nobel University	Code	Page 140
	<i>Regulation on the organization of the educational process</i>	III-551-047	Version 10

for a new task; to monitor the dynamics of processes over time, across structural subdivisions, types of economic activity and study programs, etc.; provides automated exchange of the sets of non-confidential information.

The University updates systematically the databases of enrollees and graduates and develops feedback systems for graduates and leading employers in the field concerned. The main objective of these databases and systems is to study the careers of the University's graduates, their employment, the dynamics of employment, career advancement, as well as the employers' satisfaction with the graduates' qualifications.

4.8. Publicity of information on study programs, academic degrees and qualifications

The university publishes regularly the most up-to-date and unbiased information – both quantitative and qualitative – about its activities.

All the University's departments form (in Ukrainian, English and Russian) and regularly update the sets of information on the existing study programs, the list of courses in the study programs and the qualifications they offer.

All the University's structural subdivisions publish: self-evaluation reports of structural subdivisions; the results of evaluation conducted by external bodies for quality assurance (including licensing, accreditation, certification, etc.); the results of evaluation conducted by rating agencies; the results of internal and external sociological surveys of students and their parents, graduates, employers, etc.

4.9. Providing an efficient system for preventing and detecting academic plagiarism in the academic papers of higher educational institutions' employees and students

According to the Education Act of Ukraine, *academic integrity* is a set of ethical principles and rules, prescribed by the law, which should be observed by the participants in the educational process during learning, teaching and undertaking research (creative) activity in order to ensure confidence in the outcomes of learning and/or achievements in research (creative) activity.


(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

Pursuant to the provisions of the clause 42 of the Education Act of Ukraine and the clauses 16, 32, 58, 69 of the Higher Education Act of Ukraine and in order to develop new approaches to learning and teaching, to promote honesty and ethical values in the educational process and research, to create new mechanisms for making communication at the University, which will contribute to the development of high academic culture to be borne by academic staff members and students, Alfred Nobel University characterizes the types of violation of academic integrity (academic plagiarism, self-plagiarism, fabrication, falsification, cribbing, fraud, bribery, biased assessment) and introduces mechanisms for preventing, detecting and eliminating the given types of violation.

(as amended by the decision of the Academic Council of 14.12.2017 minutes No. 7)

Adhering to academic integrity by academic staff members provides for the following:

- providing references to information sources when using somebody's ideas, findings, statements, data;
- observing copyright law and related rights;

	Alfred Nobel University	Code	Page 141
	Regulation on the organization of the educational process	III-551-047	Version 10

- providing reliable information on research methods and findings, information sources used and one's own teaching (academic, creative) activities;
- monitoring the student's observance of academic integrity;
- unbiased assessment of learning outcomes.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

Adhering to academic integrity by students provides for the following:

- independent fulfillment of educational tasks, tasks for continuous and summative assessment of learning outcomes (For persons with special educational needs, this requirement is applied by taking into account their individual needs and capabilities);
- providing references to information sources when using somebody's ideas, findings, statements, data;
- observing copyright law and related rights;
- providing reliable information on the outcomes of one's own learning (academic, creative) activities, research methods and information sources used.


(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

Actions for ensuring academic integrity should be considered at several levels:

1. Ensuring the integrity of the students' current individual works (term papers, individual tasks, etc.).
2. Ensuring the integrity of the students' qualifying papers.
3. Ensuring the integrity of academic papers in all the University's academic publications.
4. Ensuring the integrity of dissertations of the University's employees and the papers submitted for defense before specialized councils (according to the requirements for preparation and defense of dissertations).
5. Ensuring the integrity at the level of other types of academic and teaching products of the University's employees.

There are the following violations of academic integrity:

- academic plagiarism - publishing (in part or in full) of research (creativity-related) findings obtained by other persons as the findings of one's own research (creativity) and/or replicating published texts (published works of art) by other authors without citing the authors;
- self-plagiarism – publishing (in part or in full) of one's own previously published research findings as new research findings;
- fabrication – producing false data or facts used in the educational process or academic research;
- falsification - a deliberate change or modification of existing data relating to the educational process or academic research;
- cribbing - performing written works by using external sources of information, other than allowed for use, in particular during assessment of the learning outcomes;
- fraud - providing knowingly false information about one's own educational (research, creative) activity or organization of educational process. The forms of the fraud are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and cribbing;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 142
	<i>Regulation on the organization of the educational process</i>		Version 10

- bribery - providing (receiving) by a participant in an educational process or a proposal to provide (receive) funds, property, services, benefits or any other material or non-material values in order to obtain an unlawful advantage in the educational process;

- biased assessment - a deliberate overestimation or underestimation of the learning outcomes of students.

To monitor and detect in time the violations of academic integrity, the following procedures are applied.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

After accepting the dissertations for consideration, academic secretaries of the University's specialized academic councils ensure the verification of the texts and abstracts of the dissertations for a matching content via the verification system of the MES of Ukraine. Using the data provided by the academic secretary, expert committees of the specialized academic councils explore the issue of the availability or absence of a matching content in the dissertation, the use of ideas, research findings and materials of other authors without reference to the source. If the plagiarism is detected, the specialized academic councils at their meetings decide to withdraw dissertation papers or refer them back for reworking followed by a re-verification for academic plagiarism.

Detection of plagiarism in academic, research and methodological materials, dissertations and qualifying papers should be conducted by expert evaluation (reviewing, reports of supervisors) and using the software "Anti-Plagiarism", and a preliminary verification through the appropriate freeware.

The chief editors of the University's academic publications and the heads of structural subdivisions, who organize and hold academic, scientific and technical, research and methodological conferences and events that includes the publication of conference proceedings, ensure the verification of manuscripts of articles and conference abstracts for an academic matching content, using the software "Anti -Plagiarism". At the same time, each article, conference abstract should have a conclusion (report) regarding the absence / availability of a matching content in the manuscript. As for manuscripts of articles, which are submitted for publishing in the academic literature of the University, the author's (authors') a written statement about the absence of plagiarism in the text of the article is required.


The head of publishing office accepts the manuscripts together with the report of the software "Anti-Plagiarism" about the absence of a matching content:

- academic articles are reviewed by the chief editors, who, according to the results of such verification, draw up the report;

- the conference abstracts are verified by the representative of a department who is responsible for organizing and conducting a research-to-practice events. The results of the verification are presented in the form of report which is submitted together with the collection to the editorial and publishing department.

The heads of departments ensure the following:

- verification of texts and results of qualifying papers of students for availability of research findings obtained by other authors and / or reproduction of published texts, graphic information or other intellectual products of other authors without corresponding references;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 143
	<i>Regulation on the organization of the educational process</i>		Version 10

- verification of students' qualifying papers (diploma papers) for a matching content. The papers are verified with the help of the software "Anti-Plagiarism", for which purpose *two weeks before the day of defense* of the qualifying papers a representative of a degree-granting department (except for the Law Department, English Philology and Translation Department, Department of Pedagogy and Psychology) submits in soft copies all qualifying papers to the Department of Didactics' specialist who is responsible for the verification. A report, which is drawn up according to the results of the verification, is submitted in soft copy to the degree-granting department and contains data of each paper on a matching content;

- the report of a supervisor of the qualifying paper should include information about the absence of plagiarism in the given paper;

- If the academic plagiarism is detected in the students' qualifying papers before the date of defense, the paper should be sent for reworking. During the procedure of defense (when the paper is examined by the examination board), the paper is removed from the given procedure, but the author of the paper has the right to be re-certified within the period prescribed by the existing legislation;

- additional verification of the texts of academic and research and methodological materials (textbooks, manuals, lecture notes (including electronic editions), which are recommended by the department for publication, for research findings obtained by other authors and / or reproduction of published texts, graphic information or other intellectual products of other authors without corresponding references through the software "Anti-Plagiarism;

- the excerpts from the meetings of a department regarding recommendations for the publication of academic and research and methodological materials should include information about the absence of plagiarism in the given materials;

- If the plagiarism is detected in academic and research and methodological materials that are planned for publication, these materials are sent for reworking followed by a re-verification for a matching content through the software "Anti-Plagiarism".

Students perform the following actions:


- self-verification of their individual works (term papers, individual tasks, etc.) for a matching content by using freeware. That done, the students submit a report on the results of the verification together with their works.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The University has set the following recommended originality indicators for texts:

- for students' qualifying papers and conference abstracts: the text is considered to be original if it includes not more than 20% of matching content; if the matching content is from 20 to 40%, the text should be verified for plagiarism and references to the primary sources; if the matching content is from 40% to 60%, the text is sent for reworking; if the matching content is over 60%, the text is not accepted for consideration;

- for academic, research and methodological papers (articles, monographs, textbooks, manuals, lecture notes, etc.): the text is considered to be original if it includes not more than 20% of matching content; if the matching content is from 20 to 40%, the originality of the text is satisfactory, but the text should be verified for plagiarism and references to the primary sources; if the matching content is from 40% to 50%, the text is

	<i>Alfred Nobel University</i>	Code III-551-047	Page 144
	<i>Regulation on the organization of the educational process</i>		Version 10

sent for reworking; if the matching content is over 50%, the text is not accepted for consideration.

(as amended by the decision of the Academic Council of 22.02.2018 minutes No. 1)

The head of the publishing office accepts the academic, research and methodological materials for publication from the responsible persons only if there is a report generated by the software "Anti-Plagiarism". If the report is not presented, the material is referred back to the relevant persons:


- academic articles – to the chief editors of the publications;
- collections of conference abstracts – to assistant editors of conferences;
- academic and research and methodological materials – to the authors of these materials or departments which recommended the materials for publication.

To prevent plagiarism in the educational process and academic materials, the following appropriate outreach activities are introduced among all participants in the educational process:

- the heads of degree-granting departments inform annually the students of the final year of study on the paragraph 4.9. of the Regulation on the organization of the educational process;
- when delivering courses in the first and second years of study, the students are informed on the requirements for paper projects, the correct use of information from other sources and how to avoid plagiarism;
- the first-year students of Master programs learn about the requirements for paper projects, the correct use of information from other sources and how to avoid plagiarism within the course "Methodology and Organization of Academic Research;
- academic staff set tasks for the paper projects of students (module tests, reference papers, term papers and other papers), which facilitate the development of a creative and self-reliant approach to implementation;
- the head of the department of post-graduate and doctoral studies holds annually for the post-graduate and doctoral first-year students a seminar on research/academic ethics and prevention of plagiarism in academic papers;
- informing all the participants in the educational process on the paragraph 4.9. of the Regulation on the organization of the educational process through the University's website.

An important element of academic integrity assurance system is a system of measures to detect violations of academic integrity.

To take measures upon detection of violations of academic integrity and to resolve conflicts, the University has created the Committee for Academic Integrity and Ethics (hereinafter referred to as the Committee). The Committee consists of the representatives of student council – members of the Student Parliament, teachers (one representative from each department), representatives of structural subdivisions – Student Office, Didactics Department (one representative from each subdivision), authorized person for prevention and detection of corruption, legal advisor and vice rectors. The total number of members of the Committee should be odd.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 145
	<i>Regulation on the organization of the educational process</i>		Version 10

The Commission's contingent, chairman and secretary are appointed by the order of the University's President.

Duties of the Commission for Academic Integrity and Ethics:

1. to investigate the facts of violation of academic integrity and ethics according to the existing procedure, to make proposals to the University's administration on imposing the relevant sanctions if the given facts are confirmed.

2. to resolve conflict situations (including those related to appeals against the results and retaking of tests and examinations, conflict of interests, sexual harassment, discrimination and / or corruption, etc.).

3. To take measures for preventing the academic supervision over postgraduate students by persons, who have violated academic integrity, by submitting a reasoned appeal to the University's administration regarding a refusal to appoint or regarding removal the given persons from the supervision.

Students (including postgraduate and doctoral students), academic staff members, representatives of sciences society, graduates, employers, any person, who has become aware of violations of academic integrity and ethical conduct by the representatives of the University's community, may appeal to the Committee for Academic Integrity and Ethics.

The appeal is made in the form of a written application (complaint) which can be received by any member of the Committee. The representative of the Committee, who received the application, should forward it to the Chairman of the Committee.

The application can also be submitted through the hotline or online application on the University's website. The University's representative, who has received the appeal regarding the violation of academic integrity or ethical conduct, should provide the relevant information to the Chairman of the Committee within the working day.

The chairman should convene a meeting of the Committee within 5 days from the date of receipt of the application. The Committee's secretary should register the application in the relevant registration log, specifying the date of receipt, full name of the applicant and the application's summary.

When investigating specific cases, the Committee has the right to involve other persons, who bear upon the matter, as experts.

The Committee investigates the facts of violation of academic integrity and ethics according to the following procedure:

1. Receipt of a formal written complaint regarding the violation of academic integrity and ethical norms by the Commission.

2. Convening a meeting of the Committee for Academic Integrity and Ethics.

3. Notification of the person about submitting the complaint.


- familiarization of the defendant with the composition of the Committee;

- a student (or an academician) may confess his/her guilt in the violation. In this case, a more detailed examination of the violation is not conducted, and the fact that a student/academician has confessed his/her guilt is taken into account when the appropriate sanctions are determined.

4. Conduction of a detailed examination of the violation

- study of primary sources (published works, final papers);

- conducting consultations with experts in the relevant field;

	<i>Alfred Nobel University</i>	Code III-551-047	Page 146
	<i>Regulation on the organization of the educational process</i>		Version 10

- conducting interrogation of persons who can testify to the fact of violation of academic integrity or ethical norms;
- other measures required for an unbiased examination.

5. Completion of examination. Drawing up a report.

Based on the examination results and revealing all material circumstances, the Committee should draw up a written report. The given report should necessarily have the classical structure of the official document: introduction, descriptive, motivational and resolute parts.

The introduction of the report shall indicate the date of the report and time-frame of examination, the composition of the Committee, participants in the procedure for examination of the violation of the rules of academic integrity and the content of the complaint. The descriptive part should contain information on the substance of the issue that was considered by the Committee. The motivational part shall indicate the circumstances and evidence that the Committee took into account. The resolute part contains official conclusions and recommendations for making a decision by the Vice Rector for Quality Assurance in Higher Education. If any member of the Committee does not agree with the report, he/she has the right to express his / her opinion separately, which is an integral part of the report.

All participants in the process should be informed on the examination results and, if available, submit written comments or objections to the given report.

6. Sanctions for violation of the standards of ethical behavior.

The Committee submits proposals on sanctions to the University's President for consideration.

After receiving a report from the Committee and written objections of other participants in the process (if any), the President evaluates their content and determines the following actions:


- a) the case is sent for additional consideration to the existing (in some cases - the newly created) Committee;
- б) the report is recognized to be complete and sufficient for making a final decision;
- в) if the President decides that the abuses of which the defendant is accused are not confirmed by the conclusions of the consideration, he/she has the right to deliver an acquittal. In this case, the defendant should be immediately notified of the decision in writing. At the request of the defendant, the President should decide on specific actions to restore the defendant's reputation.

In some cases, the final decision on the facts of violation of academic integrity and the relevant sanctions is made by the Academic Council.

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

For the violation of academic integrity, the academic staff/teachers of the University may be subject to the following academic responsibility:

- to receive refusal in awarding an academic title or academic rank;
- be deprived of academic title or academic rank awarded;
- to receive refusal in awarding or be deprived of an education title and qualification category awarded;

	Alfred Nobel University	Code	Page 147
	Regulation on the organization of the educational process	III-551-047	Version 10

- be deprived of the right to participate in activities of the bodies specified by law or to occupy the positions specified by law.

For the violation of academic integrity, the students may be subject to the following academic responsibility:

- repetition of assessment (module test, examination, final test, etc.);
- repetition of the relevant educational component of a study program;
- expulsion from the University;
- be deprived of study bursary;
- be deprived of tuition fee concessions provided by the University.

(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

The decision to award an academic degree and the relevant qualification is revoked by the University if a violation of academic integrity by a student, in particular, the presence of academic plagiarism, fabrication, falsification in his/her qualifying paper is detected, in the manner prescribed by the Cabinet of Ministers of Ukraine.

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

Sanctions that do not contradict the norms of the existing legislation of Ukraine may be applied for violation of academic integrity and ethical norms.

Depending on the severity of the violation, the following enforcement actions may be applied to teachers and employees of the University:


- warning;
- remarks;
- reprimand;
- reduction of the individual coefficient;
- warning of incomplete suitability for service;
- early termination of employment.

The following enforcement actions may be applied to students, (including postgraduate students, participants in courses, etc.):

- remarks;
- warning;
- reprimand;
- ban on participating in mass events for a specific period;
- expulsion from the University;
- re-assessment (module test, examination, final test, etc.);
- repeated study of the relevant course;
- a student may be deprived of tuition fee concessions provided by the University.
- the payers for studies may be warned of possible sanctions in the form of revision of payment conditions for studies;

- a request to the Ministry of Education and Science regarding the possible withdrawal of a document on education (Bachelor's or Master's diploma) in a specific specialty.

If violations of academic integrity and ethical behavior are detected one time, informal procedures are used (sensitization, proposal to correct the work in the process of which violations have been committed, etc.).

	Alfred Nobel University	Code	Page 148
	Regulation on the organization of the educational process	III-551-047	Version 10

If it is impossible to resolve the problem with the help of informal procedures or if academic integrity and ethical behavior are violated systematically, formal procedures are applied through the Commission for Academic Integrity and Ethics.

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

4.10. Institutional support of the University's system for quality assurance in higher education

Institutional support for the University's quality assurance system for educational activity and higher education provides for operation of such bodies and structural subdivisions as the Supervisory Board, Committee for Assuring Quality of Academic Standards, Quality Management Center, Didactics Department, Student Association for Higher Education Quality, Groups on Content and Quality of Higher Education at the Departments, the activities of which are governed by the relevant Regulations.

(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

4.10.1. Supervisory Board

(as amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

The Supervisory Board is a public advisory body. *The purpose* of this Board is to provide recommendations to the University's administration on the basis of the activities performed by the Board's members. These activities are related to independent expert oversight and evaluation of the quality of educational services provided by the University. The Board's recommendations are taken into account by the University's administration, discussed at the meetings of the Academic Council and Rectorate, and are the basis for making the relevant decisions.

The activity of the Supervisory Board is aimed at performing the following *tasks*:


- 1) to ensure independent expert evaluation and oversight of the quality of educational services provided by the University as a whole and its individual departments and teachers;
- 2) to engage representatives of the public and employers in the given oversight;
- 3) to increase the efficiency of the University's interaction with employers and to search for different forms of cooperation to improve the quality of educational services provided;
- 4) to overcome the elements of partiality and stereotypes when assessing the knowledge and professional competencies of the University's students and graduates.

The activity of the Supervisory Board is governed by the Regulation on the Supervisory Board of Alfred Nobel University.

The Supervisory Board makes decisions and draws conclusions through collective discussion of issues at its meetings held at least once every three or four months (three times per academic year). The Supervisory Board consists of the chairman, deputy chairman, secretary and board's members. Employers and representatives of professional associations, state and local authorities, judicature, employment service and the public are invited to join the Supervisory Board. The University's full-time staff members may not be more than one third of the members of the Supervisory Board.

4.10.2. Committee for Assuring Quality of Academic Standards

The Committee for Assuring Quality of Academic Standards (hereinafter referred to as the Committee) is a permanent collegial body, the main purpose of which is to establish

	Alfred Nobel University	Code	Page 149
	Regulation on the organization of the educational process	III-551-047	Version 10

a comprehensive system of internal quality assurance in higher education at the University.

The main objectives of the Committee:

- to organize development, monitoring of implementation and improvement of study programs (educational and professional programs, academic programs) and standards of research;
- to develop the University's strategy for the quality of educational and research activities;
- to coordinate all structural subdivisions' activity aimed at meeting the academic standards in the University's activity;
- to take part in development of guidelines and regulations for the University's system of internal quality assurance;
- to prepare of an annual report on the status of the system of internal quality assurance in higher education at the University and ways to improve the given system;
- to develop recommendations for making management decisions based on the analysis of the quality of educational services.

(as amended by the decision of the Academic Council of 22.02.2018 minutes No. 1)

4.10.3. Quality Management Center

The Quality Management Center (hereinafter referred to as the QMC) is an independent structural subdivision of Alfred Nobel University. This Center is created to improve the quality management system of educational activity of the University according to the requirements of national and international standards.


The main *purpose* of the QMC is to ensure the operation and continuous improvement of the quality management system of the University's educational activity according to the requirements of national and international standards.

The main *objectives* of the QMC are:

- to organize development and implementation of the quality management system (hereinafter referred to as the QMS) according to the requirements of the standard "ISO 9001:2008";
- to instruct the University's staff on how to meet the requirements of the standard "ISO 9001:2008" regarding the development and operation of the QMS;
- to control the operation of the QMS;
- to organize external audits;
- to organize the certification of the QMS at national and international certification bodies;
- to improve continuously the QMS.

4.10.4. Didactics Department

The Didactics Department is the University's structural subdivision which is responsible for the university-wide standard of the activity on quality assurance in education according to the international standards and takes part in organization of the University's educational activities according to the existing legislation. This Department also monitors the quality of educational activities and takes part in organization of the teachers' professional development and responsive regulation of the educational process in order to improve the process's quality.

	Alfred Nobel University	Code III-551-047	Page 150
	Regulation on the organization of the educational process		Version 10

The main *purpose* of the Didactics Department's activity is to coordinate the efforts of the departments, academic staff members/teachers, which will result in achieving the international quality level of education and undisputed competitive advantages by the participants in the educational activity. This is achieved by contributing to the organization of the educational process according to the existing legislation, by monitoring the quality of educational activity, by analyzing the compliance of the knowledge and skills mastered by students with the content of education, by planning teaching and methodical work, by organizing the development of teaching skills and qualifications of teachers, by developing didactic recommendations on improvement of the organization of the study process, methods and organizational forms of teaching, as well as by introducing new up-to-date technologies/techniques of teaching.

The main *objectives* of the Didactics Department are:

- to standardize didactic and methodological support of the quality of the educational process;
- to organize didactic and methodological support of the quality of the educational process;
- to organize evaluation of educational activities and education quality in order to ensure their development.

4.10.5. *Groups on Content and Quality of Education at the Departments*


The Regulation on the groups on content and quality of education determines the activities and operation of each group on content and quality of education.

The purpose of the group on content and quality of education is to ensure activities at the level of the department / structural subdivision. These activities are aimed at assuring and improving the quality of higher education and educational activities for the implementation of study programs at all educational levels according to the University's strategic goals, as well as at forming a culture of quality, involving the whole educational community.

The contingent of the group on content and quality of education is formed at each department (or structural subdivision), which trains students within Bachelor's, Master's and PhD's study programs, and is approved by the President's order.

The tasks of groups on content and quality of education at the departments are:

1. to organize the process of drawing up a list of general and special competences that should be mastered by students for the development and revision of study programs on their basis, which includes the following:
 - coordination and clarification of lists of general competencies in study programs;
 - questioning of employers, teachers and graduates of the University for drawing up a list of special competences for creating or reviewing study programs;
 - organization of expert evaluation and discussion of the list of general and special competences with employers for creating or reviewing study programs;
 - drawing up the final list of general and special competences in a specific subject area after the analysis of the results of the questioning, expert evaluation and discussion. Competences for the subject area should be determined collegially on the basis of consensus during discussions, as well as based on international experience of studying within a similar study program in the world's leading educational institutions.

	Alfred Nobel University	Code	Page 151
	Regulation on the organization of the educational process	III-551-047	Version 10

2. Direct participation in the development of the study program.

3. Ensuring the coordination of the main elements of the study program, namely competences, learning outcomes, curriculum structure, criteria for assessing the level of achievement of learning outcomes with relevant groups.

4. Coordination of study programs.

5. Performing analysis of compliance of the academic course's steering document (ACSD) with the intended outcomes within the framework of the study program.

6. Analyzing the quality of classes conducted by teachers within study programs.

7. Analyzing the compliance of qualifying papers with the standards of a specific educational level, quality of qualifying papers.

8. Participation in the monitoring of study programs and revision of study programs in order to improve them.

9. Making proposals on improvement of the internal system of quality assurance in education and submitting them to the Vice Rector for Quality Assurance in Higher Education.

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

4.10.6. Student Association for Higher Education Quality

The purpose of the Student Association for Higher Education Quality is to improve the quality of the educational process at the University. Proactive and caring students who are interested in improving the learning process and increasing the motivation of all participants in the educational process are engaged in the activity of the association.

The objectives of the Student Association for Higher Education Quality are:

- to develop a student initiative aimed at improving the education quality at the University;

- to engage students in solving the issues of organization of the educational process, improvement of facilities and development of infrastructure of socially significant student objects;

- to elaborate proposals aimed at improving the quality of the educational process, taking into account the students' academic and professional interests;


- to make recommendations on amendments to the existing local acts regulating the rights, obligations and interests of students;

- to promote actively the normative foundations of the educational process among the students, including informing the students on the policy in the field of education quality, content of educational standards, steering documents, curricula, etc.

The Student Association for Higher Education Quality includes students who represent all specialties. Membership in this student association is voluntary.

The meetings of the Student Association for Higher Education Quality are usually held once a month. Decisions are made by simple majority of votes.


(augmented by the decision of the Academic Council of 14.12.2017 minutes No. 7)

	<i>Alfred Nobel University</i>	Code III-551-047	Page 152
	<i>Regulation on the organization of the educational process</i>		Version 10

SECTION V. FINAL AND TRANSITIONAL PROVISIONS

(Included in the Regulation by the decision of the Academic Council of 20.10.2016 minutes No. 8)

(Removed from the Regulation by the decision of the Academic Council of 14.12.2017 minutes No. 7)

	Alfred Nobel University	Code III-551-047	Page 153
	Regulation on the organization of the educational process		Version 10

Appendix A to the paragraph 2.1

Template of educational and professional program



ALFRED NOBEL UNIVERSITY

**CHAIRMAN OF ACADEMIC
COUNCIL**

_____ **A. ZADOIA**
" ____ " _____ **20**__

PRESIDENT

_____ **B. KHOLOD**
" ____ " _____ **20**__

EDUCATIONAL AND PROFESSIONAL PROGRAM

«name» *Or*

**ACADEMIC PhD PROGRAM «name»
FOR TRAINING OF ACADEMIC STAFF**

Level: _____ *academic level*

In the specialty: *No. name*

Branch of study: *No. name*

Qualification: *name of the qualification*

Approved

At the meeting of the Academic Council

Minutes No. __ of " ____ " _____ 20__

The study program is launched on _____ 20__

(order No. ____ of " ____ " _____ 20__)

or

Approved with amendments


at the meeting of the Academic Council

Minutes No __ of " ____ " _____ 20__

(order No ____ of " ____ " _____ 20__)

Dnipro City

20__

	Alfred Nobel University	Code III-551-047	Page 154
	Regulation on the organization of the educational process		Version 10

LETTER OF APPROVAL

**OF THE EDUCATIONAL AND PROFESSIONAL PROGRAM «name»
IN THE SPECIALTY «No. name»**

or

**OF ACADEMIC PhD PROGRAM «name» FOR TRAINING OF ACADEMIC
STAFF IN THE SPECIALTY «No. name»**

Scope of the program:

Level:

AGREED BY:


**Vice Rector for Quality Assurance
in Higher Education** _____

Head of Didactics Department _____

Head of Department _____

REVIEWED AND APPROVED:

**at a meeting of the Committee for Assuring Quality of Academic Standards
Minutes No. ___ of " ___ " _____ 20__**

	<i>Alfred Nobel University</i>	Code III-551-047	Page 155
	<i>Regulation on the organization of the educational process</i>		Version 10

PREFACE

I. The educational and professional (academic) program of the « _____ » _____ level in the specialty _____, of the branch of study _____ has been approved and launched by the decision of the Academic Council of the higher educational institution "Alfred Nobel University" of _____ 20____, minutes No. _____.

or

The educational and professional (academic) program of the « _____ » _____ level in the specialty _____, of the branch of study _____ has been revised (*if a new standard is available* – according to the Standard of Higher Education of Ukraine on the basis of the order of the Ministry of Education and Science of Ukraine _____ No. _____), approved and launched by the decision of the Academic Council of the higher educational institution "Alfred Nobel University" of _____ 20____, minutes No. _____.


II. Developers of the educational and professional (academic) program:

- 1.
- 2.
- 3.

III. Reviews of external stakeholders (if any):

1. ...
2. ...

This educational and professional (academic) program may not be completely or partially recreated, replicated and distributed without the permission of Alfred Nobel University.

	Alfred Nobel University	Code III-551-047	Page 156
	Regulation on the organization of the educational process		Version 10

**PROFILE OF THE EDUCATIONAL AND PROFESSIONAL (ACADEMIC)
PROGRAM « _____ » IN THE SPECIALTY « _____ »
(in the area of study «name», if any)**

1 - General information	
<i>Full name of the higher educational institution and structural subdivision</i>	Alfred Nobel University, Department _____
<i>Academic degree and name of qualification in their source language</i>	
<i>Official name of the educational and professional (academic) program</i>	
<i>Type of diploma and scope of the educational and professional (academic) program</i>	
<i>Availability of accreditation</i>	
<i>Cycle / level</i>	
<i>Prerequisites (requirements for the educational level of persons, who may start studying within this program, and the persons' learning outcomes)</i>	<i>As for the requirements for the educational level of persons, who may start studying within the relevant study program, and the persons' learning outcomes, one should specify the list of courses in which the certificates of external independent testing are accepted.</i>
<i>Language(s) of instruction</i>	
<i>Duration of the educational and professional (academic) program</i>	
<i>Internet address of the permanent placement of the educational and professional (academic) program's description</i>	

2 – Purpose of the educational and professional (academic) program	
3 – Description of the educational and professional (academic) program	
<i>Subject area (branch of study, specialty, area of study (if any))</i>	
<i>Orientation of the educational and professional (academic) program</i>	
<i>Focal point of the educational and professional (academic) program and area of study</i>	
<i>Program features</i>	
4 – Eligibility of graduates for employment and further studies	
<i>Eligibility for employment</i>	
<i>Further studies</i>	

**5 – Teaching and assessment***Teaching and learning**Assessment***6 – Program’s competences***Integral competence***IC***General competences (GC)***GC***Special (professional, specific)
competences of the specialty (SC)***SC****7 - Program’s learning outcomes****8 – Resources for implementing the program***Staffing**Facilities**Informational and teaching
materials***9 – Academic mobility***National credit mobility**International credit mobility**Training of foreign students*

2. The list of components of educational and professional (academic) program and their logical sequence

2.1. The list of components of the educational and professional program (EPP) (academic program (AP))

Table 1

Code of the AC	Components of the educational and professional (academic) program (academic courses (AC)), term projects (papers), internships, qualifying paper)	Number of credits	Form of summative assessment
1	2	3	4
Required components (RC) of the EPP (AP)			
RC 1.			
RC 2.			
RC 3.			
...			
Total required components:			
Elective components of the EPP (AP) *			
<i>Elective cluster 1 (if any)</i>			
EC 1.1.			
EC 1.2.			
EC 1.3.			
<i>Elective cluster 2 (if any)</i>			
EC 2.1.			
EC 2.2.			
EC 2.3.			
...			
Total elective components:			
TOTAL SCOPE OF THE EDUCATIONAL AND PROFESSIONAL (ACADEMIC) PROGRAM			

* According to the Higher Education Act of Ukraine, students have the right to “elect academic courses within the limits stipulated by the relevant study program and curriculum, in the amount of at least 25 percent of the total ECTS credits provided for this academic level. At the same time, students seeking for a specific academic level, have the right to elect the academic courses offered for other academic levels in agreement with the head of the relevant department or subdivision”.


Elective courses may be formed into clusters, then a student elects a cluster of courses, after which all the courses of the cluster become mandatory for study. It is recommended to use both cluster forms of election and completely free election of courses by students.

2.2. Structural and logical scheme of the EPP (AP)

A brief description of the logical sequence of studying components of the educational and professional (academic) program. It is recommended to present as a graph.

3. Forms of certification of students

Certification of the graduates of the educational and professional program “Name” in the specialty No. "Name" is conducted in the form of defense of a qualifying paper

	<i>Alfred Nobel University</i>	Code III-551-047	Page 159
	<i>Regulation on the organization of the educational process</i>		Version 10

and/or certification examination(s) and is completed with issuing the document of a standard form on awarding the _____ degree with the qualification:

Bachelor/Master in _____
 (name of the specialty)

The certification is conducted openly and publicly.



COMPETENCES-OUTCOMES MATRIX

	LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8	LO9	LO10	LO11	LO12	LO13	LO14	LO15	LO16
GC 1																
GC 2																
GC 3																
GC 4																
GC 5																
GC 6																
GC 7																
GC 8																
GC 9																
GC 10																
GC 11																
GC 12																
SIC 1																
SIC 2																
SIC 3																
SIC ...																
SSC 1																
SSC 2																
SSC 3																
SSC ...																

Abbreviations:

GC – general competences

SIC – special individual competences

SSC – special specific competences

LO – learning outcomes

4. Description of the internal system of quality assurance

The legal basis for formation of the system of internal quality assurance at the University is the Higher Education Act of Ukraine (Section 5, Clause 16).

According to the requirements of this Act, the system of internal quality assurance is one of the three elements of the system of quality assurance in higher education.

The analysis of procedures and actions of the system of internal quality assurance at the University are given in the Table 4.

Table 4

Evaluation of the system of internal quality assurance at Alfred Nobel University

The procedures and actions of the system of internal quality assurance according to the Higher Education Act of Ukraine	Evaluation of the status of formation and implementation of the relevant procedures and actions at the University
1) determining principles and procedures for quality assurance in higher education	Study programs have clearly defined goals that correspond to the mission and strategy of Alfred Nobel University. Educational activities are based on the principles of student-centered teaching and are improved, taking into account the educational needs of citizens, the needs of the labor market and the interests of all groups of stakeholders. The University has developed and implements: Regulation on the organization of the educational process of Alfred Nobel University, Regulation on the Quality Management Center, Regulation on the internal system for quality assurance in education, Regulation on the International Accreditation Center, Regulation on the Committee for Transfer at Alfred Nobel University, Regulation on academic mobility of students and academic staff members, Regulation on groups on content and quality of education at Alfred Nobel University.
2) monitoring and periodic review of study programs	The mechanism of creating study programs, taking into account the competence-based approach, was approved by the decision of the Academic Council of December 10, 2015. The mechanism of periodic review of the study programs was approved by the decision of the Academic Council of 24.11.2016 and has been implemented. The mechanism of monitoring the students' study load was approved by the decision of the Academic Council of 27.06.2017. Procedures for monitoring and review of study programs have been developed and are systematically applied.
3) annual evaluation of the students, academic staff members/teachers of a higher educational institution and regular publication of the results of this evaluation on the higher educational institutions s official website,	The University has introduced the mechanism of evaluation of the achievements of students who are candidates for study bursary; the mechanism of evaluation of the academic staff members/teachers on the basis of rating systems of research, methodological and scientific and organizational work and rating-based evaluation of teachers according to the results of questioning of students (Regulation on study bursary, Regulation on rating system for research, methodological and scientific and

The procedures and actions of the system of internal quality assurance according to the Higher Education Act of Ukraine	Evaluation of the status of formation and implementation of the relevant procedures and actions at the University
on information stands and in any other way	organizational work of teachers). The results of evaluation, including rating-based evaluation, are published on the University's website.
4) ensuring professional development of academic staff members/teachers	The professional development is held on a regular basis in order to improve the qualifications of academic staff members/teachers according to the state policy in the field of education and quality assurance in education. Academic staff members/teachers improve their qualifications through internships, training within the programs for professional development, including participation in seminars, workshops, training courses, webinars, master classes, conferences, symposia, etc. They also take part in programs of academic mobility, research internships, and seek for academic degrees or higher education.
5) providing sufficient resources for organization of the educational process, including students' self-directed learning, within each study program	The University has provided the required resources (facilities, teaching and information materials, educational content "Google Classroom"). The University also performs actions for improving the organization of the students' self-directed learning (including continuous monitoring, updating of courses, intensive use of the educational content "Google Classroom" for the students of all forms of study).
6) providing information systems for efficient management of the educational process	The University uses such information systems as "1-C "University", USEDE (the Unified State Electronic Database on Education), ACS, electronic document management system (EDMS).
7) ensuring publicity of information on study programs, academic degrees and qualifications	The information on study programs, academic degrees and qualifications, including the English-language information on the study programs of the departments, is published on the University's website.
8) ensuring observation of academic integrity by employees of higher educational institutions and students, including creating and ensuring operation of the efficient system of preventing and detecting academic plagiarism	The qualifying and research papers of students, research and methodical papers of academic staff members are verified for academic integrity. The basic procedures are governed by the Regulation on the organization of the educational process of Alfred Nobel University (paragraph.4.9) "Providing an efficient system for preventing and detecting academic plagiarism in the academic papers of higher educational institutions' employees and students".
9) other procedures and actions	The existing organizational structure of the system of internal quality assurance is reflected in the Regulation on the organization of the educational process of Alfred Nobel University (Appendix A.1.1).

5. Students' internships

The students' internships are an integral part of the process of training of professionals and are held at the appropriately equipped host institutions.

The types and scopes of internships included in a specific educational and professional program are shown in the Table 5, as well as in the curriculum and schedule of the educational process.

Table 5

Sl. No.	Type of internship (semester, during which this internship is held)	Number of credits (duration of internship in hours)	Intended outcomes	Content of internship	Reporting
1.					
...					

(augmented by the decision of the Academic Council of 24.11.2016 minutes No. 9)

Head of the educational and professional (academic) program

(as amended and augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

**ALFRED NOBEL UNIVERSITY
COMPETENCE-BASED SYSTEM OF QUALITY ASSURANCE IN HIGHER EDUCATION**

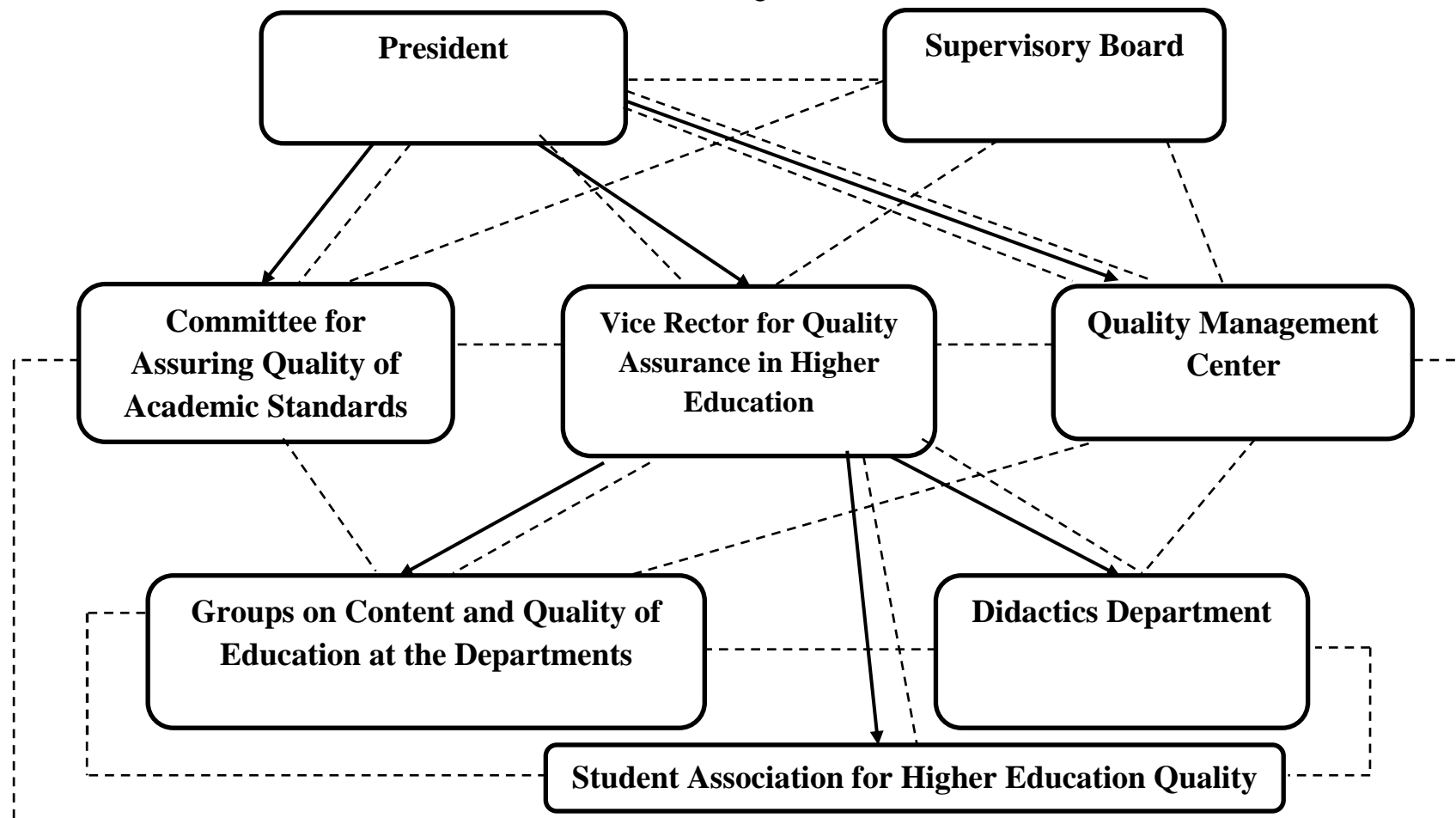
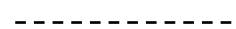


Figure 1. Organizational structure of the system of internal quality assurance at Alfred Nobel University


Legend keys:



subordination



communication

	Alfred Nobel University	Code III-551-047	Page 166
	Regulation on the organization of the educational process		Version 10

Appendix B to the subparagraph 2.2.7

ALFRED NOBEL UNIVERSITY

DEPARTMENT _____

Submitted to the department

(date, signature of the department secretary)

Review: _____

(number of points, "for defense" ("for reworking"),
date, signature of the supervisor of the term paper)

Defense: _____

(number of points, date, signature of the head of the
department)

Final grade _____

(number of points, grade according to the 4- point
grading system, date, signature of the head of the
department)

TERM PAPER

in the course _____

on the topic _____

of the student _____

(full name)

of the group _____

Supervisor of the term paper _____

(full name, academic degree, academic rank)

Dnipro City

20__

Appendix B to the subparagraph 2.2.10

Agreement on Internship for the Students of the Higher Educational Institution

Dnipro City “ ___ ” _____ 20__

We, the undersigned, **the higher educational institution “Alfred Nobel University”** (hereinafter referred to as *the University*), represented by **Serhiy Pietkov**, First Vice Rector for Academic Activities, acting on the basis of the **Statute**, on the one part, and

_____ (name of enterprise, organization, institution)

(hereinafter referred to as *the Host Institution*), represented by

_____ (position)

_____, acting on the
(full name)

basis of _____, acting on the
(the enterprise’s statute, order, commission)

on the other part, have concluded this Agreement on Internship for Students:

1. The Host Institution is obliged to fulfill the following:

1.1. To admit students for internship according to the schedule:

Sl. No.	Specialty and its code	Year of study	Type of internship	Number of students	Timescales of the internship	
					start	end

1.2. To submit to the **University** a notification of the standard form of the student’s (students’) arrival at the place of internship.

1.3. To appoint well-trained specialists who will supervise and monitor the student’s (students’) internship.

1.4. To create the conditions which will enable student(s) to fulfill the internship’s program, to keep students out of activities and positions which do not fit into the internship’s program and future specialty.

1.5. To provide the students with safe working conditions in each workplace. To conduct mandatory briefings on health and safety: introductory briefing and workplace briefing. To instruct students on safe working methods (if necessary). To provide the students with special clothing, protecting means and health care services available for staff members.

1.6. To provide students and Department’s Supervisors with an opportunity to use laboratories, rooms, workshops, libraries, technical and other documentation required for fulfilling the internship’s programme.

1.7. To maintain student attendance records. All violations of labour discipline and internal regulations, as well as other violations committed by the student(s) are to be reported to the higher educational institution.

1.8. Upon completion of Internship the Host Institution is to provide a character reference for each student which includes evaluation of the student’s report.

1.9. Additional responsibilities _____

2. The University is obliged to fulfill the following:

2.1. To agree with *the Host Institution* the Internship’s programme.

2.2. To appoint well-trained Department Supervisors.

2.3. To ensure that students comply with the labour discipline and internal regulations of the Enterprise/Institution. To take part in the accident investigation conducted by the Host Institution’s Committee if any accident happens to the student(s) during his/her (their) internship.

3. Liability of the parties for non-fulfillment the terms and conditions of the agreement:

3.1. Each party will be liable for any failure to fulfill its responsibilities for arranging and conducting the internship according to the labour legislation of Ukraine.

3.2. All disputes arising between the parties under this agreement shall be resolved in due course.

3.3. The agreement shall enter into force after being signed by both Parties and shall remain in force until the end date of the internship according to the schedule.

3.4. The agreement is drawn up in two copies: one for each party.

3.5. Legal addresses and bank details of the parties:

The University:

49000, Ukraine, Dnipro City,
 18, Sicheslavska Naberezhna Street,
 tel.: 370-36-20 Fax: 312-465
 Bank account
 No 26003050336274 in the bank “Privatbank”
 Bank code 305299
 Company tax number 202016704022
 Certificate No. 200127586
 Registration code 20201672

The higher educational institution
“Alfred Nobel University”

Rector _____ S. Kholod

Stamp here “ _____ ” _____ 20 ____


The Host Institution:

Stamp here “ _____ ” _____ 20 ____

I confirm that I am familiar with the Occupational Safety and Health Act of Ukraine

Student _____ full name

signature

	<i>Alfred Nobel University</i>	Code III-551-047	Page 169
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix B.1 to the subparagraph 2.2.10



ALFRED NOBEL UNIVERSITY

INTERNSHIP JOURNAL

(type and title of internship)

Student

(full name)


Department _____

Educational level _____

Specialty _____

Year of study _____

Cohort group _____

	Alfred Nobel University	Code III-551-047	Page 170
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix B.1 to the subparagraph 2.2.10

TO THE HOST INSTITUTION'S SUPERVISOR

INTERNSHIP ASSIGNMENT

(is the basis for admission to internship)

According to the Agreement on Internship of „___” _____ 20__ No. _____, concluded with

(full name of the enterprise, organization, institution)

we send the student of the _____ year of study, who studies in the specialty _____ for the internship

Name of the internship _____

Timescales of the internship: start date „___” _____ 20__, end date „___” _____ 20__

Department Supervisor _____

(position, full name)

Student _____

(full name)

arrived at the enterprise, organization, institution

Stamp of

The Host Institution's Supervisor „___” _____ 20__

(signature)

(the Supervisor's full name and position)


Departed from the enterprise, organization, institution

Stamp of

The Host Institution's Supervisor “ ___ ” _____ 20__

(signature)

(the Supervisor's full name and position)

	Alfred Nobel University	Code III-551-047	Page 171
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix B.1 to the subparagraph 2.2.10

GENERAL PROVISIONS

1.1. Before the start date of the internship, the student is to be informed about the goals and objectives of the internship by the Department Supervisor and is to receive the following documents:

- internship journal;
- internship assignment;
- individual task;
- agreement on internship in 2 copies (one of them is completed by the University).

1.2. The student who arrives at the enterprise (organization, institution) is to submit the following documents to the Host Institution's Supervisor: the internship journal, the agreement on internship in 2 copies. The student is to get through an introductory briefing, basic and specific briefings on occupational and fire safety. He/she is also to read the workplace regulations and equipment operating rules, as well as to specify the internship's schedule.

1.3. During his/her Internship the student is to fulfill assignments thoroughly and to adhere strictly to the internal rules and regulations of the enterprise (organization, institution).


1.4. An internship journal is the main document during the internship. In case when internship placement is outside the city where the University is located, the internship journal also justifies an absence of the student and confirms the duration of his/her internship.

1.5. The student is to fill out his/her internship journal on a daily basis in order to adhere to the internship's schedule. The student is also to submit this journal to both the Department Supervisor and the Host Institution's Supervisor on a weekly basis for review. In the given journal both Supervisors make written comments, give additional tasks and put their signatures under the student's records, etc.

1.6. In the course of his/her internship, the student completes his/her report on the internship results. This report together with the internship journal is to be submitted to the Department Supervisor. The internship journal is to be signed by both the Department Supervisor and the Host Institution's Supervisor. The given journal is also to include the reviews of both Supervisors.

1.7. The student's internship results are to be evaluated according to the ECTS grading scale.

1.8. A student, who failed to fulfill the internship's programme and obtained a negative review of his/her results or earned unsatisfactory mark for his/her report on internship, is to undertake an internship again during the holidays.

	Alfred Nobel University	Code III-551-047	Page 177
	Regulation on the organization of the educational process		Version 10

Appendix B.2 to the subparagraph 2.2.10

ALFRED NOBEL UNIVERSITY
DEPARTMENT _____

REPORT

ON _____ STUDENT'S INTERNSHIP

(full name of student)

start date " ____ " _____ 20__

end date " ____ " _____ 20__

Specialty _____

Year of study _____

Group _____

Host institution _____

Department Supervisor _____
(title, full name)

Host Institution's Supervisor _____
(title, full name)

Dnipro City

Appendix B.3 to the subparagraph 2.2.10

According to the materials
of the ECTS Users' Guide


**AGREEMENT ON PRACTICAL TRAINING
AND QUALITY COMMITMENT**

I. DATA ON STUDENT

Full name of the student
Subject area _____
Academic year _____
Degree _____
Sending institution _____
Country _____

II. DATA ON THE PROPOSED PROGRAM FOR TRAINING ABROAD

Receiving institution
The scheduled start and end dates of the period of practical training from _____ to _____ (_____ months)
Knowledge, skills and competences to be mastered:
Detailed program of the period of training:
The student's task: _____
Plan of monitoring and assessment: _____

	Alfred Nobel University	Code III-551-047	Page 179
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix B.3 to the subparagraph 2.2.10

III. OBLIGATIONS OF THREE PARTIES

By signing this document, the student, sending institution and receiving institution confirm that they are to adhere to the principles of the Quality Commitment for Students' Practical Training set forth in this document below.


We confirm the endorsement of this proposed agreement on practical training. After satisfactory completion of the training program, the educational institution will award _____ ECTS credits and record the period of practical training in the Diploma Supplement.

Coordinator's signature _____ Date _____

Receiving institution _____

We confirm that this proposed training program has been endorsed. After completion of the training program, the organization will issue the Certificate to the student.

Coordinator's signature _____ Date _____

	Alfred Nobel University	Code III-551-047	Page 180
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix B.3 to the subparagraph 2.2.10

QUALITY COMMITMENT

Regarding the practical training of the Erasmus student

THE SENDING INSTITUTION IS OBLIGED:

To determine the **learning outcomes** of work placement in terms of knowledge, skills and competences to be mastered.

To assist the student in **selecting** the relevant receiving institution, duration of the project and content of the placement to achieve these learning outcomes.

To select students on the basis of clearly defined and transparent criteria and procedures and **to sign a contract for practical training (work placement)** with the students selected.

To prepare the students for practical, professional and cultural life in the host country, in particular through language training aimed at meeting professional needs.

To provide **logistical support** to students for preparation for travel, visa receiving, accommodation, residence and work permit, social security and insurance.

To provide **full recognition** to the student for his/her successfully completed activities specified in the Agreement on Practical Training.

To evaluate the students' personal and professional achievements earned through his/her participation in the Erasmus program.

THE SENDING INSTITUTION AND RECEIVING INSTITUTION ARE JOINTLY OBLIGED:

To negotiate and agree on the specially prepared **Agreement on Practical Training** (including the program of work placement and recognition of achievements) for each student and the relevant mentoring arrangements.

To monitor the progress of practical training and take appropriate actions if necessary.


THE RECEIVING INSTITUTION IS OBLIGED:

To provide the students with the **tasks and powers** (as specified in the Agreement on Practical Training) that are relevant to their knowledge, skills, competences and training goals, and provide the relevant equipment and support.

Conclude **a contract or equivalent document** for work placement, as required by national legislation.

To appoint a mentor who is to provide the students with advice and assistance in their integration into the environment of the host party, as well as to monitor the students' progress in training.

To provide **practical support**, if necessary, to verify the relevant insurance coverage and contribute to understanding of the host country's culture.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 181
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix B.3 to the subparagraph 2.2.10


THE STUDENT IS OBLIGED:

To meet all agreed provisions of his/her work placement and do his/her best for successful completion of the placement.

To adhere to the **rules and regulations** of the receiving institution, its normal working schedule, code of conduct and confidentiality rules.

To discuss with the sending institution any issues or changes related to the work placement.

To submit a report of the specified format and required supporting documents at the end of the work placement.

	Alfred Nobel University	Code III-551-047	Page 182
	Regulation on the organization of the educational process		Version 10

Appendix B.4 to the subparagraph 2.2.10


ERASMUS STUDENT CHARTER

According to the materials
of the ECTS Users' Guide

The status of 'Erasmus student' applies to students who satisfy the Erasmus eligibility criteria and who have been selected by their university to spend an Erasmus period abroad – either studying at an eligible partner university or carrying out a placement in an enterprise or other appropriate organisation. For study mobility, both universities must have an Erasmus University Charter awarded by the European Commission. For placement in enterprise the home university must hold an extended Erasmus University Charter (i.e. also covering rights and obligations relating to placements).

As an Erasmus student, you are entitled to expect:

- Your home and host universities to have an inter-institutional agreement.
- The sending and receiving institutions to sign with you and before you leave a Learning/Training Agreement setting out the details of your planned activities abroad, including the credits to be achieved.
- Not to have to pay fees to your host university for tuition, registration, examinations, access to laboratory and library facilities during your Erasmus studies.
- Full academic recognition from your home university for satisfactorily completed activities during the Erasmus mobility period, in accordance with the Learning/Training Agreement.
- To be given a transcript of records at the end of your activities abroad, covering the studies/work carried out and signed by your host institution/enterprise. This will record your results with the credits and grades achieved. If the placement was not part of the normal curricula, the period will at least be recorded in the Diploma Supplement.
- to be treated and served by your host university in the same way as their home students.
- to have access to the Erasmus University Charter and European Policy Statement of your home and host universities.
- Your student grant or loan from your home country to be maintained while you are abroad.

	Alfred Nobel University	Code III-551-047	Page 183
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix B.4 to the subparagraph 2.2.10


As an Erasmus student, you are expected to:

- Respect the rules and obligations of your *Erasmus grant agreement* with your home university or your National Agency.
- Ensure that any changes to the Learning/Training Agreement are agreed in writing with both the home and host institutions immediately they occur.
- Spend the full study/placement period as agreed at the host university/enterprise, including undergoing the relevant examinations or other forms of assessment, and respect its rules and regulations. Write a report on your Erasmus study/placement period abroad when you return and provide feedback if requested by your home university, the European Commission or the National Agency.

If you have a problem:

- Identify the problem clearly and check your rights and obligations.
- Contact your departmental coordinator for Erasmus and use the formal appeals procedure of your home university if necessary.

If you remain dissatisfied, contact your National Agency

	<i>Alfred Nobel University</i>	Code III-551-047	Page 184
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix Д to the subparagraph 2.3.3

**The department's proposals _____
on elective courses of the cluster of _____ training
Degree _____**

**Content
of competences**

Learning outcomes

Courses


Teacher

**Year of study /
Semester**

Head of Department

signature

full name

	<i>Alfred Nobel University</i>	Code III-551-047	Page 185
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix Д.1 to the subparagraph 2.3.3

ANNOTATION OF COURSE

" _____ "

Intended learning outcomes:

-
-
-

Structure of the academic course (the list of topics):

Appendix Д 2 to the subparagraph 2.3.3

To the head of the department

(name of the department)

(full name, academic rank, academic degree)

APPLICATION

Among the proposed elective courses of professional training cycle:

1. «...»
2. «...»

I select the course (the number is specified in the table, column 3), which I confirm with my signature:

The Department _____
group _____

No.	Full name of the student	Number of the selected course	Signature of the student
1	2	3	4
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
...			

I confirm the signatures of the students who study in the group _____

Head of Department

Signature

Date

Appendix E to the subparagraphs 2.4.2 and 2.4.3

ALFRED NOBEL UNIVERSITY

Specialty _____

Year of study..... Group..... Form of study:

20__ / 20__ academic year

GRADE REPORT SHEET No. _____

(summative form of assessment - **final test**)

Academic course _____

For the academic semester Date of conducting

Number of hours in the curriculum Number of credits

Teacher _____
(academic rank and full name of the teacher who issues the final grade)

Teacher _____
(academic rank and full name of the teacher who conducted continuous assessment)

Sl. No.	Full name of the student	No. of the academic record book	Number of points based on the results of continuous modular control	Grade		Credits earned	Signature of the teacher
				According to the national grading scale	According to the ECTS grading scale		
1	2	3	4	5	6	7	8

The number of students in the group _____ The number of absentees _____

Overall results of the final test

TOTAL GRADES	SUM OF POINTS	ECTS GRADE	GRADE ACCORDING TO THE NATIONAL GRADING SCALE
	90-100	A	credited
	82-89	B	
	75-81	C	
	67-74	D	
	60-66	E	
	35-59	FX	not credited
	1-34	F	

Head _____
(signature) (full name)

Teacher _____
(signature) (full name)

The grade report sheet is submitted by the TEACHER to the assistant of the Student Office on the date of the last scheduled class session in the semester, or not later than at 14.00 of the following working day.

Appendix E.1 to the subparagraphs 2.4.2 and 2.4.3

ALFRED NOBEL UNIVERSITY

Specialty _____

Year of study..... Group..... Form of study:

20__ / 20__ academic year

GRADE REPORT SHEET No. _____

(summative form of assessment - **examination**)

Academic course

For the academic semester Date of conducting

Number of hours in the curriculum Number of credits.....

Teacher _____
(academic rank and full name of the teacher who issues the final grade)

Teacher _____
(academic rank and full name of the teacher who conducted continuous assessment)

Sl. No.	Full name of the student	No. of the academic record book	Number of points based on the results of continuous modular control	Number of points based on the results of examination	Total points	Grade		Credits earned	Signature of the teacher
						According to the national grading scale	According to the ECTS grading scale		
1	2	3	4	5	6	7	8	9	10

The number of students in the group _____ The number of absentees _____ The number of students not admitted to the examination _____

Overall results of the examination

TOTAL GRADES	SUM OF POINTS	ECTS GRADE	GRADE ACCORDING TO THE NATIONAL GRADING SCALE
	90-100	A	excellent
	82-89	B	good
	75-81	C	
	67-74	D	satisfactory
	60-66	E	
	35-59	FX	fail
	1-34	F	

Head _____
(signature) (full name)

Examiner (teacher) _____
(signature) (full name)

The grade report sheet is issued by the assistant of the Student Office to the teacher not earlier than one day before the date of the examination. The grade report sheet is submitted by the teacher to the assistant of the Student Office on the date of the last scheduled class session in the semester, or not later than at 14.00 of the following working day.

Appendix E.2 to the subparagraph 2.4.4

ALFRED NOBEL UNIVERSITY

**INDIVIDUAL GRADE REPORT SHEET No. _____
(SUMMATIVE FORM OF ASSESSMENT: FINAL TEST)**

Form of study

Specialty.....Group..... Year of study

Department.....

Academic course

For the _____ academic semester of 20__ /20__ academic year.

This individual grade report sheet is valid until "....."20__

The reason for rescheduling the final test:

Academic deficiency

Full name of the student	No. of the academic record book	Number of points based on the results of continuous modular control	Grade		Credits earned	Date, signature of the teacher
			According to the national grading scale	According to the ECTS grading scale		

Head _____
(signature) (full name)

Examiner _____
(signature) (full name)

Assistant _____
(signature) (full name)

Date of issuance

The teacher submits the individual grade report sheet in person to the Student Office on the date of the final test or at 14.00 of the following working day. It is strictly forbidden to hand over the given sheet through other persons.

Appendix E.3 to the subparagraph 2.4.4

ALFRED NOBEL UNIVERSITY

INDIVIDUAL GRADE REPORT SHEET No. _____ (SUMMATIVE FORM OF ASSESSMENT: EXAMINATION)

Form of study _____

Specialty.....Group..... Year of study

Department.....

Academic course

For the ____ academic semester of 20____/20____ academic year.

This individual grade report sheet is valid until "....." 20__

The reason for rescheduling the examination:

Academic deficiency

Full name of the student	No. of the academic record book	Number of points based on the results of continuous modular control	Number of points based on the results of examination	Total points	Grade		Credits earned	Date, signature of the teacher
					According to the national grading scale	According to the ECTS grading scale		

Head _____
(signature) (full name)

Examiner _____
(signature) (full name)

Assistant _____
(signature) (full name)

Date of issuance

The teacher submits the individual grade report sheet in person to the Student Office on the date of the examination or at 14.00 of the following working day. It is strictly forbidden to hand over the given sheet through other persons.

Appendix E.4 to the paragraph 2.4.4

ALFRED NOBEL UNIVERSITY

Specialty _____

Year of study..... Group..... Form of study:

20__ / 20__ academic year

GRADE REPORT SHEET FOR TERM PAPERS No. _____

Academic course

The number of hours allocated for writing the term paper ... The number of credits ...

For the academic semester..... Date of receipt of the term paper

Teacher
(academic rank and full name of the teacher who issues the final grade)

No.	Full name of the student	No. of the academic record book	The number of pints			Grade according to the national 4-point grading scale	Grade according to the ECTS grading scale	Signature of the teacher
			Review	Defense	Total			
1	2	3	4	5	6	7	8	9

The number of students in the group _____

The number of students who have not written their term papers _____

Total grades earned

ECTS	SUM OF POINTS	The national four-point grading-scale
A	90-100	“5”
B	82-89	“4”
C	75-81	“4”
D	67-74	“3”
E	60-66	“3”
FX	35-59	“2”
F	1-34	“2”

Head _____

Teacher _____

The grade report sheet is submitted by the TEACHER to the assistant of the Student Office before the start of the examination period.

Appendix Ж to the subparagraph 2.5.2

ALFRED NOBEL UNIVERSITY

AGREED BY:

**VICE RECTOR FOR QUALITY ASSURANCE IN
HIGHER EDUCATION** _____

“ _____ ” _____ 20__

LIST

of the members of the examination board _____ in
the specialty _____ for 20__ / 20__ academic year

Sl. No.	Full name	Position on the EB	Academic degree, academic rank,	The name of the educational institution which the member of the EB graduated from and the date of graduation	Primary employment, position	Qualification awarded, specialty according to the diploma	Period of work in his/her specialized field
1		Chairman of the EB					
2		Deputy Chairman					
3		Member of the EB					
4							
5							

Secretary of the EB _____
(full name, position)

HEAD OF DEPARTMENT _____
" _____ " _____ 20__

AGREED BY:
HEAD OF
DIDACTICS DEPARTMENT _____
" _____ " _____ 20__

Appendix Ж.1 to the subparagraph 2.5.2

ALFRED NOBEL UNIVERSITY

**APPROVED BY:
FIRST VICE RECTOR FOR ACADEMIC ACTIVITIES**

_____ **S. PIETKOV**
" _____ " _____ 20____

SCHEDULE OF THE EB'S WORK

on holding the examination/defense of qualifying papers
for the academic degree

" _____ "
Bachelor, Master

in the specialty " _____ "

No. of the EB	Group	Date	Working time	Number of students	Classroom

HEAD OF DEPARTMENT _____

AGREED BY:

VICE RECTOR FOR QUALITY
ASSURANCE IN HIGHER EDUCATION _____

HEAD OF
DIDACTICS DEPARTMENT _____

Appendix Ж.2 to the subparagraph 2.5.2

ALFRED NOBEL UNIVERSITY

**AGREED BY:
CHAIRMAN OF THE EB**

**AGREED BY:
FIRST VICE RECTOR FOR
ACADEMIC ACTIVITIES**

_____ 20__
" _____ " _____

_____ **S. PIETKOV**
" _____ " _____ 20__

TIMETABLE OF THE EB'S WORK

on holding the examination in _____ for
(name of the course)

the students of _____ form of study, Bachelor's and Master's degrees
(on defense of the qualifying papers for Bachelor's and Master's degrees)
in the specialty " _____ "

" _____ " _____ 20__

Time

09.00 – 09.30

09.30 – 13.30

13.30 – 13.45

13.45 – 14.00

Type of work

organizational meeting of the EB

defense of qualifying papers

closed meeting of the EB

wrap-up meeting


HAED OF DEPARTMENT _____ FULL NAME
(signature)

AGREED BY:

AGREED BY:

VICE RECTOR FOR QUALITY
ASSURANCE IN HIGHER
EDUCATION

HEAD OF DIDACTICS
DEPARTMENT

	Alfred Nobel University	Code III-551-047	Page 195
	Regulation on the organization of the educational process		Version 10

Appendix Ж.3 to the subparagraph 2.5.2

DRAFT ORDER

No. _____ - ____ - Y of _____ 20__

Dnipro City

On the EB in the specialty

" _____ "

Approval of the composition of the examination board for certification of the knowledge of students of the academic degree _____ in the specialty " _____ " for 20__/20__ academic year:

Chairman of the EB:

Deputy Chairman of the EB:

Members of the EB:

Secretary of the EB:

**FIRST VICE RECTOR
FOR ACADEMIC ACTIVITIES**

S. PIETKOV

Agreed by:

O. Bezkomorna
Y. Smohol

Prepared by:

Read and understood by:

ALFRED NOBEL UNIVERSITY

MINUTES No. _____ of “ _____ ” _____ 20__
of the meeting of the examination board No. _____ for reviewing qualifying papers
Specialty _____
(code, name)

THE LIST OF THE PERSONS PRESENT:

Chairman _____
(full name, academic degree, academic rank, position)

Members: 1. _____
2. _____
3. _____
4. _____

The meeting started at _____

The meeting ended at _____

The following materials were submitted to the examination board:

1. Submission to the chairman of the EB for defense of the qualifying paper. This submission includes the transcript of academic record, conclusion of the supervisor, conclusion of the department ____
2. Qualifying papers.
3. Summary grade report sheet.

Sl. No.	Full name of the student	Topic of the qualifying paper	Full name of the supervisor	Full name of the counselor	Review by (full name, position)	Questions (full name of the person who asked them and the content of questions)	The student's grade point average	Grade average issued by the supervisor	Grade average for defense	The examination board's decision		
										Final grade (total grade, grade according to the national and ECTS grading scales)	To award qualification in the specialty	To issue the diploma
1	2	3	4	5	6	7	8	9	10	11	12	13

Personal opinions of the members of the examination board: _____

Total students' qualifying papers reviewed: _____
(in words)

SIGNATURES:

Chairman of the EB _____
(signature and full name)

Members of the EB:

1. _____
2. _____
3. _____
4. _____

The minutes have been drawn up by the secretary of the EB _____
(position, full name, signature)

Appendix Ж.5 to the subparagraph 2.5.2

APPENDIX to the minutes No. _____ of “ ” _____ 20__

ALFRED NOBEL UNIVERSITY

**INDIVIDUAL GRADES FOR DEFENSE OF THE QUALIFYING PAPERS ISSUED
BY THE MEMBER OF THE EB _____**

(full name of the member of the EB)

Sl. No.	Full name of the student	Grades for and content* of the individual components of defense				Grade average for defense
		Report	“Theoretical” questions	“System-based” questions	“Practical” questions	

*The EB’s member records the content of the question and assigns a grade.

_____ (signature of the EB’s member)

ALFRED NOBEL UNIVERSITY

MINUTES No. _____ of " _____ " _____ 20__
of the meeting of the examination board No. _____ for administering the examination
in _____
(name of the examination)

in the students of the group _____ of the specialty _____
(code, name)

THE LIST OF THE PERSONS PRESENT:

Chairman _____
(full name, position, academic degree, academic rank)

Members: 1. _____
2. _____
3. _____
4. _____

The meeting started at _____

The meeting ended at _____

Sl. No.	Full name of the student	No. of the examination card	Grade point average	The number of points for individual elements of the examination			Grade			The examination board's decision	
				Theoretical part	Practical part	Additional questions (full name of the person who asked them and the content of questions)	Total points	Grade		To award qualification in the specialty	To issue the diploma
							according to the ECTS grading scale	according to the national grading scale			
1	2	3	4	5	6	7	8	9	10	11	12

As mentioned above, the total number of students who have taken the examination is: _____
(in words)

The set of examination cards is attached to the minutes of the EB's meeting No. _____ of " _____ " _____ 20__

SIGNATURES:

Chairman of the EB _____ Members of the EB:
(signature and full name)

1. _____
2. _____
3. _____
4. _____

The minutes have been drawn up by the secretary of the EB _____
(position and full name), *(signature)*

Appendix Ж.7 to the subparagraph 2.5.2

ALDREF NOBEL UNIVERSITY

DEPARTMENT _____

**DESCRIPTION AND REGISTER No. _____
of submitted qualifying papers of students**

Sl. No.	Index of file	FULL NAME OF THE STUDENT	Topic of the qualifying paper	Number of sheets	Year of graduation
1.	-	Oksana Ruban		106	2020
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

This description includes ____ qualifying papers.

AGRRED BY:

Head of Department _____
(signature) (full name)


Submitted by: the EB's secretary _____
(signature) (full name)

received by:
Library Manger _____
(signature) (full name)

**Head of the Department of Personnel Development
and Electronic Document Management**

(signature) (full name)

*This document is drawn up in triplicate and submitted to the library (paper and electronic form) and archive, one copy remains at the department.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 200
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix Ж.8 to the subparagraph 2.5.2

ALFRED NOBEL UNIVERSITY

REPORT

OF THE CHAIRMAN OF THE EXAMINATION BOARD No. _____

ON THE MEETING

from " ____ " _____ 20__

to " ____ " _____ 20__

RESULTS OF THE DEFENSE OF QUALIFYING PAPERS

in the specialty _____

academic degree _____

form of study _____

Dnipro City

Continuation sheet of the appendix Ж.8 to the subparagraph 2.5.2

1. RESULTS OF THE DEFENSE

	Intramural (full-time, evening-time) form of study		Extramural form of study		TOTAL	
	persons	%	persons	%	persons	%
TOTAL PERSONS who defended their qualifying papers						
The number of persons who has earned for the defense the grade: "excellent"						
"good"						
"satisfactory"						
The number of persons who has earned "fail" grade						
The number of persons who has been awarded a Diploma of Excellence						

2. THE COMPLIANCE OF THE TOPICS OF THE QUALIFYING PAPERS WITH THE CONTEMPORARY STATUS OF SCIENCE, ENGINEERING AND REQUIREMENTS OF PRODUCTION

3. ANALYSIS OF THE GRADUATES' ATTAINMENT LEVEL AND THE QUALITY OF WRITING THE QUALIFYING PAPERS

The number of the qualifying papers submitted for defense includes:

	Intramural (full-time, evening- time) form of study		Extramural form of study		TOTAL	
	persons	%	persons	%	persons	%
Research-to-practice qualifying papers						
Papers written by using computer software applications						
Research paper						
Papers that include essential proposals having practical value						

Continuation sheet of the appendix Ж.8 to the subparagraph 2.5.2

In general, there are the following most interesting papers:

Sl. No.	Full name of the author	Topic	Supervisor

4. The following students are recommended for PhD studies:


- _____
full name
- _____
full name
- _____
full name

5. SHORTCOMINGS IN WRITING QUALIFYING PAPERS BY STUDENTS

6. RECOMMENDATIONS ON THE FURTHER IMPROVEMENT OF THE TRAINING OF EXPERTS

CHAIRMAN OF THE EB No. _____ *signature* _____ *full name*

" _____ " _____ 20__

	<i>Alfred Nobel University</i>	Code III-551-047	Page 203
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix Ж.9 to the subparagraph 2.5.2

ALFRED NOBEL UNIVERSITY

REPORT

OF THE CHAIRMAN OF THE EXAMINATION BOARD No. _____

ON THE MEETING

" ____ " _____ **20**__

RESULTS OF THE EXAMINATION


in _____
(name of the academic course)

in the specialty _____

academic degree _____

form of study _____

Dnipro City

	<i>Alfred Nobel University</i>	Code III-551-047	Page 204
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix Ж.9 to the subparagraph 2.5.2

1. COMPOSITION OF THE EXAMINATION BOARD


2. ANALYSIS OF THE EXAMINATION RESULTS

3. ATTAINMENT LEVEL

4. SHORTCOMINGS IN TRAINING OF STUDENTS IN INDIVIDUAL COURSES

5. RECOMMENDATIONS ON THE FURTHER IMPROVEMENT OF THE TRAINING OF EXPERTS

CHAIRMAN OF THE EB No. _____ *signature* _____ *full name*

	<i>Alfred Nobel University</i>	Code III-551-047	Page 205
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix 3 to the subparagraph 2.5.3

Sample of the cover page

ALFRED NOBEL UNIVERSITY

COMPREHENSIVE CERTIFICATION EXAMINATION

in the specialty " _____ "

Year of study _____

Group _____


Full name of the student

Date _____

Dnipro City

20__

As amended by the decision of the Academic Council of 20.12.2018 minutes No. 9

	<i>Alfred Nobel University</i>	Code III-551-047	Page 206
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix K to the subparagraph 2.5.4

Form of the student's application for approving the topic of qualifying paper

ALFRED NOBEL UNIVERSITY

To the head of the department

(name of the department)

(full name of the head of the department)

(full name of the student)

(of the specialty, group)

Application

I request your approval of the following topic of the qualifying paper of Master, Bachelor:

(date)


(signature)

Agreed by:

Supervisor of the qualifying paper

(signature)

(full name)

	<i>Alfred Nobel University</i>	Code III-551-047	Page 207
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix K.1 to the subparagraph 2.5.4

Sample of the cover page

ALFRED NOBEL UNIVERSITY
DEPARTMENT _____

**QUALIFYING PAPER
OF BACHELOR / MASTER**

on the topic

" _____ "

(based on the materials of _____)
name of the enterprise (organization)

Written by the student of the ___year of study,
group _____
Specialty

code and name

full name

Supervisor: _____
full name, academic degree, academic rank

Appendix K.2 to the subparagraph 2.5.4

ALFRED NOBEL UNIVERSITY

DEPARTMENT _____

Academic level _____

Specialty _____

Approved by:
Head of Department _____

(signature, full name, academic degree, academic rank)

“ ____ ” _____ 20__

TASKS for the qualifying paper for the student

_____ *full name*

1. Topic of the paper _____

2. Supervisor of the paper _____

(full name, academic degree, academic rank)

Approved by the order of " ____ " _____ 20__ , No. _____

3. Deadline for submission of the completed paper by the student _____

4. Setting of objectives and source date for the paper _____

5. Content of the paper (the list of points to be elaborated):

6. Consultants for the sections of the paper:

Section	Consultant (full name and position)	Signature, date	
		The task is assigned by	The task is undertaken by


7. Date of the task assigned _____

8. Work schedule

Sl. No.	Name of the stages of the qualifying paper	Deadline for fulfillment of the stages of the paper	
		According to the schedule	In fact

Student _____
signature _____ *full name*

Supervisor of the qualifying paper _____
signature _____ *full name*

	<i>Alfred Nobel University</i>	Code ПП-551-047	Page 209
	<i>Regulation on the organization of the educational process</i>		Version 10


Appendix K.3 to the subparagraph 2.5.4

АНОТАЦІЯ *

Кизенко О.В. *Позиціонування на цільовому ринку борошняних кондитерських виробів.*

У роботі розглянуто теоретичні і практичні аспекти позиціонування борошняних кондитерських виробів на цільовому ринку Дніпропетровського регіону, досліджено стан та тенденції його розвитку, систематизовано класифікацію досліджуваної групи товарів та чинники, що формують асортимент і якість. Проведено дослідження якості та асортименту тортів і тістечок, в результаті чого виявлено найбільш якісну та споживану продукцію. Це дозволило змоделювати ситуацію на ринку кондитерських виробів, провести сегментування споживачів на досліджуваному ринку, визначити портрет потенційного споживача та скласти карту позиції кондитерських виробів, що дозволило обґрунтувати виробничу та асортименту політику підприємств досліджуваної сфери.

Ключові слова: борошняні кондитерські вироби, класифікація, методи дослідження, позиціонування, цільовий ринок

	<i>Alfred Nobel University</i>	Code III-551-047	Page 210
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix K.3 to the subparagraph 2.5.4


ABSTRACT *

Kyzenko O.V. Positioning of pastry confectionery products in the target market.

In this paper theoretical and practical aspects of positioning of pastry confectionery products in the Dnipropetrovsk region's target market have been considered, the condition and tendencies of this market's development have been studied, classification of the studied group of goods and the factors forming assortment and quality have been systematized. Research on quality and assortment of pies and cakes has been conducted, which resulted in revealing the most high-quality and the most frequently consumed products. It has allowed us to simulate a situation in the market of confectionery products, to make segmentation of consumers in the market studied, to determine the profile of potential consumers and design a map showing the position of confectionery products. It helped to substantiate the industrial and product range policy of enterprises in the field researched.

Keywords: pastry confectionery products, classification, research methods, positioning, target market.

* The abstract is presented on a separate sheet in two languages: Ukrainian and English.

	<i>Alfred Nobel University</i>	Code III-551-047	Page 211
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix K.4 to the subparagraph 2.5.4

Sample of the cover page of reference paper

**ALFRED NOBEL UNIVERSITY
DEPARTMENT OF INTERNATIONAL ECONOMICS**


Tatyana IVANOVA

**THE DIFFERENCE
IN THE DOLLAR VALUE OF EXPORTS
AND IMPORTS**

Abstract of diploma paper

Scientific supervisor

Language consultant

	<i>Alfred Nobel University</i>	Code III-551-047	Page 212
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix K.5 to the subparagraph 2.5.4

Structure of the reference paper

Papers and print

Use A4 white bond paper.

Your typewriter's or printer's ribbon or cartridge should produce a dark impression

Margins and spacing

Use standard margins on all sides of each page. (The top margin will contain the page numbers).

Indent the first line of every paragraph (1tab) and double-space throughout.

Paging

Begin numbering your paper in the upper right of the first text page, and number consecutively through the end.

Title and identification

Centre the title, and capitalize words in it.

Double -space all this opening material

The body of the abstract

Introduction

- Subject of investigation
- Topicality of the problem
- Purpose of investigation

The main body

- Methods of investigation
- Theoretical and experimental parts

Results and recommendations

Appendix K.6 to the subparagraph 2.5.4

ALFRED NOBEL UNIVERSITY
DEPARTMENT _____


CALENDAR SCHEDULE OF PROGRESS
in writing the qualifying paper in _____ academic year
by the student of _____ form of study

Sl. No.	Name of the stages of the qualifying paper *	Deadline for fulfillment of the stages of the paper		Notes
		According to the schedule	In fact	
1	Assignment of the supervisor of the qualifying paper			
2	Selection and discussion of the topic of the qualifying paper			
3	Final approval of the topic of the qualifying paper			
4	Receipt of the tasks for the qualifying paper from the academic supervisor			
5	Drawing up bibliography and study of literary sources			
6	Fulfillment of the first section			
7	Collection of materials at the enterprise			
8	Fulfillment of the second section			
9	Fulfillment of the third section			
10	Drawing conclusions and making recommendations			
11	Writing a report in a foreign language (for those who defends his/her diploma paper in a foreign language)			
12	Official registration of the paper and receipt of review			
13	Preliminary defense of the qualifying paper			
14	Defense of the qualifying paper			

*The list of stages is indicative.

Approved at the department's meeting
Minutes No. ___ of _____ 20__

Head of Department

	Alfred Nobel University	Code III-551-047	Page 214
	Regulation on the organization of the educational process		Version 10

Appendix K.7 to the subparagraph 2.5.4

REVIEW FOR THE QUALIFYING PAPER

of the student of the group _____

Topic of the qualifying paper _____


Brief description and analysis of the sections of the paper

Additional thoughts and overall conclusion of the reviewer _____

Reviewer _____

(full name, position, signature)

" _____ " _____ 20____

	Alfred Nobel University	Code III-551-047	Page 215
	Regulation on the organization of the educational process		Version 10

Appendix K.8 to the subparagraph 2.5.4

ALFRED NOBEL UNIVERSITY

SUBMISSION TO THE CHAIRMAN OF THE EXAMINATION BOARD FOR DEFENSE OF THE QUALIFYING PAPER

The student _____ is sent for
(full name)
defense of the qualifying paper in the specialty

on the topic: _____

The qualifying paper and review are attached.

Head of Department _____
(signature) (full name)

TRANSCRIPT OF ACADEMIC RECORD

_____ within the period of studies at Alfred Nobel
(full name)
University from 00.00.20__ to 00.00.20__ has completed in full the curriculum in the
specialty _____

_____ code and name
and earned the grades according to the national and ECTS grading scales with the grade
point average _____.
(grade/points)

Head of Department _____
(signature, full name)

**THE CONCLUSION OF THE SUPERVISOR OF THE QUALIFYING PAPER
is given in the REVIEW**

THE DEPARTMENT'S CONCLUSION ON THE QUALIFYING PAPER

The qualifying paper has been reviewed.


The student _____
(full name)

is eligible to defend the given paper before the examination board.

Head of the Department of _____
(name)

(signature) (full name)

" ____ " _____ 20__

	Alfred Nobel University	Code III-551-047	Page 216
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix K.8 to the subparagraph 2.5.4
THE SUPERVISOR'S REVIEW

for the qualifying paper on the topic _____

of the student of the ____ year of study of the specialty _____

_____ (full name)

Grades for individual components of the qualifying paper:

1. *Drawing up the paper (not more than 10 points)* - _____

2. *Timeliness of submitting the paper's individual elements to the supervisor (each element submitted in time provides 5 points)* - _____

3. *The paper's theoretical and analytical aspects (maximum 25 points)* - _____

4. *The paper's practical aspects (maximum 20 points)* - _____

5. *Grade for preliminary defense (maximum 25 points)* - _____

Additional thoughts and overall conclusion of the supervisor _____

Total grade (maximum 100 points) _____

Supervisor of the qualifying paper

(signature)

(the supervisor's full name, academic degree, academic rank)

" ____ " _____ 20__

Appendix II to the subparagraph 2.6.1

Form of approval record sheet for teaching materials

Approval record sheet

Issuing subdivision: the Department of _____

	<i>Position</i>	<i>Full name</i>	<i>Signature</i>	<i>Date</i>
Developed by				

Approved at the department's meeting:

Minutes No. ___ of _____ 20__


Head of Department

(signature)

(full name)

The document is agreed by:

<i>Position</i>	<i>Full name</i>	<i>Signature</i>	<i>Date</i>
First Vice Rector for Academic Activities			
Head of Didactics Department			
Teaching Methodology Expert of Didactics Department			

	<i>Alfred Nobel university</i>	Code III-551-047	Page 220
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H to the subparagraph 2.6.2

ALFRED NOBEL UNIVERSITY

DEPARTMENT OF INTERNATIONAL ECONOMIC RELATIONS AND ECONOMIC THEORY

APPROVED BY:

Head of Department _____ A. Zadoia
" ____ " _____ 20__

STEERING DOCUMENT

of the academic course

"Etiquette and the Basics of International Protocol"

for the specialty


292 "International Economic Relations"

of the Bachelor's academic level

Approved at the department's meeting
Minutes No. ____ of _____

Dnipro City

20__

	Alfred Nobel university	Code III-551-047	Page 221
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H to the subparagraph 2.6.2

Steering document of the academic course “Etiquette and the Basics of International Protocol” for students of the specialty 292 Bachelor in “International Economic Relations” / compiled by: I. Shkura. – Dnipro City: Alfred Nobel University, 20__ . – __ pages.


Developed by: I. Shkura, PhD in Economics, Associate Professor

The steering document is approved at the meeting of the Department of International Economic Relations and Economic Theory
Minutes No. __ of _____

CONTENTS

1. Program of the academic course
2. Intended learning outcomes.
Matrix of development and assessment of the students’ competences in the course
3. Indicative list of questions for summative assessment
4. Procedure for evaluating the learning outcomes
5. Suggested reading (basic, supporting)
6. Information resources on the Internet

© I. Shkura, 20____

	Alfred Nobel university	Code III-551-047	Page 222
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H to the subparagraph 2.6.2

1. PROGRAM

Content module 1. Essential Nature of the Etiquette and Protocol

Topic 1. The relevance, place and value of the course “Etiquette and the Basics of International Protocol” in International Business Relations

The subject area of the term and notion “etiquette”, its interpretation. The morality and etiquette paradigm in contemporary social practices. Etiquette in the economic and other fields of human life, the place of the etiquette in the harmonization of relations between humans. The relevance and practical importance of the course, the connection of etiquette with the requirements of contemporary international economic practice.

Business etiquette and image making through “etiquette” as a label, indicator, characteristic. The module of stereotypical behavior as unity of ethical and etiquette-based things in contemporary socio-economic environment.

The features of business etiquette as a phenomena of sustainable tendency in the behavior and communication culture connected with the multi-path system of practically significant social activity. Identifying and disseminating business etiquette as a universal form of communication. The value of etiquette for success in the business field. Etiquette of social elites and business etiquette. The most common mistakes in business etiquette. Etiquette of individual workplace. Business protocol in business. Basic principles of time management. Issues of confidentiality and security of office documents and materials.

Topic 2. The historical retrospective of origin and evolvement of etiquette as a socio-cultural phenomenon


The development of ethical thought in view of the characteristics of the external behavior of socio-economic actors. History of ethical thought: Practical guidelines for incorporating culture into economic Activity. Issues of etiquette in the concepts of thinkers of the past.

Contradictory development of moral and behavioral forms and peculiarities of changes of specific historical manifestation of etiquette reality.

Philosophical ideas of “nourishing humanism” in ancient times. Etiquette of ancient world: Greece, Rome, Egypt. Indian etiquette. Etiquette of Ancient China. Etiquette of Japan.

Requirements for behavior in the ethical heritage of the Middle Ages and the Renaissance. The origin and essential nature of Christian etiquette. Moral rules and principles of Christian etiquette. Christian etiquette and its role in the practical education of a human. The spread of Christian etiquette in Ukraine.

The first varieties of etiquette: diplomatic and court etiquette. Medieval etiquette (knightly norms of behavior). Etiquette in the Renaissance and Modern Times. Differences between European and Oriental etiquette. Norms of etiquette in Ukrainian culture.

	Alfred Nobel university	Code III-551-047	Page 223
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H to the subparagraph 2.6.2

...


2. INTENDED LEARNING OUTCOMES

Symbol of learning outcomes in the specialty*	Learning outcomes of the course
Knowledge	
LO-1	LO 1.1. The student knows the role and place of etiquette in contemporary business activity. LO 1.2. ...
Skills	
LO-6	LO 6.1. ...
LO-11	LO 11.1. ...
Communication	
LO-12	LO 12.1. ...
LO-13	LO 13.1. ...
Autonomy and responsibility	
LO-15	LO 15.1. ...
LO-16	LO 16.1. ...



**THE MATRIX
OF DEVELOPMENT AND ASSESSMENT OF THE STUDENTS' COMPETENCES IN THE COURSE "ETIQUETTE AND
THE BASICS OF INTERNATIONAL PROTOCOL", TAKING INTO ACCOUNT THE FORMS OF EDUCATIONAL
ACTIVITY**

Topic	Competences that are developed (code according to the study program)	The program's learning outcomes (code according to the study program)	Learning outcomes in the course	Learning methods	Methods of assessment
1. The relevance, place and value of the course "Etiquette and the Basics of International Protocol" in International Business Relations	GIC 2, SIC 1, SIC 7	LO-1	LO 1.1, LO 1.2, LO 1.3	Lecture, seminar class, discussion on the materials of the lecture and literary sources studied	Participation in discussions, spoken answers to questions, test
2. The historical retrospective of origin and evolvement of etiquette as a socio-cultural phenomenon	GIC 7, SIC 1, SSC 1	LO-1	LO 1.1, LO 1.2	Lecture, self-directed learning	Test
...

	Alfred Nobel university	Code III-551-047	Page 225
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H to the subparagraph 2.6.2

3. INDICATIVE LIST OF QUESTIONS FOR SUMMATIVE ASSESSMENT

1. The notion “etiquette” and its difference from and connection with the notion “business etiquette”.
2. Etiquette in economic and other fields of human life.
3. The most common mistakes in business etiquette.
- ...

4. PROCEDURE FOR EVALUATING THE LEARNING OUTCOMES

The final grade for the course is issued on the basis of the 100-point grading scale according to the Regulation on the organization of the educational process”. The objectives of continuous modular control of the students’ knowledge are to verify and evaluate the following:

- a) the student’s systematic and proactive work in the classroom;
- б) performance of tasks assigned for self-directed learning;
- в) performance of tasks for modular control;
- г) understanding and mastery of the material, developed skills to handle independently the material, literature and other sources, skills to comprehend and summarize the content of the topic and unit, as well as skills to present the material viva voce or in writing in the form of a presentation, answers to questions, etc.

The results of continuous assessment of the students’ knowledge are included as structural elements in the overall (final) assessment of the students’ knowledge in a specific course.

The student’s level of work in seminar classes (practical sessions) is assessed within 60 points.

The student is eligible to take an examination if he/she has earned **at least 36 points** for the results of his/her work during the semester. If the student has earned less than 36 points for the results of his/her work in seminar classes, he/she is not eligible to take the examination. The teacher holding seminar classes sets the list of tasks to be fulfilled by the student in order to be eligible to take the examination. If the student fulfills these tasks, he/she is eligible to take the examination, earning 36 points for his/her work in seminar classes.

The results of the examination are assessed in the range of 0 through 40 points. The examination is held in the form of a written work that includes doing sums and analyzing situations. If the student earns less than 24 points according to the results of the final examination, he/she earns a “fail” final grade, regardless of the examination results based on other components. When a student retakes the examination after earning FX grade, he/she earns 0 points if the examination is not passed or 24 points if the examination is passed.

Distribution of points by content modules, topics and forms of diagnostics

Topics and forms of diagnostics	Maximum number of points
Module test No. 1	15
Module test No. 2	15
Defense of individual research task	30
Examination	40
Total points for the work during the study of the course	100

Grading scale

Grade according to the ECTS	The rating scale of Alfred Nobel University	Grade according to the national (four-point) grading scale
A	90-100	5 (excellent)
B	82-89	4 (very good)
C	75-81	4 (good)
D	67-74	3 (satisfactory)
E	60-66	3 (enough)
FX	35-59	2 (fail) – further work on the material is required before taking a final test or examination
F	1-34	2 (fail) – the repeated study of the course is required

5. SUGGESTED READING

Basic

1. E. Bilyk. The Contemporary Encyclopedia of Etiquette: 1000 Rules and Helpful Tips / Ellina Bilyk, Translation from Russian by Olena Rosinska - Donetsk: BAO, 2005. - 382 pages.
2. Y. Hakh. Ethics for Business Communication: Learning Guide/ Yosyp Hakh, The MES of Ukraine, Institute of Management and Economics at the Galician Academy . - Kyiv: Center for Study Materials, 2005. - 158 pages
3. ...


Supporting

4. Emily Post. Etiquette. – M., 1996.
5. O. Sahaidak Diplomatic Protocol and Etiquette: Learning Guide / O. Sahaidak; Lviv. Ivan Franko National University – Kyiv: Knowledge, 2006. – 382 pages.
6. ...

International publications (if required)

(augmented by the decision of the Academic Council of 20.12.2018 minutes No. 9)

6. INFORMATION RESOURCES ON THE INTERNET

	<i>Alfred Nobel university</i>	Code III-551-047	Page 227
	<i>Regulation on the organization of the educational process</i>		Version 10

http://www.koryazhma.ru/articles/etiket/work_anal.asp

<http://bbest.ru/etdelotn/isprdelet/>

...

Educational edition

Steering document of the academic course “Etiquette and the Basics of International Protocol”

Signed to print _____ 60x84/16 format. The number of conventional printed sheets. _____

Quick printing. Order No. _____ . Number of copies ____.

Alfred Nobel University.

49000, Dnipro City, Sicheslavska Naberezhna street, 18.

(As amended by the decision of the Academic Council of 29.05.2018 minutes No. 4)

Appendix H.2 to the subparagraph 2.6.2

Possible types of student's self-directed learning, forms of assessment and reporting

Types and forms of student's self-directed learning	Forms of assessment and reporting
I. Preparing for continuous classroom sessions	
1.1. Studying compulsory and supplementary literature, lecture texts, etc. 1.2. Fulfilling home tasks 1.3. Preparing for seminar classes (practical sessions, laboratory works) 1.4. Preparing for tests and other forms of continuous assessment	1.1. Proactive participation in various types of classroom sessions 1.2. Verifying the correctness of the tasks performed 1.3. Proactive participation in seminar classes (practical sessions, laboratory works) 1.4. Writing a test or other form of assessment
II. Search and analytical work	
2.1. Searching (selecting) and reviewing literary sources for the determined topics of a course 2.2. Writing a reference paper (essay) on the given topics 2.3. Analytical review of an academic publication 2.4. Analyzing a specific labor situation and preparing an analytical note (Case study) 2.5. Practical training in an academic course with the help of software 2.6. Preparing a training project, writing a term paper 2.7. Writing a diploma paper	2.1. Reviewing prepared materials in the classroom or during individual consultation 2.2. Discussion (defense) of the materials of the reference paper (essay) in the classroom or during individual consultation 2.3. Discussion of the results of the performed work in the classroom or during individual consultation 2.4. Reviewing prepared materials, participating in a business games 2.5. Verifying the correctness of the tasks performed 2.6. Defense of a training project, term paper 2.7. Defense of diploma paper
III. Research (academic) activity	
3.1. Participation in student research conferences and seminars 3.2. Preparing academic publications 3.3. Performing tasks within the framework of the department's research projects	3.1. Reports at student research conferences and seminars 3.2. Discussing the prepared materials with a teacher, submitting the given materials for printing 3.3. Using the materials in the report on the research paper
IV. Internships, pedagogical practice or hands on training	
4.1. Undertaking internships at an enterprise , various types of internships or participation in hands on trainings	4.1. Reporting on the results of internships, various types of internship, or evaluating the participation in hands on trainings

Appendix H.3 to the subparagraph 2.6.2

Sample of setting tasks for student's self-directed learning

TASKS FOR SELF-DIRECTED LEARNING

THE TOPIC: Mode and median

After learning the topic, the student should know the following:

- how to define the categories studied;
- formulas by which the given categories are determined;

After handling the theoretical material of the topic, the student should be able to perform the following:

- to apply the formulas for determining indicators;
- to draw conclusions based on the results of the analysis of indicators.

Definitions and formulas.

The **mode** is the value that appears most often in the statistical population researched.

The mode is determined by the following formula:

$$M_0 = x_0 + i \frac{f_2 - f_1}{(f_2 - f_1) + (f_2 - f_3)},$$

where M_0 is the mode (specific value), x_0 is the minimum value of modal interval; i is the magnitude of modal interval; f_2 is the frequency of modal interval, f_1 is the frequency of the interval that goes before the modal interval, f_3 is the frequency of the interval that goes after the modal interval.

The **median** or the "middle" value is the value that is in the middle of a ranked set of values of statistical item and is determined by the following formula:

$$M_e = x_0 + i \frac{\frac{\sum f}{2} - S_{me-1}}{f_{me}},$$


where x_0 is the minimum value of median interval; i is the magnitude of median interval; $\frac{\sum f}{2}$ is the half-sum of frequencies; S_{me-1} is the sum of frequencies that goes before the median frequency; f_{me} is the frequency of median interval.

The example of doing a sum

To determine the average level of series, mode and median.

Salary, UAH	Number of employees
up to 1000	22
1000-1200	23
1200-1400	38
1400-1600	10
1600 and more	7

1. Let's determine the middle of the intervals

	Alfred Nobel university	Code III-551-047	Page 230
	Regulation on the organization of the educational process		Version 10

$(800+1000) \div 2 = 900$ UAH; $(1000+1200) \div 2 = 1100$ UAH; $(1200+1400) \div 2 = 1300$ UAH;

$(1400+1600) \div 2 = 1500$ UAH; $(1600+1800) \div 2 = 1700$ UAH

2. Let's determine the average level of series by the arithmetic mean weighted

$$\frac{900 \times 22 + 1100 \times 23 + 1300 \times 38 + 1500 \times 10 + 1700 \times 7}{100} = \frac{121400}{100} = 1214 \text{UAH}$$

3. Let's determine the modal interval

$$1200-1400, x_0=1200; f_2=38$$

4. Let's determine the mode

$$1200 + 200 \frac{38-23}{(38-23)+(38-10)} = 1270 \cdot \text{UAH}$$

5. Let's determine the median

$$1200 + 200 \frac{100 \div 2 - 45}{38} = 1226 \cdot \text{UAH}$$

Conclusion. The most common is the value of salary – 1270 UAH, and the medium variant in the series researched is the value of salary – 1226 UAH

References:

1. O. Akimova. Statistics in Drawings and Diagrams: Learning Guide/ O. Akimova, O. Dubynska. – Kyiv: Center for Study Materials, 2007, – 168 pages (the pages for learning the topic – C. 49-50).

2. A. Palvova. Statistics: Lecture Notes with the elements of doing sums. – Dnipro City: Publishing house “DUEP”, 2010. – 30 pages (the pages for learning the topic – 9-10).

The sums to do independently.


The sum 1.

Answer:

The sum 2.

Answer:

Assessment.

	Alfred Nobel university	Code III-551-047	Page 231
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.3 to the subparagraph 2.6.2

TASKS FOR SELF-DIRECTED LEARNING

THE TOPIC 1: Trading in the System of International Business

Please, pay attention to the key questions:

1. Essential nature of international trade and its concept
2. System of indicators of development of international trade

Key terms and notions

International trade, foreign trade, concepts of international trade, stages of development of international trade, indicators of development of international trade: volumetric, resultant, structural, macroeconomic, export (import) quota


References:

1. T. Tsyhankova. International Trade: Learning Guide. – Kyiv: Kyiv National Economic University named after Vadym Hetman, 2001. – pages 7-95.
2. V. Fomychev. International Trade: Textbook. – Moscow: INFRA-M, 1998. – pages 60-70.
3. V. Pavlova. International Trade: Supportive Notes. – Dnipropetrovsk: DUEP, 2008. – pages 3-7. – (electronic form).

Test questions:

1. What is the essential nature of international trade?
2. What are the forms of international economic relations and the role of trade in their system?
3. What is the essential nature of operational and state-political approaches to understanding of the essential nature of international trade?
4. What are the concepts of development international trade that substantiate its origin?
5. What are the stages of development of international trade?
6. How to determine the degree of involvement of a country in international trade?
7. Which groups may the set of indicators of development of international trade be divided into?
8. Describe the scopes of the volumetric indicators of development of international trade.
9. What is the composition and methodology of calculating the resultant indicators of development of international trade?
10. What are the characteristics of the flow of goods in international trade?
11. Describe the essential nature of macroeconomic indicators of development of international trade.

Assessment:

	<i>Alfred Nobel university</i>	Code III-551-047	Page 233
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.5 to the subparagraph 2.6.2

Sample of drawing up a set of tasks for comprehensive test

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

APPROVED BY:

**VICE RECTOR
FOR QUALITY ASSURANCE IN
HIGHER EDUCATION _____**
" _____ " _____ 20__


**SET OF TASKS
FOR COMPREHENSIVE TEST**

in the course „_____”

in the specialty _____

Approved at the department's meeting
Minutes No. of _____ 20__

Dnipro City
20__

	<i>Alfred Nobel university</i>	Code III-551-047	Page 234
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.6 to the subparagraph 2.6.2

Sample of drawing up a variant of the task for comprehensive test

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

THE TASK
FOR COMPREHENSIVE TEST
in the course „_____”

VARIANT 1

Approved at the department's meeting, minutes No. ___ of "_____" _____20__

Head of Department

Teacher

Appendix H.7 to the subparagraph 2.6.2

Sample of drawing up a review for comprehensive test

REVIEW

for the tasks for comprehensive test

in the course „_____”
 for the students of the _____ year of study, of the specialty „_____”
 developed by _____
 (position, full name)

The comprehensive test covers approximately _____% of the program material on the following topics:

—
—
—

The tasks are developed in ____ variants. Each variant includes:

1. Test tasks with four variants of answers, which covers approximately 40% of program material. These tasks are to be fulfilled within 30 minutes. The grade for these tasks is 40 points (4 points per test task).

2. One case study that covers 10% of program material. These task is to be fulfilled within 40 minutes. The grade for these tasks is 60 points.

The sum of points earned by the student is converted into a grade according to the ECTS and national grading scales:

Grade according to the ECTS grading scale	Grading system of Alfred Nobel University	Grade according to the national (four-point) grading system
A	90-100	5 (excellent)
B	82-89	4 (very good)
C	78-81	4 (good)
D	67-74	3 (satisfactory)
E	60-66	3 (enough)
FX, F	1-59	2 (fail)

In total, the test is designed for about _____ minutes to be fulfilled.

On this basis, the proposed content of the test enables to check impartially the level of students' knowledge and may be recommended for use.

Head of the Department _____
 (name of the department) (signature) (full name)

Appendix H.8 to the subparagraph 2.6.2

Sample of drawing up substantiation of criteria for assessing comprehensive test

CRITERIA FOR ASSESSING

the tasks for comprehensive test

in the course „_____”
 for the students of the ____ year of study, of the specialty „_____”
 developed by _____
 (position, full name)

The tasks for the comprehensive test consist of three parts:

1. 10 test tasks with four variants of answers (covering approximately 60% of program material. The test tasks are to be fulfilled within 25 minutes.

The grade for these tasks is 50 points, 5 points per test task.

2. Theoretical question requires a detailed answer and covers up to 20% of program material. The answer should be given within 25 minutes.

The grade for a full answer is 25 points. If the answer is incorrect or incomplete, the grade is decreased.

3. Theoretical question requires a detailed answer, which covers 20% of program material. The sum is to be done within 20 minutes.

The grade for a full answer is 25 points. If the answer is incorrect or incomplete, the grade is decreased.

If the grade is determined within a smaller number of points, standard methods of assessment are applied, namely: a mistake in the substantiation or conclusions results in decreasing a grade by 5 points for each paragraph of incorrect answer.


The sum of points earned by the student is converted into a grade according to the ECTS and national grading scales:

Grade according to the ECTS grading scale	Grading system of Alfred Nobel University	Grade according to the national (four-point) grading system
A	90-100	5 (excellent)
B	82-89	4 (very good)
C	75-81	4 (good)
D	67-74	3 (satisfactory)
E	60-66	3 (enough)
FX, F	1-59	2 (fail)

(position)

(signature)

(full name)

	Alfred Nobel university	Code III-551-047	Page 237
	Regulation on the organization of the educational process		Version 10

Appendix H.9 to the subparagraph 2.6.2

Sample of drawing up an examination card

Higher educational institution Alfred Nobel University
Department
Course
Group **Semester**

Examination card No. 1


1. Answer the test questions:

2. Solve the case study:

Approved at the department's meeting, minutes No. ___ of
 "___" _____ 20__

Head of Department

Teacher

	<i>Alfred Nobel university</i>	Code III-551-047	Page 238
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.10 to the subparagraph 2.6.2

Sample of drawing up manuals for students

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

Manual


for students of extramural form of study
in the course

" _____ "

of the specialty " _____ "

Approved at the department's meeting
Minutes No. ____ of _____

Dnipro City
20__

	Alfred Nobel university	Code III-551-047	Page 239
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.10 to the subparagraph 2.6.2

Manual for students of extramural form of study in the course
 " _____ " / P. Shevchuk. – Dnipro City: Publishing house “ANU”, 20__.
 – __ pages.

Compiled by: P. Shevchuk, PhD in Technical Sciences, Associate Professor.

The person responsible for publishing: _____, Head of Department
 (full name, academic rank, academic degree)

 (name of the department)


CONTENTS

1. Content of the program according to the content modules and themes	3
2. The indicative list of questions for summative assessment	8
3. Suggested reading	10

CONTENTS

(if a test is included)

1. Content of the program according to the content modules and themes	3
2. The indicative list of questions for summative assessment	8
3. Topics of tests	9
4. Suggested reading	12

	Alfred Nobel university	Code III-551-047	Page 240
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.10 to the subparagraph 2.6.2

1. Content of the program according to the content modules and themes

Module 1

Theme 1. _____

Module 2

Theme 6. _____

2. The indicative list of questions for summative assessment

3. The list of suggested reading

If a test is included

1. Content of the program according to the content modules and themes

Module 1

Theme 1. _____

Module 2

Theme 6. _____

2. The indicative list of questions for summative assessment

3. Topics of tests

4. The list of suggested reading


Educational edition

Manual for students of extramural form of study in the course " _____ "
Signed to print . 60 X 84/16 format. Y The number of conventional printed
sheets: 0,69

Quick printing. Order No. . Number of copies

ANU

49000, Dnipro City, Sicheslavska Naberezhna (Naberezhna Lenina) street, 18.

	<i>Alfred Nobel university</i>	Code III-551-047	Page 241
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.11 to the subparagraph 2.6.2

Sample of drawing up a manual for writing a term paper

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____


Manual for writing a term paper

in the course _____

for the specialty _____
 (code, name)

Approved at the department's meeting
 Minutes No. ___ of ___ 20__

Dnipro City
20__

	Alfred Nobel university	Code III-551-047	Page 242
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.11 to the subparagraph 2.6.2

Manual for writing a term paper in the course " _____ " / P. Shevchuk. – Dnipro City: Publishing house “ANU”, 20__ . – __ pages.

Compiled by: P. Shevchuk, PhD in Technical Sciences, Associate Professor.

The person responsible for publishing: _____, Head of Department
(full name, academic rank, academic degree)

(name of the department)

CONTENTS

1. Purpose and main objectives of the term paper
 2. Volume and structure of the term paper
 3. Drawing up the term paper
 4. The main stages of preparation of the term paper, the relevant recommendations for students
 5. Timeframes for writing the term paper
 6. Defense and the assessment procedure for the term paper
 7. Topics of term papers
- Appendices


Educational edition

Manual for writing a term paper in the course " _____ "
Signed to print . 60 X 84/16 format. Y The number of conventional printed
sheets: 0,69

Quick printing. Order No. ____ . Number of copies _____

ANU

49000, Dnipro City, Sicheslavska Naberezhna (Naberezhna Lenina) street, 18.

	<i>Alfred Nobel university</i>	Code III-551-047	Page 243
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.12 to the subparagraph 2.6.2


Sample of drawing up the cover page for cross-cutting program of internship

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

APPROVED BY:
S. PIETKOV _____ FIRST
VICE RECTOR FOR ACADEMIC ACTIVITIES
 " ____ " _____ **20**____

Cross-cutting program of internship
and manual
 for students seeking for the academic degree " _____ "
 of the specialty _____
 (code, name)

Dnipro City
20____

	<i>Alfred Nobel university</i>	Code III-551-047	Page 244
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.12.1 to the subparagraph 2.6.2

Sample of drawing up an internship program

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

APPROVED BY:
VICE RECTOR
FOR QUALITY ASSURANCE IN
HIGHER EDUCATION _____
 " _____ " _____ **20**_____


Program

 (type of internship)

and manual

for students seeking for the academic degree " _____ "
 of the specialty _____
 (code, name)

Dnipro City
20_____

	Alfred Nobel university	Code III-551-047	Page 245
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.12.1 to the subparagraph 2.6.2

The program of integrated internship in the specialty, pre-graduation internship and manual for students seeking for the academic degree " _____ " / K. Shevchuk. – Dnipro City: Publishing house “ANU”, 20__ . – __ pages.

Compiled by: K. Shevchuk, PhD in Economics, Associate Professor.

Approved at the department’s meeting _____
Minutes No. __ of _____ 20__

The person responsible for publishing: _____, Head of Department
(full name, academic rank, academic degree)

CONTENTS

1. General provisions	3
2. Organization and management of students’ internships	3
3. Program of internships	5
4. Summarizing students’ internship	9
Appendix A. Form of cover page of internship report	10

Educational edition

The program of _____ internship and manual for students seeking for the academic degree " _____ " of the specialty _____


Signed to print . 60 X 84/16 format.

Quick printing. Number of copies .

The number of conventional printed sheets: 0,69. Order No. .

ANU

49000, Dnipro City, Sicheslavska Naberezhna (Naberezhna Lenina) street, 18.

	<i>Alfred Nobel university</i>	Code III-551-047	Page 246
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.13 to the subparagraph 2.6.2

Sample of drawing up a manual for writing a qualifying paper

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____


APPROVED BY:
S. KHOLOD _____ RECTOR
 " ____ " _____ **20__**

MANUAL FOR WRITING A QUALIFYING PAPER

for the academic level _____

in the specialty _____
 (code, name)

Dnipro City
20__

	Alfred Nobel university	Code III-551-047	Page 247
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.13 to the subparagraph 2.6.2

Manual for writing a qualifying paper for the academic level "_____" in the specialty _____/ P. Shevchuk. – Dnipro City: Publishing house "ANU", 20____. – ____ pages.

Compiled by: P. Shevchuk, PhD in Economics, Associate Professor

Approved at the department's meeting _____
Minutes No. ____ of _____20__

The person responsible for publishing: _____, Head of Department
(full name, academic rank, academic degree)

CONTENTS

1. Purpose and objectives of the qualifying paper	3
2. General structure of the qualifying paper	3
3. Contents of the qualifying paper	16
4. Procedure for drawing up the qualifying paper	16
5. Procedure for writing the qualifying paper	18
6. Defense and assessment of qualifying papers	20
Appendices	21
Appendix A. <i>Form of the cover page</i>	24
Appendix Б. <i>Task for the qualifying paper</i>	25
Appendix B. <i>Abstract</i>	26
Appendix Д. <i>The supervisor's review</i>	28
Appendix Ж. <i>Form of the cover page of the report for defense of the qualifying paper in English</i>	30
APPENDIX 3. <i>Structure of the report for defense of the qualifying paper in English</i>	32
Appendix K. <i>Indicative topics of qualifying papers</i>	33
Appendix Л. <i>Rough outline of the paper</i>	34
Appendix M. <i>Review for the qualifying paper</i>	38

Educational edition

Manual for writing a qualifying paper for the academic level "_____" in the specialty _____


Signed to print _____60x80/16 format.

The number of conventional printed sheets: 1,88

Quick printing. Order No. _____ .Number of copies _____

ANU

49000, Dnipro City, Sicheslavskya Naberezhna (Naberezhna Lenina) street, 18.

	<i>Alfred Nobel university</i>	Code III-551-047	Page 248
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.14 to the subparagraph 2.6.2

*Sample of drawing up a set of teaching materials for certification examination /
comprehensive certification examination*

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____


APPROVED BY:
S. PIETKOV _____ FIRST VICE
RECTOR FOR ACADEMIC ACTIVITIES
" ____ " _____ **20__**

**SET OF TEACHING MATERIALS
FOR CERTIFICATION EXAMINATION /
COMPREHENSIVE CERTIFICATION
EXAMINATION**

in the specialty
" _____ "

academic level – _____

Dnipro City
20__

	Alfred Nobel university	Code III-551-047	Page 249
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.14 to the subparagraph 2.6.2

Set of teaching materials for the comprehensive certification examination in the specialty " _____ " / P. Shevchuk. – Dnipro City: Publishing house “ANU”, 20___. – ___ pages.

Compiled by: P. Shevchuk, PhD in Economics, Associate Professor

Approved at the department's meeting _____
Minutes No. ___ of _____ 20__

The person responsible for publishing: _____, Head of Department
(full name, academic rank, academic degree)

CONTENTS


Preface. Structure of the comprehensive certification examination	3
1. Program of the comprehensive certification examination	3
2. Structure of an examination card	16
3. Assessment of the comprehensive certification examination	16
4. The list of questions for the comprehensive certification examination	18
5. Example of a typical practical situation	20
6. Literature	21

Educational edition

Set of teaching materials for the comprehensive certification examination in the specialty " _____ " for the academic level – _____

Signed to print _____ 60x80/16 format
Quick printing. Number of copies _____
The number of conventional printed sheets: 1,5. Order No.

ANU
49000, Dnipro City, Sicheslavskya Naberezhna (Naberezhna Lenina) street, 18

	<i>Alfred Nobel university</i>	Code III-551-047	Page 250
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.15 to the subparagraph 2.6.2

Sample of drawing up a set of examination cards

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

APPROVED BY
First Vice Rector for Academic Activities

" _____ " _____ **20** _____


SET OF EXAMINATION CARDS
FOR THE COMPREHENSIVE CERTIFICATION
EXAMINATION

in the specialty

Approved at the department's meeting
Minutes No. ___ of " ___ " _____ **20 _____**
Head of Department _____

Dnipro City
20 _____

As amended by the decision of the Academic Council of 20.12.2018 minutes No. 9

	<i>Alfred Nobel university</i>	Code III-551-047	Page 251
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.16 to the subparagraph 2.6.2

Sample of drawing up an examination card

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

APPROVED BY
First Vice Rector for Academic Activities

" _____ " _____ **20** _____

Specialty _____

COMPREHENSIVE CERTIFICATION EXAMINATION

Examination card No. ____


1. Answer the test questions (computer-assisted base of testing).
2. Solve the qualifying case studies:

Approved at the department's meeting
Minutes No. __ of _____ 20__

Head of Department

(signature)


(full name)

	<i>Alfred Nobel university</i>	Code III-551-047	Page 252
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.16.1 to the subparagraph 2.6.2

Sample of a process card


ALFRED NOBEL UNIVERSITY		
PROCESS CARD FOR STUDY OF THE COURSE		
The Department_____	of International Economics and Economic Theory	
Lecturer_____	Prof. H. Hlukha	
Course_____	Foreign Economic Activity of an Enterprise	
Year of study: 4 th ; Semester: 9 th ; Summative form of assessment: examination		
Total hours per course / credits (1 credit = 30 hours)_____		90/3
Steering document_____	H. Hlukha, 2017	
(authors, year of publication)		
Basic textbook_____	1. V. Kozyk. Foreign Economic Operations and Contracts: Learning Guide. 2 nd edition revised and enlarged, edited by V. Kozyk, L. Pankova and Y. Karpiak – Kyiv: Center for Study Materials, 2004. -608 pages	
(authors, name, place and year of publication)		
Cohorts of students_____	MH-13, ТВІІ - 14	
1. SCHEDULED DISTRIBUTION OF LECTURE HOURS		
No. of the topic	Name of the topic	Date of lecture
Module 1 (Topics 1-8)		
1.	Foreign Economic Activity and its Role in the Development of National Economy. Subject, Content and Objectives of the Course	15.02.17
2.	The Main Directions and Indicators of Development of Foreign Economic Activity in Ukraine	22.02.17
3.	The System of Regulation of Foreign Economic Activity in Ukraine	01.03.17
4.	Customs Tariff Regulation of Foreign Economic Activity	08.03.17
5.	National Taxes in the Field of Foreign Economic Activity	15.03.17
6.-7.	Non-Tariff Regulation of Foreign Economic Activity, Foreign Exchange Regulation of Foreign Economic Activity in Ukraine	22.03.17
8.	Forms of Entry of Enterprises to Foreign Markets	05.04.17
Module 2 (Topics 9-17)		
9.	Compensation Trade in the Field of Foreign Economic Activity	12.04.17
10.	Trade Mediation Activities in the Foreign Market	19.04.17
11.	Pricing in Foreign Economic Activity of an Enterprise	26.04.17
12.	Structure and Content of Foreign Economic Contracts	03.05.17
13.	International Payments and Bank Servicing of Foreign Economic Activity	10.05.17
14.	Economic Analysis of Foreign Economic Activity of Enterprises	17.05.17
15.-16.	Risks in Foreign Economic Activity and Insurance against the Risks, Transportation Services for Foreign Economic Activity	24.05.17
16.-17.	Transportation Services for Foreign Economic Activity, Foreign Economic Activity of Enterprises within Free Economic Zones	31.05.17
Total scheduled lecture hours - 30		

	Alfred Nobel university	Code III-551-047	Page 253
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix H.16.1 to the subparagraph 2.6.2

PROCESS CARD FOR STUDY OF THE COURSE					
HOLDING PRACTICAL SESSIONS (SEMINAR CLASSES)					
Course _____ Foreign Economic Activity of an Enterprise (Basics of Foreign Economic Activity)					
Lecturer _____ Prof. H. Hlukha					
Academic group (s) _____ MEK-13 Eng					
Content modules:					
Module 1: topics No. <u>1-3</u>					
Module 2: topics No. <u>4-8</u>					
Scheduled distribution of hours and diagnostics					
Scheduled classroom hours - <u>30</u> (15 lecture hours, 15 hours of practical sessions)					
Number of points for assessment - <u>100</u>					
Number of hours for self-directed learning - 51					
No. of class session	Date of class session	Form, number and topic of class session	Element (s) of diagnostics / Number of points for assessment	Number of hours for self-directed learning	Notes
Module 1					
1.	16.09.16	Seminar class 1. Foreign Economic Activity and its Role in the Development of National Economy	Sem-5	5	
2.	30.09.16	Practical session 2. The Main Indicators of Development of Foreign Economic Activity in Ukraine	T-5	5	
3.	14.10.16	Seminar class 3. Foreign Economic Policy. State Management of Foreign Economic Activity	Sem-5	5	
		Module test	MT - 20	6	
Module 2					
4.	28.10.16	Practical session 4. Customs Tariff Regulation of Foreign Economic Activity	T-3 B-2	5	
5.	11.11.16	Practical session 5. National Taxes in the Field of Foreign Economic Activity	CS-5	5	
6.	25.11.16	Practical session 6. Non-Tariff Regulation of Foreign Economic Activity	CS-5	5	
7.	21.05.16	Practical session 7. Foreign Exchange Regulation of Foreign Economic Activity in Ukraine. Foreign Economic Activity of Enterprises within Free Economic Zones	CS-5 T-5	5	
8.	08.12.16	Module test	MT - 40	10	
		- performing test tasks (T)	- participation in seminar class (Sem)		
		- defense of individual work (IW)	- participation in a business game (B)		
		-module test (MT)	- case studies (CS)		
TEACHER who holds practical sessions (seminar classes) _____			LECTURER _____		
(signature)			(signature)		
Agreed by HEAD OF DEPARTMENT “ _____ ” _____ 200 _____					
(signature)					

(augmented by the decision of the Academic Council of 29.05.2018 minutes No. 4)

	<i>Alfred Nobel university</i>	Code III-551-047	Page 254
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.17 to the subparagraph 2.6.2

Sample of drawing up teaching materials for entrance examinations

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

APPROVED BY
Head of Admissions Office


_____ 20__

**TEACHING MATERIALS
FOR ENTRANCE EXAMINATIONS
FOR MASTER'S PROGRAM**

in the specialty " _____ "

Approved by:
Minutes of the Admissions Office
No. ___ of « ___ » _____ 20__

Dnipro City
20__

	<i>Alfred Nobel university</i>	Code III-551-047	Page 255
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix H.17 to the subparagraph 2.6.2

Teaching materials for entrance examinations for Master’s program in the specialty " _____ " – Dnipro City: Publishing house “ANU”, 20____. – _____pages.


Compiled by:

Approved at the department’s meeting _____
Minutes No. ____ of _____20__

The person responsible for publishing: _____, Head of Department
(full name, academic rank, academic degree)

CONTENTS

Preface.....	3
1. Substantive program of interview.....	3
2. Structure and procedure of entrance examinations.....	5
3. Assessment of results of the entrance examinations.....	5
4. Literature.....	7

	<i>Alfred Nobel university</i>	Code III-551-047	Page 256
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix H.17 to the subparagraph 2.6.2

PREFACE

The purpose of the professional entrance examinations is to assess the level of theoretical knowledge and practical skills of students of the Master's program in the specialty _____, as well as the students' talents to undertake research and search and analytical work in order to determine the graduates' ability to master the relevant professional study programs.

Persons with Bachelor's degree in the specialty _____ are eligible to the given examinations. The examinations are held in the form of an interview in majors and include determining the level of theoretical knowledge and correspondence of this knowledge to the requirements of the study program in the specialty _____.

In addition, the grade point average in the supplement to the Bachelor Diploma, participation in competitions in majors, published research papers are taken into account as well.

The program of interview covers the following courses:

- 1.
- 2.
- 3.

When preparing for the entrance examinations, it is advisable to use the literature listed at the end of the set of materials.

1. SUBSTANTIVE PROGRAM OF INTERVIEW

Unit " _____ "


1. _____

Unit " _____ "

1. _____

Unit " _____ "

1. _____

	<i>Alfred Nobel university</i>	Code III-551-047	Page 257
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix H.17 to the subparagraph 2.6.2

2. STRUCTURE AND PROCEDURE OF ENTRANCE EXAMINATIONS

During the entrance examinations for the Master's program, the examination board assesses the level of the entrant's readiness to master the program's material on the basis of:

1. Assessment of the quality of the answers to the questions asked during the interview with the members of the examination board.
2. Grade point average for the study period of the Bachelor's program.
3. The entrant's published academic papers in major.

The interview is held with all applicants for the Master's program. During the interview, the members of the examination board ask questions to be answered by the entrant in full. Each member of the examination board assesses the quality of each answer by recording his/her decision in writing.

The grade point average is determined on the basis of the supplement to the Bachelor Diploma in the specialty _____ presented with other documents by the entrant to the Admissions Office.

Participation in competitions in majors, published research papers are assessed by the EB's members on the basis of the certificate of participation, the originals or legalized Xerox copies of academic publications presented by the entrant in person during the interview.

3. ASSESSMENT OF RESULTS OF THE ENTRANCE EXAMINATIONS

3.1. Overall assessment

The overall assessment is intended to determine the entrant's rating used to assess the applicant for the Master's program on the basis of determining the compliance of the students' level of theoretical knowledge and practical skills with the requirements of the qualification profile of the expert and study program in the specialty _____ of the academic level " _____ ".

In the process of interview, the EB should assess the following:

1. Systematic thinking, the ability to connect individual problems or parts of a phenomenon as a whole.
2. The ability to express thoughts logically and consistently.
3. Scope of knowledge in theoretical basics _____.

Continuation sheet of the appendix H.17 to the subparagraph 2.6.2

3.2. Rating-based assessment

The rating-based grade consists of three elements:

1. The rating-based grade that is issued by the examination board's members for the answers to the questions from the list of questions, which is the substantive part of the program.

2. Additional rating-based points for the academic performance within the academic level – _____.

3. Additional rating-based points for participation in competitions and published research papers that are relevant to the specialty _____.

The maximum number of points of the rating-based grade that can be earned by the entrant, answering the questions during the interview, is 100 points.

Bonus rating points for the high grade point average for the study period of the Bachelor's program are issued by the following ratio:

<i>Grade point average in the supplement to the Bachelor Diploma</i>	<i>Additional rating-based points</i>
<i>Less than 4,0</i>	<i>0</i>
<i>4,0 – 4,49</i>	<i>5</i>
<i>4,5 – 5,0</i>	<i>10</i>

For participation in competitions in majors and published research papers the entrant earns 10 additional rating-based points regardless of the number and volume of published papers or the number of competitions in which the entrant participated. The fact that the published papers are available and relevant to the subject-matter of the specialty "_____" is determined by the examination board's members in the process of reviewing the originals and legalized Xerox copies of printed publications presented by the entrant. If a Xerox copy is presented, all pages of the published paper, including the cover page and pages of the paper's contents, should be copied.

4. LITERATURE *for individual courses*

Unit " _____ "

Unit " _____ "

Unit " _____ "

Educational edition


Teaching materials for entrance examinations for Master's program in the specialty

" _____ "

Signed to print 60 X 84/16 format. The number of conventional printed sheets 0, 5
Quick printing. Order No. . Number of copies

ANU

49000, Dnipro City, Sicheslavska Naberezhna (Naberezhna Lenina) street, 18

	<i>Alfred Nobel university</i>	Code III-551-047	Page 259
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.18 to the subparagraph 2.6.2

Sample of drawing up teaching materials for entrance examinations

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

APPROVED BY
Head of Admissions Office


_____ 20__

**TEACHING MATERIALS
FOR ENTRANCE EXAMINATIONS
FOR JUNIOR SPECIALISTS**

in the specialty " _____ "

Approved by:
Minutes of the Admissions Office
No. ____ of « ____ » _____ 20__

Dnipro City
20__

	<i>Alfred Nobel university</i>	Code III-551-047	Page 260
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix H.18 to the subparagraph 2.6.2

Teaching materials for entrance examinations for Junior Specialists /
_____ – Dnipro City: Publishing house “ANU”, 20____. – ____ pages.


Compiled by:

Approved at the department’s meeting _____
Minutes No. ____ of _____20__

The person responsible for publishing: _____, Head of Department
(full name, academic rank, academic degree)

CONTENTS

Preface.....	3
1. Substantive program of interview.....	3
2. Structure and procedure of entrance examinations.....	5
3. Assessment of results of the entrance examinations.....	5
4. Literature.....	7

	<i>Alfred Nobel university</i>	Code III-551-047	Page 261
	<i>Regulation on the organization of the educational process</i>		Version 10

Continuation sheet of the appendix H.18 to the subparagraph 2.6.2

PREFACE

The purpose of the entrance examinations for Junior Specialists is to assess the level of their theoretical knowledge and practical skills, as well as talents to undertake research and search and analytical work in order to determine the graduates' ability to master the relevant professional study programs.

The examinations are held in the form of an interview in majors and include determining the level of theoretical knowledge and correspondence of this knowledge to the requirements of the study program in the specialty _____.

In addition, the grade point average in the supplement to the Bachelor Diploma, participation in competitions in majors, published research papers are taken into account as well.

The program of interview covers the following courses:

- 1.
- 2.
- 3.

When preparing for the entrance examinations, it is advisable to use the literature listed at the end of the set of materials.

1. SUBSTANTIVE PROGRAM OF INTERVIEW

Unit " _____ "

1. _____

Unit " _____ "

1. _____

Unit " _____ "

1. _____

2. STRUCTURE AND PROCEDURE OF ENTRANCE EXAMINATIONS

During the entrance examinations for Junior Specialists, the examination board assesses the level of the entrant's readiness to master the program's material on the basis of assessment of the quality of the answers to the questions asked during the interview with the members of the examination board.

The interview regarding enrollment for studies is held with all Junior Specialists. During the interview, the members of the examination board ask questions to be answered by the entrant in full. Each member of the examination board assesses the quality of each answer by recording his/her decision in writing.

Continuation sheet of the appendix H.18 to the subparagraph 2.6.2

3. ASSESSMENT OF RESULTS OF THE ENTRANCE EXAMINATIONS

The overall assessment is intended to determine the entrant's rating used to assess the applicant for studies on the basis of determining the compliance of the entrant's level of theoretical knowledge and practical skills with the requirements of the qualification profile of the expert and study program in the specialty _____ of the academic level "Bachelor".

In the process of interview, the EB should assess the following:

1. Systematic thinking, the ability to connect individual problems or parts of a phenomenon as a whole.
2. The ability to express thoughts logically and consistently.
3. Scope of knowledge in theoretical basics _____.

The grade is issued by the examination board's members for the answers to the questions from the list of questions, which is the substantive part of the program.

3.2. Rating-based assessment

The rating-based grade consists of three elements:


1. The rating-based grade that is issued by the examination board's members for the answers to the questions from the list of questions, which is the substantive part of the program.
2. Additional rating-based points for the academic performance within the academic level "Junior Specialist".
3. Additional rating-based points for participation in competitions and published research papers that are relevant to the specialty.

The maximum number of points of the rating-based grade that can be earned by the entrant, answering the questions during the interview, is 100 points.

Bonus rating points for the high grade point average for the study period of the Junior Specialist's program are issued by the following ratio:

<i>Grade point average in the supplement to the Junior Specialist</i>	<i>Additional rating-based points</i>
<i>Diploma</i>	
<i>Less than 4,0</i>	<i>0</i>
<i>4,0 – 4,49</i>	<i>5</i>
<i>4,5 – 5,0</i>	<i>10</i>

For participation in competitions in majors and published research papers the entrant earns 10 additional rating-based points regardless of the number and volume of published papers or the number of competitions in which the entrant participated. The fact that the published papers are available and relevant to the subject-matter of the specialty is determined by the examination board's members in the process of reviewing the originals and legalized Xerox copies of printed publications presented by the entrant. If a Xerox copy is presented, all pages of the published paper, including the cover page and pages of the paper's contents, should be copied.

	Alfred Nobel university	Code III-551-047	Page 263
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.18 to the subparagraph 2.6.2

4. LITERATURE
for individual courses

Unit " _____ "

Unit " _____ "


Educational edition

Teaching materials for entrance examinations for Junior Specialists in the specialty
" _____ "

Signed to print 60 X 84/16 format. The number of conventional printed sheets 0, 5
Quick printing. Order No. . Number of copies

ANU

49000, Dnipro City, Sicheslavska Naberezhna (Naberezhna Lenina) street, 18

	<i>Alfred Nobel university</i>	Code III-551-047	Page 264
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix H.19 to the subparagraph 2.6.2

Sample of drawing up teaching materials for entrance examinations

ALFRED NOBEL UNIVERSITY
THE DEPARTMENT OF _____

APPROVED BY
Head of Admissions Office


" _____ " _____ **20** _____

**TEACHING MATERIALS
FOR ENTRANCE EXAMINATIONS
IN ENGLISH
FOR MASTER'S PROGRAM**

in the specialties _____

Approved by:
Minutes of the Admissions Office
No. _____ of « _____ » _____ **20** _____

Dnipro City
20 _____

	Alfred Nobel university	Code III-551-047	Page 265
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.19 to the subparagraph 2.6.2

Teaching materials for entrance examinations in English for Master's program in the specialties: _____ / S. Kozhushko. – Dnipro City: ANU, 20__ . – ___ pages.

Compiled by: S. Kozhushko, Doctor of Education, Professor

Approved at the department's meeting _____
Minutes No. ___ of _____ 20__

The person responsible for publishing: _____, Head of Department
(full name, academic rank, academic degree)

CONTENTS

Preface.....	3
1. Substantive program of testing.....	3
2. Structure and procedure of entrance examinations.....	5
3. Assessment of results of the testing.....	5
4. Literature.....	7


Educational edition

Teaching materials for entrance examinations in English for Master's program

Signed to print 60 X 84/16 format. The number of conventional printed sheets
Quick printing. Order No. . Number of copies

ANU

49000, Dnipro City, Sicheslavska Naberezhna (Naberezhna Lenina) street, 18

	<i>Alfred Nobel university</i>	Code III-551-047	Page 266
	<i>Regulation on the organization of the educational process</i>		Version 10


*Appendix H.20 to the subparagraph 3.5.2
Sample of a questionnaire*

Questionnaire for academic staff

Dear colleague!

This survey is conducted to help determine real study load of students (workload of the elements of the study program) by collecting information from academic staff and students. Please fill in the questionnaire and answer the questions about the academic course which was delivered during the previous semester.


1.	Name of the course	
2.	Year of study and specialty, for which the course was delivered	
3.	Total workload of your course according to the curriculum:	- in ECTS credits _____, - in academic hours _____, including the number of hours for preparing for and taking an examination if any _____
4.	How many hours per week are included in the curriculum for individual work with students?	
5.	How many hours per week are included in the curriculum for the student's self-directed learning to master your course, without taking into account the student's self-directed learning to prepare for an examination?	
6.	According to your estimation, how many total academic hours (taking into account all types of classroom and out-of-class activity, including the student's self-directed learning, preparation for certification and the certification itself) does the student need to master your course successfully?	
7.	Please specify the types of activities you use to organize the student's self-directed learning. Specify the estimated number of academic hours per semester that you consider as the hours required for the students to fulfill the following types of activity:	

	<i>Alfred Nobel university</i>	Code III-551-047	Page 267
	<i>Regulation on the organization of the educational process</i>		Version 10

7.1.	Study of primary sources	Yes ____ hours No
7.2.	Fulfilling home tasks	Yes ____ hours No
7.3.	Field work	Yes ____ hours No
7.4.	Preparing for practical sessions, seminar classes, laboratory works	Yes ____ hours No
7.5.	Preparing and meeting the requirements for writing paper projects (reference papers, essays)	Yes ____ hours No
7.6.	Preparing for modular control and summative assessment (examination, final test)	Yes ____ hours No
7.7.	Other types (please specify)	_____ Yes ____ hours No
8.	In your opinion, how many hours on average per week (classroom and out-of-class) do the students spend on studying your course?	

Thank you for participating in the survey!

(augmented by the decision of the Academic Council of 27.06.2017 minutes No. 4)

	Alfred Nobel university	Code III-551-047	Page 268
	Regulation on the organization of the educational process		Version 10

Continuation sheet of the appendix H.20 to the subparagraph 3.5.2


Sample of a questionnaire

Questionnaire for students

Dear student!

This survey is conducted to help determine real study load of students (workload of the elements of the study program) by collecting information from academic staff and students. Please fill in the questionnaire and answer the questions about the academic course which you mastered during the previous semester.

1.	Year of study and specialty	
2.	Name of the course	
3.	Do you know the total study load of the course according to the curriculum:	- in ECTS credits _____, - in academic hours _____, including the number of hours for preparing for and taking an examination if any _____ I don't know _____
4.	Do you know how many hours are scheduled for the student's self-directed learning in the given course?	Yes No
5.	How many hours per week (in addition up to class hours) did you spend with your teacher on individual consultations, discussion of the results of your self-directed learning, etc.?	
6.	How many hours per week did you spend on the self-directed learning to master the above-mentioned course?	
7.	In your opinion, how many hours on average per week (classroom and out-of-class) did you spend on studying the relevant course?	
8.	Please specify the types of out-of-class activities that you performed when studying the above-mentioned course. Specify the number of academic hours that you consider as the hours required for fulfilling the following types of activity:	
8.1.	Study of primary sources	Yes _____ hours No

	<i>Alfred Nobel university</i>	Code III-551-047	Page 269
	<i>Regulation on the organization of the educational process</i>		Version 10


8.2.	Fulfilling home tasks	Yes ____ hours No
8.3.	Field work	Yes ____ hours No
8.4.	Preparing for practical sessions, seminar classes, laboratory works	Yes ____ hours No
8.5.	Preparing and meeting the requirements for writing paper projects (reference papers, essays)	Yes ____ hours No
8.6.	Preparing for modular control and summative assessment (examination, final test)	Yes ____ hours No
8.7.	Other types (please specify)	_____ Yes ____ hours No
9.	According to your estimation, how many total hours (taking into account all types of classroom and out-of-class activity, including the student's self-directed learning, preparation for certification and the certification itself) do you need to master the given course successfully?	

Thank you for participating in the survey!

(augmented by the decision of the Academic Council of 27.06.2017 minutes No. 4)

SYLLABUS


Name of the course: Self-management				
Abstract (the course's purpose; the main competences that are mastered):				
Language of instruction	Semester	ECTS credits / Type of the course (mandatory, elective)	Teacher	Student workload
Ukr. / Eng.	II	3 / elective	H. Mytrofanova, Doctor of Economics, Assoc. Prof.	90 hours (14 hours for lectures, 16 hours for practical sessions, 60 hours for self-directed learning)
Learning outcomes		Teaching methods, teaching and learning activities		Forms of assessment (continuous assessment CAS, final assessment FAS)
Assessment				
Final assessment as a result of 100% continuous assessment:				
<p>Example:</p> <ul style="list-style-type: none"> 20% Participation in the discussion 10% Participation in a role play 20% Test (multiple choice, computer) 30% Reference paper (written) 20% Presentation (oral, multimedia) 				
Contents				
<p>Topic 1. Topic 2.</p>				
Literature				
<p>ATTENTION! For courses taught exclusively in Ukrainian, there is compulsory and supplementary literature published in Ukrainian and several titles in English. For courses taught in Ukrainian and English, literature is provided in two lists: literature in Ukrainian and literature in English</p>				
Basic literature				
Supplementary literature				

	<i>Alfred Nobel university</i>	Code III-551-047	Page 271
	<i>Regulation on the organization of the educational process</i>		Version 10

Policy of the course

- Assessment policy in case of violation of deadlines, skipping classes (sick days, mobility, etc.)
- Plagiarism, academic integrity, behavior in a classroom, etc.

(augmented by the decision of the Academic Council of 31.10.2019 minutes No. 7)

	Alfred Nobel university	Code III-551-047	Page 272
	Regulation on the organization of the educational process		Version 10

Appendix II.1 to the subparagraph 3.8

**TO THE VICE RECTOR FOR
QUALITY ASSURANCE IN
HIGHER EDUCATION
of Alfred
Nobel University**

(full name)

(full name of the academic staff member)

(position of the academic staff member)

**APPLICATION
for sending for professional development (training/internship)**
(please, underline as necessary)

I request to send me for professional development (training/internship)
(please, underline as necessary)

to

(name of the higher educational institution, research or other institution,

enterprise, organization)
from " ____ " _____ 20__ to " ____ " _____ 20__ .

The purpose of the professional development is _____

The application is accompanied by: extract from the minutes of the department's meeting

" ____ " _____ 20__

(signature of the academic staff member)


The application is agreed with:

Head of Department

(signature)

(full name)

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. 1)

	<i>Alfred Nobel university</i>	Code III-551-047	Page 273
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix II.2 to the subparagraph 3.8

(name of the host institution for

the professional development)

Letter of request for professional development of an academic staff member

I request to enroll for professional development

(full name of the academic staff member, academic degree, academic rank, position)

from " ____ " ____ 20__ to " ____ " ____ 20__, who works at Alfred
Nobel University at the Department of

The list of the academic courses that are delivered by the academic staff member

Purpose of the professional development: _____

Form of the professional development _____

Type of the professional development _____

Period of the professional development from " __ " __ 20__ to " __ " __ 20__.

The letter of request is agreed with:

Head of Department

(signature)


(full name)

PRESIDENT

B. KHOLOD

Stamp here

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. 1)

	Alfred Nobel university	Code III-551-047	Page 274
	Regulation on the organization of the educational process		Version 10

*Appendix II.2.1 to the subparagraph 3.8
(for academic staff members of other educational institutions)*

(name of the host institution for

the professional development (internship))

**REFERRAL
for professional development of the academic staff member**

I request to enroll for professional development

(full name of the academic staff member, academic degree, academic rank, position)

from " __ " __ 20__ to " __ " __ 20__ , who works at

(name of the institution)

at the Department of (if any) _____

The list of the academic courses that are delivered by the academic staff member

Purpose of the professional development: _____

Form of the professional development _____

Type of the professional development _____

Period of the professional development from " __ " __ 20__ to " __ " __ 20__.

The letter of request is agreed with:

Head of Department

(if any)

(signature)

(full name)

RECTOR/DIRECTOR _____ **(FULL NAME)**

Stamp here

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. 1)

*Appendix II.3 to the subparagraph 3.8
(for the University's academic staff members who will undergo professional
development at the place of other subjects)*

<p>APPROVED BY</p> <p>_____</p> <p>(managerial position of the person approving the program)</p> <p>_____</p> <p>(name of the host institution for the professional development)</p> <p>_____</p> <p>(signature and full name of the person approving the program)</p> <p>" ____ " _____ 20__</p> <p>Stamp here</p>	<p>VICE RECTOR FOR QUALITY ASSURANCE IN HIGHER EDUCATION of Alfred Nobel University</p> <p>_____</p> <p>(signature and full name)</p> <p>" ____ " _____ 20__</p> <p>Stamp here</p>
--	---

Individual program for professional development (internship)

(full name of the employee)

(position, name of the department, academic degree, academic rank)

(name of the higher educational institution where the academic staff member works)

at _____

(name of the host department/structural subdivision for professional development (internship))

Form of the professional development (internship) _____

Topic (area, name) of the professional development (internship) _____

The scope (duration) of the professional development (internship) __hours / __ ECTS credits)


Period of the professional development (internship) from " __ " __ 20__ to " __ " __ 20__ .

Purpose of the professional development (internship): _____

Performance of the tasks of the individual program for professional development (internship)

Sl. No.	Content of the task	Intended outcomes of performance of the task	Intended outcomes of the internship

<p>The tasks of the individual program have been considered at the meeting of _____</p> <p>(name of the host structural subdivision/department for the professional development)</p> <p>_____</p>	<p>The tasks of the individual program have been considered at the meeting of _____</p> <p>(name of the structural subdivision/department sending for the professional development)</p> <p>_____</p>
---	--

	<i>Alfred Nobel university</i>	Code III-551-047	Page 276
	<i>Regulation on the organization of the educational process</i>		Version 10

(position, full name of the head of the structural subdivision/department, signature) " ____ " ____ 20____ , minutes No. __	(position, full name of the head of the structural subdivision/department, signature) " ____ " ____ 20____ , minutes No. __
---	---

Academic staff
member

(signature)

(full name)

Internship supervisor

(signature)

(full name)

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. 1)

*Appendix II.3.1 to the subparagraph 3.8
(for the academic staff members of other educational institutions, who will undergo
professional development at the University)*

<p>APPROVED BY THE VICE RECTOR FOR QUALITY ASSURANCE IN HIGHER EDUCATION of Alfred Nobel University</p> <p>_____</p> <p style="text-align: center;">(signature, full name)</p> <p>" ____ " ____ 20 ____</p> <p>Stamp here</p>	<p>AGREED WITH</p> <p>_____</p> <p>(managerial position of the person who agreed the program)</p> <p>_____</p> <p>(name of the institution sending for the professional development)</p> <p>_____</p> <p>(signature and full name of the person who agreed the program)</p> <p>" ____ " ____ 20 ____</p> <p>Stamp here</p>
---	--

Individual program for professional development (internship)

(full name of the employee)

(position, name of the department, academic degree, academic rank)

(name of the higher educational institution where the academic staff member works)

at _____

(name of the host department/structural subdivision for professional development (internship))

Form of the professional development (internship) _____

Topic (area, name) of the professional development (internship) _____

The scope (duration) of the professional development (internship) __ hours / __ ECTS credits)


Period of the professional development (internship) from " __ " ____ 20__ to " __ " ____ 20__ .

Purpose of the professional development (internship): _____

Performance of the tasks of the individual program for professional development (internship)

Sl. No.	Content of the task	Intended outcomes of performance of the task	Intended outcomes of the internship

<p>The tasks of the individual program have been considered at the meeting of _____</p> <p style="text-align: center;">(name of the committee, structural subdivision/department sending for the professional development)</p> <p>_____</p> <p style="text-align: center;">(position, full name of the head of the committee, structural</p>	<p>The tasks of the individual program have been considered at the meeting of _____</p> <p style="text-align: center;">(name of the host structural subdivision/department for the professional development)</p> <p>_____</p> <p style="text-align: center;">(position, full name of the head of the structural</p>
--	---

	<i>Alfred Nobel university</i>	Code III-551-047	Page 278
	<i>Regulation on the organization of the educational process</i>		Version 10

subdivision/department, signature) " ____ " ____ 20 __ , minutes No. _	subdivision/department, signature) " ____ " ____ 20 __ , minutes No. _
---	---

Academic staff
member

(signature)


(full name)

Internship supervisor

(signature)

(full name)

(as amended by the decision of the Academic Council of 27.02.2020 minutes No. 1)

	Alfred Nobel university	Code III-551-047	Page 279
	Regulation on the organization of the educational process		Version 10

Appendix II.4 to the subparagraph 3.8

**APPROVED BY
THE VICE RECTOR FOR QUALITY
ASSURANCE IN HIGHER EDUCATION
of Alfred
Nobel University**

(full name)

" ___ " _____ 20__

Report on professional development (internship)

Full name _____

Academic degree _____

Academic rank _____

Position _____

The Department of _____

The purpose of the professional development (internship) _____

Name of the host institution for the professional development (internship) _____

Period of the professional development (internship) from "___" _____ 20__ to "___"
_____ 20__ according to the order of "___" _____ 20__ No. _____

Information on the implementation of the individual program of professional development
(internship) _____

Description of the achieved outcomes of the professional development (internship) _____

Proof of the professional development (internship) _____

(name, series, number, date of issuance of the document, name of the institution that has issued the document)

Employee

(signature)


(full name)

Internship supervisor

(signature)

(full name)

Proposals on using the outcomes of the professional development (internship) _____

	<i>Alfred Nobel university</i>	Code III-551-047	Page 280
	<i>Regulation on the organization of the educational process</i>		Version 10


Considered and approved at the meeting of the Department _____

" ____ " _____ 20__ , Minutes No. _____

Head of Department _____
(signature)

(full name)

(According to the decision of the Academic Council of 27.02.2020 minutes No. 1)

	Alfred Nobel university	Code III-551-047	Page 281
	Regulation on the organization of the educational process		Version 10

Appendix II.5 to the subparagraph 3.8
Sample of the cover page of a certificate of professional development (training)

**CERTIFICATE OF PROFESSIONAL DEVELOPMENT
 (TRAINING)
 (series and registration number)
 of _____
 (date, month, year)**

issued to _____
(full name of the person who has passed the professional development)

to certify that from « » _____ 20__ to « » _____ 20__

he (she) has passed ***his/her training within the program for professional development***

(name of the program)
 at the Consulting Centre
 of the higher educational institution “Alfred Nobel University”
(name of the structural subdivision of the subject of professional development)


Scope (duration) of the professional development _____ hours and/or _____ (ECTS credits)

PRESIDENT

B. KHOLOD

Stamp here

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

	<i>Alfred Nobel university</i>	Code III-551-047	Page 282
	<i>Regulation on the organization of the educational process</i>		Version 10


Appendix II.5.1 to the subparagraph 3.8

Sample of the back page of a certificate of professional development (training)

**Description of the achieved learning outcomes
according to the program for professional development**

HEAD OF CONSULTING CENTRE _____
(full name)

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

	Alfred Nobel university	Code III-551-047	Page 283
	Regulation on the organization of the educational process		Version 10

Appendix II.6 to the subparagraph 3.8

Sample of the cover page of a certificate of professional development (internship)

**CERTIFICATE OF PROFESSIONAL DEVELOPMENT
(INTERNSHIP)**

(series and registration number)

**of _____
(date, month, year)**

*issued to _____
(full name of the person who has passed the professional development)*

to certify that from « » _____ 20__ to « » _____ 20__

he (she) has passed ***the professional development***

at the higher educational institution “Alfred Nobel University”
at the _____
(name of the structural subdivision of the subject of professional development)

topic (area, name) of the professional development

Scope (duration) of the professional development ___ hours and/or ___ (ECTS credits)


Form of the professional development _____

PRESIDENT

B. KHOLOD

Stamp here.

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

	<i>Alfred Nobel university</i>	Code III-551-047	Page 284
	<i>Regulation on the organization of the educational process</i>		Version 10

Appendix II.6.1 to the subparagraph 3.8


Sample of the back page of a certificate of professional development (internship)

**Description of the achieved outcomes of the professional development
according to the individual program of internship:**

HEAD OF
DIDACTICS DEPARTMENT

(full name)

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)

	Alfred Nobel university	Code III-551-047	Page 285
	Regulation on the organization of the educational process		Version 10

Appendix II.7 to the subparagraph 3.8

Sample of a consent for processing of personal data

**CONSENT
for processing of personal data**

I, _____,
(full name)

born ____ ____ 19____ , identity document (series ____ N ____), issued by

_____ ,
according to the Personal Data Protection Act of Ukraine (hereinafter referred to as the Act), give my consent to:

processing of my personal data from primary sources in the following volume: information on education, profession, specialty and qualification, employment, academic degree, academic rank, passport data, data on registered or actual place of residence, biographical data, telephone numbers, data on my participation in international and European projects;

use of personal data, which involves the actions of the owner of personal data for their processing, including the use of personal data in accordance with their professional or official or employment responsibilities, actions for their protection, as well as actions for granting partial or full right to processing of personal data to other subjects of relations related to personal data (clause 10 of the Act);

dissemination of personal data, which provides for the actions of the owner of personal data for the transfer of information about an individual (clause 14 of the Act);

access to personal data of third parties, which determines the actions of the owner of personal data in case of a request from a third party for access to personal data, access of the subject of personal data to information about himself/herself (clause 16 of the Act).

If my personal data are changed, I undertake to provide up-to-date right information and originals of the relevant documents as soon as possible to update my personal data.

_____ 20__

(signature)

(augmented by the decision of the Academic Council of 27.02.2020 minutes No. 1)