

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
STATE HIGHER EDUCATIONAL INSTITUTION
“UZHGOROD NATIONAL UNIVERSITY”

ORDER

19.08 2025 — Uzhhorod — No. 415/01-04

On putting the regulation into effect

Guided by the Law of Ukraine “On Higher Education,” the Statute of the State Higher Educational Institution “Uzhhorod National University,” and the decision of the Academic Council of the State Higher Educational Institution “Uzhhorod National University” dated 30.06.2025 (Minutes No. 7),

I ORDER:

1. To put into effect from 01 September 2025 the Regulation on the Organization of the Educational Process at the State Higher Educational Institution “Uzhhorod National University” (new edition) (attached).

2. The Regulation on the Organization of the Educational Process at the State Higher Educational Institution “Uzhhorod National University,” approved by decision of the Academic Council of SHEI “UzhNU” dated 22.12.2020 (Minutes No. 9) and put into effect by Rector’s Order No. 61/01-04 dated 24.12.2020, shall be considered to have lost its force.

3. Control over the execution of this order I reserve for myself.

Rector
SMOLANKA

Volodymyr

First Vice-Rector
SLYVKA

Oleksandr

Head of the Academic Office
SHTYMAK

Anatoliy

Head of the Legal Department

Vasyl TYMCHAK

APPROVED

By the Academic Council of SHEI "UzhNU"
Minutes No. 7 dated 30.06.2025
Chairman of the Academic Council of SHEI "UzhNU"
Prof. Volodymyr SMOLANKA

PUT INTO EFFECT

By order of the Rector of SHEI "UzhNU"
dated 19.08.2025 No. 415/01-04

REGULATION
ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS
at the State Higher Educational Institution
“Uzhhorod National University”
(new edition)

1. GENERAL PROVISIONS

1.1. The Regulation on the Organization of the Educational Process (hereinafter — the Regulation) at the State Higher Educational Institution “Uzhhorod National University” (hereinafter — the University) is the primary normative document governing the organization and conduct of educational activities at the University. It defines the fundamental principles of educational activity, the specifics of forming educational programmes, their implementation and academic-methodological support, the assessment of learning outcomes and the conferral of qualifications, quality assurance of the educational process, and the rights and obligations of participants in the educational process.

1.2. The Regulation has been developed in accordance with the Law of Ukraine “On Higher Education,” taking into account the requirements of the Laws of Ukraine “On Education,” “On Complete General Secondary Education,” “On Vocational (Vocational-Technical) Education,” “On Professional Pre-Higher Education,” “On Scientific and Scientific-Technical Activity,” and other laws of Ukraine, Presidential Decrees, acts of the Cabinet of Ministers of Ukraine, the University Statute, and other regulatory and legal acts in the field of higher education.

1.3. The educational process is an intellectual, creative activity in the field of higher education and science, conducted at the University through a system of academic-methodological and pedagogical measures, and aimed at the transmission, acquisition, augmentation, and application of knowledge, abilities, and other competencies in persons who are studying, as well as at the formation of a harmoniously developed personality. The educational process is carried out taking into account the mechanisms recognized in the European Higher Education Area and recommended by the European Credit Transfer and Accumulation System (ECTS), in compliance with the standards of higher education and the recommendations for quality assurance in the European Higher Education Area.

1.4. The content of education is determined by the educational (educational-professional, educational-research) programme, the structural-logical scheme of preparation, academic plans, working academic plans, working curricula of academic disciplines, normative documents of state governance bodies of higher education and the University, and is reflected in the corresponding academic and academic-methodological materials.

1.5. Educational activity at the University is aimed at the preparation of highly qualified and competitive specialists for enterprises and organizations of all forms of ownership, scientific and educational institutions, and state governance bodies at all levels

of higher education; the affirmation of national and universal values; the creation of conditions for the realization of the personal potential of the individual, the development of their creative abilities; the creation of conditions for the personal development and creative self-realization of the individual; the formation of national and universal human values, creation of equal opportunities for young people in obtaining quality education, development and introduction of innovative educational technologies, democratization of education and the educational process, development of continuous education throughout life, integration of Ukrainian education into the European and world space, ensuring social protection of applicants, scientific-pedagogical and pedagogical workers, responsible attitude to their own health, environmental protection, creation of the most favorable conditions for society's life.

The educational process is provided by educational units of the University on the basis of educational (educational-professional, educational-scientific) programs, curricula and this Regulation with the participation of applicants in the selection of educational disciplines, in the formation of individual learning trajectories, individual curricula, in improving practical training and increasing the role of independent creative work.

1.6. The organization of the educational process at the University is based on the following principles:

- autonomy and self-government of the University;
- academic freedom of participants in the educational process during scientific-pedagogical, pedagogical, scientific or innovative activities;
- integration of training, research work, innovation and production activities;
- academic mobility of participants in the educational process;
- integration of higher education into the European and world space;
- creation of equal opportunities for persons in obtaining quality education, in particular for people with special educational needs;
- creation of conditions for personal development and creative self-realization of a person;
- student-centered learning and competence approach;
- ensuring independent and objective assessment of learning outcomes and acquired qualifications;
- humanism, democracy, patriotism, priority of universal spiritual values;
- independence of educational activities from the influence of political parties, public and religious organizations.

The language of the educational process at the University is the state language.

1.7. The use of languages at the University is determined by the laws of Ukraine „On ensuring the functioning of the Ukrainian language as the state language”, „On education” and „On higher education”.

1.8. The university has the right to make a decision on teaching one, more or all disciplines, performing individual tasks and conducting control activities in English, provided that all students studying the relevant disciplines speak English. If there is a written application from one or more applicants, the University provides a translation into the state language.

Educational programs created for the study of foreign languages or languages of national minorities provide for the teaching and evaluation of professional disciplines in the languages studied under these programs.

According to the educational program, one or more disciplines can be taught at the University in two or more languages – in the state language, English, and other official languages of the European Union.

For foreign citizens and stateless persons who wish to obtain higher education at the expense of individuals and/or legal entities, separate groups are formed to teach educational disciplines in a foreign language. At the same time, the study of the Ukrainian language by such persons as a separate educational discipline is ensured.

1.9. The University provides students of higher education and other participants in the educational process with the opportunity to use educational premises, a library, educational, teaching-methodical and scientific literature, equipment, equipment and other means of education under the conditions determined by the Rules of Internal Procedure of the University.

2. BASIC TERMS AND THEIR DEFINITIONS

2.1. In this Regulation, the terms are used in the following sense:

– *academic leave* – a break in studies, the right to which the student of higher education receives in connection with circumstances that make it impossible to complete the educational (scientific) program (due to health, conscription for military service in case of loss of the right to postpone it, family circumstances, study or internship in other educational and scientific institutions (including foreign countries), etc.);

– *academic integrity* – a set of ethical principles and rules defined by the laws of Ukraine, which should guide the participants of the educational process during learning, teaching and conducting scientific (creative) activities in order to ensure trust in the results of learning and/or scientific (creative) achievements.

Violations of academic integrity are academic plagiarism, self-plagiarism, fabrication, falsification, write-off, deception, bribery, biased assessment;

– *academic debt* – *debt incurred by a student of higher education if:*

– at the beginning of the final semester control, which is determined by the curriculum for a certain educational component (discipline, practice, term paper (course project)), the student scored fewer points than the limit of unsatisfactory learning defined in the work program of this component;

– during the final semester control from any educational component (curricular discipline, practice, term paper (project)), the student received fewer points than the limit of unsatisfactory education determined at the University, or the student did not participate in the final semester control event;

– *academic mobility* – the opportunity for participants in the educational process to study, teach, undertake internships, or conduct research activities at another higher education institution (or research institution) within the territory of Ukraine or abroad.

– *accreditation of an educational programme* – the evaluation of an educational programme and/or the educational activities of a higher education institution delivering this programme, aimed at ensuring and improving the quality of higher education.

– *academic difference (credit deficiency)* – a list of disciplines from the University's curriculum of previous semesters that a student or a person seeking to obtain education in a particular specialty (educational programme) has not yet studied.

– *academic discrepancy in a course (discipline):*

– a difference in scope (number of credits and/or contact hours) exceeding 20% of that *предусмотред* by the current curriculum of the educational programme;

– a difference in the form of assessment (a pass/fail credit instead of an examination, or vice versa);

– a difference in content between the course for which the person was previously assessed and the corresponding course in the current curriculum of the educational programme.

– *certification (attestation) of higher education students* – the process of determining whether the learning outcomes (including research or creative work) of higher education students meet the requirements of the educational programme and/or the requirements of the programme of the Unified State Qualification Examination.

– *field of knowledge* – a broad subject area of education and science, harmonized with the International Standard Classification of Education (ISCED), that encompasses a group of related specializations.

– *European Credit Transfer and Accumulation System (ECTS)* – a credit transfer and accumulation system used within the European Higher Education Area to facilitate the award, recognition, and verification of qualifications and educational components, as well as to promote academic mobility of higher education students. The system is based on the determination of the student workload required to achieve defined learning outcomes and is measured in ECTS credits.

– *higher education student* – an individual enrolled at a university at a particular level of higher education with the purpose of obtaining the relevant academic degree and qualification.

– *individual educational trajectory of a higher education student* – a personalized pathway for realizing the personal potential of a higher education student, based on the student’s choice of educational programmes, providers of educational activities implementing these programmes, forms and duration of study, and educational components. In higher education, the individual educational trajectory includes, in particular, the sequence of obtaining educational qualifications, academic mobility, recognition of learning outcomes acquired through formal, non-formal, and informal education, etc. The individual educational trajectory is formed by the higher education student with due consideration of their abilities, interests, needs, motivation, opportunities, and prior experience.

– *individual study plan* – a document that determines the sequence, form, and pace at which a student completes the educational components of an educational programme in order to implement their individual educational trajectory; it is developed by the educational institution in cooperation with the student, provided that the necessary resources are available.

– *qualification* – a set of competencies (learning outcomes) defined by an educational programme and acquired by an individual, which is recognized by a higher education institution or another provider of educational activities in the field of higher education and certified by a higher education diploma.

– *competence* – an individual’s ability to successfully socialize, learn, and carry out professional activities, arising from a dynamic combination of knowledge, abilities, skills, ways of thinking, views, values, and other personal qualities.

– *ECTS credit (European Credit Transfer and Accumulation System credit)* – a unit used to measure the workload required of a higher education student to achieve defined (expected) learning outcomes. One ECTS credit equals 30 hours of student workload. The standard annual workload for a full-time or dual-mode higher education student is 60 ECTS credits.

– *interdisciplinary field of study* – a field of study that fully or partially covers the subject areas of two or more specialties within one or several fields of knowledge.

– *student workload* – the time required to achieve defined (expected) learning outcomes, including all forms of learning activities such as lectures, seminars, practical and laboratory classes, independent study, assessments, and completion of educational and professional placements, among others.

– *curriculum* – a regulatory document of the University that defines the list and volume of educational components expressed in ECTS credits, their logical sequence, the forms of organization of the educational process, the types and volume of learning activities, the academic calendar, and the forms of ongoing and final assessment that ensure the achievement of programme learning outcomes required for the relevant higher education degree.

– *educational process* – an intellectual and creative activity in the field of higher education and science carried out at a higher education institution through a system of scientific-methodological and pedagogical measures aimed at the transmission, acquisition, expansion, and application of knowledge, skills, and other competencies by learners, as well as at the development of a harmoniously developed personality.

– *educational activity* – the activity of a university aimed at ensuring the provision of higher and postgraduate education and meeting other educational needs of higher education students and other individuals.

– *educational service* – a set of actions defined by legislation, an educational programme, and/or a contract, performed by a provider of educational activities, which have a defined cost and are aimed at enabling a learner to achieve the expected learning outcomes.

– *educational programme (educational-professional or educational-scientific programme)* – an integrated set of educational components (courses, individual assignments, placements, assessment measures, etc.) aimed at achieving the objectives and learning outcomes defined by the programme and granting the right to obtain a specified educational qualification or both an educational and professional qualification. An educational programme may include a single specialization or may not include any specialization.

– *person with special educational needs* – a person with a disability who requires additional support to ensure access to higher education.

– *assessment* – any quantitative or qualitative measure based on defined criteria used to determine

the level of learning outcomes achieved in a particular course or in an educational programme as a whole.

– *credit recognition / credit transfer* – the process of recognizing credits awarded by another higher education institution for the purpose of obtaining a qualification. Credits awarded within one educational programme at a particular institution may be transferred and accumulated within another programme offered by the same or a different institution, depending on the extent to which the learning outcomes satisfy some or all requirements of a specific programme, part thereof, or qualification.

– *repeated study (retaking an academic year or semester)* – the repeated completion by a capable higher education student (who is not entitled to academic leave for medical reasons) of a course of study for a particular academic year or semester if the student has failed to complete their individual study plan in full for valid or invalid reasons.

– *subject area* – a portion of the body of human knowledge distinguished by related content. Subject areas are divided into broad areas (fields of knowledge), detailed areas (specialties, subject specialties, specializations), and interdisciplinary areas (at the intersection of subject areas of several specialties or fields of knowledge).

– *subject specialty* – a part of the subject area of a specialty that encompasses educational programmes aimed at training teaching staff responsible for instruction in one or several subjects (including integrated courses) provided for by legislation in the field of complete general secondary education.

– *learning outcomes* – knowledge, abilities, skills, ways of thinking, views, values, and other personal qualities that can be identified, planned, assessed, and measured and that a person is able to demonstrate after completing an educational programme (programme learning outcomes) or individual educational components.

– *level of education* – a completed stage of education characterized by the complexity level of the educational programme and by a set of competencies usually defined by the education standard and corresponding to a specific level of the National Qualifications Framework of Ukraine.

– *standard duration of completion of an educational programme* – the expected period required for a student to complete an educational programme in order to obtain the corresponding higher education degree.

– *course syllabus (course work programme)* – a document defining the role and significance of a course within the implementation of an educational programme, its content, sequence, and organizational forms of study, as well as the expected learning outcomes and the system for their assessment.

– *annual curriculum (working curriculum)* – a detailed specification of the planning of the educational process for each academic year.

– *specialization* – a component of the subject area of a specialty that may be defined by a higher education institution and involves one or more specialized educational programmes.

– *specialty* – a component of the subject area within a field of education and science that is harmonized with the International Standard Classification of Education (ISCED).

Student-centred learning – an approach to organizing the educational process that involves:

– encouraging higher education students to act as autonomous and responsible participants in the educational process;

– creating an educational environment oriented toward meeting the needs and interests of students, including opportunities to form an individual educational trajectory;

– organizing the educational process on the basis of mutual respect and partnership among participants in the educational process.

– *quality of higher education* – the compliance of the conditions under which educational activities are carried out and the learning outcomes achieved with the requirements of legislation and higher education standards, professional and/or international standards (where applicable), as well as with the needs of stakeholders and society, ensured through internal and external quality assurance procedures.

– *quality of educational activity* – the level of organization of the educational process at a higher education institution that complies with higher education standards, ensures that individuals obtain high-quality higher education, and promotes the acquisition of new knowledge.

3. STANDARDS OF HIGHER EDUCATION AND EDUCATIONAL PROGRAMS

3.1. The higher education standard – is a set of requirements for higher education programs that are common to all educational programs within a certain level of higher education and specialty.

Higher education standards are developed for each level of higher education within each specialty in accordance with the National Qualifications Framework and are used to determine and evaluate the quality of the content and results of the educational activities of higher education institutions.

Standards of higher education are developed by the central executive body in the field of education and science, taking into account the proposals of state bodies that ensure the formation and implementation of state policy in the relevant spheres, state customers (in the relevant specialties), associations of employers' organizations and approve them in agreement with the National Agency for Quality Assurance of Higher Education.

The standard of higher education defines the following requirements for the educational (educational-professional, educational-scientific) program:

- the volume of ECTS credits required to obtain the appropriate degree of higher education in the relevant specialty (for the third level of higher education - the volume of the educational component of the educational and scientific program);
- minimum amount of practical training for educational and vocational programmes;
- the amount of ECTS credits required to obtain the appropriate degree of higher education;
- a description of the subject area containing information about the object(s) of study and/or activity, theoretical content, methods, techniques and technologies necessary for practical use, tools and equipment that the graduate must be able to use in his professional activity;
- the educational requirements of persons who can begin their studies under this programme;
- list of compulsory competences of the graduate;
- form(s) of attestation of higher education applicants;
- additional requirements and limitations (if applicable) for interdisciplinary educational programs;
- legal and/or professional standards requirements necessary for the acquisition of relevant professional qualifications (if applicable).

Higher education standards may limit the list of permissible forms of obtaining higher education for certain specialties or educational programs in specialties that provide access to professions for which additional regulation has been introduced.

In the standards of higher education for specialties that provide access to professions subject to additional regulation, the titles of the relevant educational programmes and the normative content of the training of higher education students under such programmes are also defined. This content is formulated in terms of programme learning outcomes. Such standards may also include other requirements established by the directives of the European Union or by the international obligations of Ukraine, or adopted pursuant thereto. These may include additional requirements for admission procedures, particularly regarding prior education, the structure of the educational programme, the organization of the educational process, and the certification (attestation) of higher education students.

3.2. Educational activities at the University at various levels of higher education are carried out in accordance with the relevant educational programmes (educational-professional or educational-scientific programmes). Higher education programmes are developed with due consideration of the requirements of the higher education standard for the relevant specialty and the requirements of professional standards (where applicable). In the absence of a higher education standard for a particular specialty, the educational programme is developed in accordance with the National Qualifications Framework of Ukraine, the labour market requirements for employee competencies, and the experience of domestic and foreign higher education institutions, and is subject to mandatory review and approval after the relevant higher education standard enters into force.

Educational programs that provide for the assignment of professional qualifications must ensure the fulfillment of the requirements of the relevant professional standards (if available), unless otherwise provided by law.

The educational programs of the University are aimed at obtaining higher education by persons studying for bachelor's, master's, doctor of philosophy degrees, preparing students for study at the appropriate level of higher education; advanced training by students within the same level of the National Qualifications Framework.

3.3. The educational (educational-professional, educational-scientific) program – is a single complex of educational components (educational disciplines, individual tasks, practices, control measures, etc.) aimed at achieving the goals and results of education provided for by such a program, which gives the right to receive a specified educational or educational and professional (professional) qualifications (qualifications)).

The description of the educational program should contain:

- the name of the educational program;
- level of higher education;
- field of knowledge (fields of knowledge, if necessary - for interdisciplinary educational programs);
- specialty (specialties - for interdisciplinary educational programs);
- specialization or subject specialty (if available);
- description of the subject area;
- goals of the educational program;
- type of educational program (educational-professional, educational-scientific);
- type of diploma (single, joint (double) diploma) (if applicable);
- name of the partner according to the agreed joint educational program (if available);
- language(s) of teaching;
- the number of ECTS credits required to carry out this programme;
- forms of obtaining education under this educational program and estimated terms of implementation of the educational program for each of them;
- educational requirements of persons who can start studying under this program (in accordance with higher education standards);
- competences and program learning outcomes that give the right to award/award of educational or educational and professional qualifications defined by the educational program (qualifications));
- form (forms) of attestation of higher education applicants;
- list of mandatory educational components, their logical sequence;
- employment opportunities according to the acquired education;
- procedures for the award of professional qualifications (in the case of their award).

3.4. The university independently develops and approves educational programs taking into account the requirements for the appropriate level of higher education established by legislation and the requirements of higher education standards. The university can independently introduce specializations, subject specialties.

Educational programs can correspond to one subject area or be interdisciplinary.

3.4.1. Interdisciplinary educational programs can be created at all levels of higher education within the relevant interdisciplinary subject area, taking into account the requirements and limitations for interdisciplinary educational programs in higher education standards (if available).

An interdisciplinary subject area is formed at the intersection of subject areas of several specialties or fields of knowledge.

At each level of higher education, specialties that provide access to professions for which additional regulation has been introduced cannot be included in the interdisciplinary subject area.

The main types of interdisciplinary educational programs are:

- combined – interdisciplinary subject areas of which combine the subject areas of two specialties of one or two fields of knowledge;
- combined – interdisciplinary subject areas of which are formed from selected component subject areas of three to five specialties of the same or different fields of knowledge;
- branch - subject areas that combine the subjects of all or part of the specialties in a given field of knowledge.

Persons who have obtained higher education under an interdisciplinary educational program enjoy the rights provided for persons who have obtained education of the same level in the fields and specialties that form an interdisciplinary subject area, unless otherwise provided by law.

3.4.2. The scope of educational programs of higher education is determined in ECTS credits. The scope of educational programs that do not provide for higher education degrees is determined in hours and/or credits.

3.4.3. The names of educational programs within specialties that provide access to professions for which additional regulation has been introduced are established by higher education standards.

The names of other educational programs are established by the University and may contain keywords of the subject area of the specialty (specialization, subject specialty) or interdisciplinary subject area, as well as professional qualifications in the case of their assignment.

The name of the educational program may not use in whole or in part the names of other specialties and fields of knowledge, educational programs within specialties that provide access to professions for which additional regulation has been introduced, as well as professional qualifications for which the legislation provides for obtaining higher education in another specialty and/or education of another level.

Educational programmes involving the award of professional qualifications must ensure that the requirements of the relevant professional standards are met (if any).

The educational program may provide for the possibility of assigning additional several professional qualifications, which are formed at the expense of its selective educational components. A higher education applicant may be awarded no more than two professional qualifications based on the results of the educational program.

3.4.4. The scope of educational programs of higher education is (unless otherwise determined by the standard of higher education):

– for obtaining a bachelor's degree on the basis of complete general secondary education - 180-240 ECTS credits. In order to obtain a bachelor's degree on the basis of a junior bachelor's degree, an educational qualification level of a junior specialist or on the basis of professional preliminary higher education, the University has the right to recognize and re-enroll ECTS credits, the maximum amount of which is determined by the standard of higher education in the relevant specialty

– for obtaining a master's degree under an educational and professional program based on a bachelor's degree, a master's degree and a specialist's educational and qualification level - 90-120 ECTS credits;

– for obtaining a master's degree under an educational and scientific program based on a bachelor's, master's or educational and qualification level of a specialist - 120 ECTS credits. The master's educational and scientific program necessarily includes a research (scientific) component of at least 30 percent.

The volume of the educational and professional master's training program in the specialty „Medicine” based on full general secondary education is 360 ECTS credits.

The scope of the educational and professional master's training program by specialty „Dentistry” and „Pharmacy (by specializations)” on the basis of complete general secondary education amount to 300 ECTS credits.

In order to obtain a master's degree in the medical or pharmaceutical direction on the basis of a junior bachelor's degree, an educational qualification level of a junior specialist or on the basis of professional preliminary higher education, the University has the right to recognize and re-enroll ECTS credits, the maximum amount of which is determined by the standard of higher education in the relevant specialty.

3.4.5. The estimated term of implementation of the educational program in the full-time or dual form of obtaining higher education is determined by the ratio of its volume in ECTS credits to the calculated educational load of the student of higher education during one academic year in the full-time or dual form of obtaining higher education. The estimated term of implementation of the educational program in other forms of higher education than full-time and dual is determined by the University. For persons who obtain higher education at the expense of a state (regional) order, the term of study may be increased by 25 percent compared to the estimated term of implementation of the educational program in the full-time or dual form of obtaining higher education.

3.4.6. The estimated term of implementation of educational programs at the first (bachelor's level of higher education in full-time, dual, distance and correspondence forms of obtaining higher education on the basis of full general secondary education is 3 or 4 academic years.

The estimated period of implementation of educational programs at the second (master's) level of higher education based on the bachelor's, master's or educational qualification level of a specialist is 1.5 or 2 academic years according to the educational and professional program and 2 academic years - according to the educational and scientific program.

The estimated term of implementation of educational programs at the second (master's) level of higher education on the basis of complete general secondary education in the specialties „Dentistry” and „Pharmacy (by specializations)” is 5 academic years, by specialty „Medicine” - 6 academic years

3.4.7. The standard term of preparation of a doctor of philosophy in postgraduate studies is 4 years. The volume of the educational component of the educational and scientific program for the preparation of the Doctor of Philosophy is 30-60 ECTS credits.

3.5. The educational program in terms of the list of educational components (educational disciplines, practices, etc.) contains two components: mandatory and selective.

The mandatory component cannot exceed 75 percent of the total volume (in ECTS credits) of the educational program (for specialties that provide access to professions for which additional regulation has been introduced - it cannot exceed 90 percent). Accordingly, at least 25 percent of the total number of ECTS credits provided for in the educational program (at least 10 percent for specialties that provide access to professions for which additional regulation has been introduced) should be educational components at the choice of higher education applicants.

The minimum volume of the educational program (in credits or as a percentage), which should be aimed at ensuring general and special (professional) competences in the specialty, is determined by the standard of higher education in the relevant specialty.

3.6. The implementation of educational programs can be carried out in various forms using appropriate models of the organization of the educational process.

Resource support for the implementation of the educational program includes personnel, educational and methodological, information and material and technical support.

Personnel support for the implementation of the educational program must meet the requirements of the Licensing Conditions for conducting educational activities and the criteria for accreditation of educational programs.

3.7. Educational programs must be published on the official website of the University.

3.8. The conditions for access to study under the educational program for obtaining higher education at the appropriate level are given in the Rules of admission to the University for the relevant year, which are formed in accordance with the Procedure for admission to study for obtaining higher education, which is approved by the Ministry of Education and Science of Ukraine.

3.9. The procedure for developing, opening/closing, making changes, monitoring, periodic review and approval of educational programs is regulated by a separate provision.

4. FORMS OF OBTAINING HIGHER EDUCATION. DEGREE SYSTEM OF EDUCATION

4.1. The main forms of obtaining higher education at the University are:

- full-time (daytime and evening);
- dual;
- distance;
- part-time (extramural).

It is possible to combine different forms of obtaining higher education.

4.1.1. Full-time (daytime and evening) form of study – a mode of organizing the education of higher education students that предусматривает the conduct of academic classes and practical training for not less than 30 weeks during an academic year.

The educational process under the daytime form of higher education involves continuous personal interaction between academic (scientific-pedagogical) or teaching staff and the student, which ensures the acquisition of profound and systematic knowledge and stable practical skills. Students enrolled in the daytime form are required to attend classes in accordance with the timetable and to complete academic tasks in a timely manner in accordance with the working curriculum and course syllabi.

The organization of the educational process under the daytime form of higher education at the University is regulated by this Regulation.

Evening form – a mode of obtaining higher education by students of a particular educational degree without interruption from employment, but with a required number of in-class contact hours, predominantly scheduled in the evening.

Dual form of higher education – a mode of obtaining education that combines studies at the University with training at workplaces in enterprises, institutions, and organizations for the purpose of achieving programme learning outcomes, deepening practical skills and competencies, and obtaining a specific qualification. The workplace-based training constitutes from 25% to 60% of the total volume of the educational programme and is implemented on the basis of a contractual agreement. The dual form is one of the modes available to students enrolled in the daytime form of higher education.

The dual form provides for the partial transfer of the process of developing programme competencies and learning outcomes into the conditions of professional practical activity. In this case, a part of the educational workload, instead of classroom and independent study, is carried out in the form of workplace-based training with a corresponding redistribution of the student's workload within the educational components. Workplace training includes the performance of job duties in accordance with an employment contract.

4.1.2. 3 Part-time (extramural) form of higher education – a mode of organizing the education of higher education students through a combination of academic classes and assessment activities conducted during short-term sessions and the independent study of the educational programme in the periods between them. The interval between academic sessions and assessment activities may not be less than one month.

The part-time form of higher education combines elements of self-directed learning and full-time study. It is characterized by a staged structure. At the first stage, students acquire the fundamental knowledge base and methodological guidance necessary for independent study and the development of relevant skills (introductory session). At the second stage, part-time students independently study the educational material and complete the planned individual assignments. At the third stage, learning outcomes are directly assessed (evaluation of individual assignments, defence of course projects and term papers, examinations, pass/fail assessments, etc.). These stages are separated in time in accordance with the academic calendar of the educational process.

The organization of the educational process under the part-time form of higher education at the University is regulated by this Regulation, taking into account the benefits established by current legislation for individuals who combine employment with study.

4.1.3. Distance form of higher education – an individualized process of obtaining education that take place mainly through mediated interaction – between participants in the educational process who

are geographically separated from one another within a specialized learning environment operating on the basis of modern psychological-pedagogical and information and communication technologies.

The organization of the educational process under the distance form of education is carried out in accordance with this Regulation, the Regulation on Distance Learning at the State Higher Educational Institution “Uzhhorod National University”, and other applicable regulatory documents governing distance learning at the University.

4.1.4. Mixed learning – is a modern educational technology that involves combining classroom work with elements of distance learning technologies and is based on new didactic capabilities of information technologies and modern educational tools.

The application of the principles of blended learning allows:

- expand the educational opportunities of applicants by increasing the availability and flexibility of education, taking into account their individual educational needs, as well as the pace and rhythm of assimilation of educational material;
- to stimulate the formation of an active position of the acquirer: increasing his motivation, independence, social activity;
- transform the teacher's style: move from the translation of knowledge to interactive interaction with applicants, which contributes to the construction of own knowledge by applicants;
- to optimize the volume of pedagogical load of teachers by increasing the volume of independent work of applicants;
- organize the educational process in educational groups and lecture streams with a lower than normative number of higher education students.

4.1.5. In some cases (proclamation of quarantine, force majeure, etc.), the educational process can be carried out remotely or mixed, and the University, within the limits of academic autonomy, independently determines the methods of organization and technologies for distance or mixed learning. Each student of higher education must complete an individual curriculum during the organization of distance or mixed education in accordance with the regulatory framework of the University.

4.2. Training of specialists at the University is carried out according to the relevant educational-professional and educational-scientific programs at the following levels of higher education:

- first (bachelor) level;
- second (master's) level;
- third (educational-scientific) level.

4.2.1. The first (bachelor's) level of higher education corresponds to the sixth qualification level of the National Qualifications Framework and involves a person acquiring competences, theoretical knowledge and skills sufficient for the successful performance of professional duties in the chosen specialty.

4.2.2. The second (master's) level of higher education corresponds to the seventh qualification level of the National Qualifications Framework and provides for a person to acquire competencies, in-depth theoretical knowledge, skills in the chosen specialty, general principles of the methodology of scientific and/or professional activity, other competencies sufficient for the effective performance of tasks of an innovative nature of the corresponding level of professional activity.

4.2.3. The third (educational and scientific) level of higher education corresponds to the eighth qualification level of the National Framework of Qualifications and provides for a person to acquire competences, theoretical knowledge and skills sufficient for the production of new ideas, solving complex problems in the field of professional and/or research and innovation activities, mastering the methodology of scientific and pedagogical activity, as well as conducting own scientific research, the results of which have scientific novelty, theoretical and practical significance.

4.3. Obtaining an education at each level involves the successful implementation of the relevant educational program, which is the basis for awarding a person the appropriate degree of higher education:

- bachelor;
- master;
- PhD.

4.3.1. A bachelor's degree – is an educational degree obtained at the first level of higher education and awarded by the University as a result of the successful completion by the student of higher education of an educational and professional program, the volume of which is 180-240 ECTS credits. In order to obtain a bachelor's degree on the basis of a junior bachelor's degree, an educational qualification level of a junior specialist or on the basis of professional preliminary higher education, the University has the right to recognize and re-enroll ECTS credits, the maximum amount of which is determined by the standard of higher education.

4.3.2. A master's degree – is an educational degree obtained at the second level of higher education and awarded by the University as a result of the successful completion of the relevant educational program by the higher education student. The master's degree is obtained according to an educational-professional or educational-scientific program. The volume of the educational and professional master's training program is 90-120 ECTS credits, the volume of the educational and scientific program is 120 ECTS credits. The master's educational and scientific program necessarily includes a research (scientific) component of at least 30 percent.

A master's degree in medical or pharmaceutical direction is obtained on the basis of a full general secondary education or a junior bachelor's degree, a professional junior bachelor's degree, the educational and qualification level of a junior specialist in the relevant specialty and is awarded by the University as a result of the successful completion by the student of higher education of the relevant educational program, the scope of which, if the master's degree in medical or pharmaceutical direction is obtained on the basis of a full general secondary education, is 300-360 ECTS credits.

In order to obtain a master's degree in medicine or pharmaceuticals on the basis of a junior bachelor's degree or on the basis of professional preliminary higher education, the University has the right to recognize and re-enroll ECTS credits, the maximum amount of which is determined by the standard of higher education.

4.3.3. Doctor of Philosophy (PhD) – is an educational and at the same time the first scientific degree obtained at the third level of higher education on the basis of a master's degree (educational and qualification level of a specialist). The degree of Doctor of Philosophy is awarded by a specialized academic council of the University, another institution of higher education or a scientific institution as a result of the successful completion of the relevant educational and scientific program by the student of higher education and the public defense of the dissertation in the specialized academic council. The scope of the educational component of the educational and scientific program for the preparation of a doctor of philosophy is determined by the University (within 30 to 60 ECTS credits), in accordance with the requirements of the standard of higher education of a certain specialty.

The training of higher education applicants for the degree of Doctor of Philosophy is carried out:

- in the graduate school of the University in full-time (day, evening) and part-time forms of education;
- outside postgraduate studies (for persons who professionally conduct scientific, scientific-technical or scientific-pedagogical activities at the main place of work at the University).

Peculiarities of the organization of the educational process for the training of applicants for the Doctor of Philosophy degree are regulated by the Regulation on the organization of the educational process of applicants for higher education for the Doctor of Philosophy degree at the State Higher Educational Institution “Uzhgorod National University”.

5. ORGANIZATIONAL FORMS OF THE EDUCATIONAL PROCESS

5.1.1. Forms of organization of the educational process

The educational process at the University is carried out according to the following forms:

- 1) academic classes;
- 2) independent study;
- 3) practical training;
- 4) assessment activities.

5.1.2. The main types of academic classes are:

- 1) lecture;

- 2) laboratory (clinical), practical, seminar, and individual classes;
- 3) consultations, training sessions (practicums), and elective courses.

Other types of academic classes may be introduced into the educational process by decisions of the Faculty (Educational and Research Institute) Council for Quality Assurance in Higher Education or by the University Council for Quality Assurance in Higher Education.

5.2. Academic classes

5.2.1. A lecture is a type of educational activity designed to present theoretical material. As a rule, a separate lecture is an element of a course of lectures covering the main theoretical material of one or more topics of the academic discipline, is based on the latest scientific, theoretical and practical achievements and has a prognostic nature. The topic of lectures is determined by the work program of the academic discipline. Lectures are held by scientific-pedagogical and pedagogical workers, as a rule, professors and associate professors, as well as leading scientists or specialists invited to read them. It is allowed, with a separate permit, to give lectures by senior teachers, teachers (assistants) who have scientific degrees and/or experience in scientific-pedagogical and practical work. A teacher who is applying for a course of lectures for the first time may be required to conduct a trial lecture with the participation of other teachers and researchers of the department.

The lecturer is obliged to adhere to the work program of the academic discipline regarding the topic and content of lecture classes, but is free in the interpretation of the educational material, forms and methods of its presentation.

Lectures are held in appropriately equipped classrooms using the latest technologies for presenting material and organizing the work of applicants in a lecture session.

5.2.2. A laboratory class is a type of educational class in which the student conducts full-time or simulation experiments or research under the guidance of a scientific-pedagogical or pedagogical worker in order to practically confirm certain theoretical provisions, he acquires practical skills in working with laboratory equipment, equipment, computing equipment, measuring equipment, masters the methods of experimental research in a specific subject area and processing the obtained results. Laboratory classes are held in specially equipped educational laboratories using equipment adapted to the conditions of the educational process (laboratory layouts, installations, etc.). Laboratory classes can also be held in real professional environments (at the enterprise, in scientific laboratories, etc.). Laboratory classes are provided with appropriate methodical materials. For conducting laboratory classes, the academic group is divided into two subgroups. The topics of laboratory classes are determined by the work program of the academic discipline. The laboratory session includes monitoring the readiness of applicants to perform specific laboratory work, performing actual laboratory research, drawing up an individual report and its protection before a scientific-pedagogical or pedagogical worker. The performance of laboratory work is evaluated by a scientific-pedagogical or pedagogical worker. The results of the assessment are taken into account when issuing a modular assessment and a semester final assessment.

5.2.3. A practical lesson is a type of educational lesson in which students are educated under the leadership of a scientific-pedagogical or pedagogical worker establishes the theoretical provisions of the educational discipline and acquire the skills and abilities of their practical application through individual or collective performance of accordingly formulated tasks. Practical classes are held with academic groups in classrooms or in educational laboratories equipped with the necessary technical teaching aids, computing equipment, etc. The list of topics of practical classes is determined by the work program of the academic discipline. A scientific-pedagogical or pedagogical worker, who is entrusted with conducting practical classes, in agreement with the lecturer of this educational discipline, develops methodological support: individual tasks of various complexity, control tasks to identify the degree of formation of the necessary learning results, etc. The practical lesson includes monitoring knowledge, abilities and skills, setting a general problem (task) by a scientific-

pedagogical or pedagogical worker and its discussion with the participation of applicants, solving problems with their discussion, solving control tasks, their verification and evaluation. The grades obtained by the student during the practical lesson are taken into account when determining the modular and semester final grade in this academic discipline.

- 5.2.4. A seminar class** is a type of educational class in which a scientific-pedagogical or pedagogical worker organizes a discussion on predefined problems. The list of topics of seminar classes is determined by the work program of the academic discipline. Seminar classes are held in classrooms or classrooms with one academic group. At the seminar class, a scientific-pedagogical or pedagogical worker evaluates the essays prepared by the students, their speeches, activity in the discussion, the ability to formulate and defend their position, etc. The grades obtained by the student at seminar classes are taken into account when issuing a modular and semester grade in this academic discipline.
- 5.2.5. Individual training sessions** are held with individual students or with a small group in order to increase their level of training and reveal individual creative abilities. Individual educational classes are organized according to a separate schedule, taking into account the individual curriculum and may cover part or the full scope of the program in one or more academic disciplines, and in some cases - the full scope of educational programs for a specific educational level of higher education. The types of individual classes, their scope, forms and methods of conducting, forms and methods of control are determined by the work program of the academic discipline.
- 5.2.6. Consultation** is a form of educational activity during which the student receives answers to specific questions or explanations of individual theoretical provisions or their practical use from a scientific-pedagogical or pedagogical worker. The consultation can be individual or conducted for a group of education seekers. Під час підготовки до екзаменів проводяться групові консультації. During the semester, consultations on academic disciplines are held according to the schedule established by the department. The amount of time allocated to a scientific-pedagogical or pedagogical worker for consultations on a specific discipline is determined by the relevant norms. Consultations can be held in addition to the amounts of educational work provided for in the teacher's individual work plan and be attributed to methodical work.
- 5.2.7. Training (workshop)** is an interactive form of educational activity, the purpose of which is to acquire knowledge and practical skills of higher education applicants in order to form and develop relevant competencies. Trainings (workshops) are held with students of higher education, the number of which, as a rule, does not exceed the composition of one academic group.
- 5.2.8. Elective** – a lesson aimed at expanding scientific and theoretical knowledge and practical skills through in-depth study of educational disciplines; study of additional disciplines within or outside the profession. Elective classes are an additional educational service, are not mandatory for students, and have no consequences for the assignment of educational qualifications provided for in the educational program.

5.3. Individual work

5.3.1. The individual work of education seekers is the main means of assimilating educational material in the free time from classroom classes. It includes processing educational material, performing individual tasks, research work, etc. The content of independent work on the study of a specific discipline is determined by the work program of the educational discipline, methodical materials, tasks and instructions of a scientific-pedagogical or pedagogical worker.

The amount of study time allocated to individual work of education seekers is regulated by the curriculum, and is the difference between the general study load allocated to mastering the academic discipline and the classroom study load. For full-time, dual and evening forms of education, the educational time allocated to independent work of education seekers is not less than 1/3 and not more than 2/3 of the total amount of educational time allocated for studying a specific educational discipline. Approaches to determining the ratio of the amount of classroom time and independent work of education seekers are determined by the specifics of a specific academic discipline, its belonging to the corresponding cycle of curriculum disciplines.

5.3.2. The individual work of education seekers is ensured by a system of means provided by the work program of the academic discipline: textbooks, educational and methodical manuals, lecture notes, task collections, sets of individual tasks, workshops, methodical recommendations for the organization of independent work and other educational and methodological materials. Methodical materials for the individual work of education seekers should provide for the possibility of self-monitoring by education seekers and remote control in the e-learning system. For individual work, students of education are also recommended relevant scientific, monographic and periodical literature.

5.3.3. Individual work of students studying educational material from a specific educational component can take place in the scientific library of the university, classrooms, computer classrooms, laboratories, dormitories, as well as at home. In order to ensure proper working conditions for applicants, if necessary, this work is carried out according to a schedule previously drawn up at the faculty (in the institute), which guarantees the possibility of individual access of the applicant to the necessary didactic and technical means of general use. The schedule is brought to the attention of students at the beginning of the academic semester. When organizing the individual work of education seekers using complex equipment, installations, information systems (computer databases, automated design systems, automated educational systems, etc.), it is possible to receive the necessary consultation or assistance from the department's specialists.

5.3.4. The educational material of the discipline, provided for students to learn education in the process of individual work, is submitted for semester (course) control together with the educational material studied during classroom training sessions.

5.3.5. Individual tasks in the discipline (abstracts, calculation, graphic, calculation-graphic works, control works performed during independent work, coursework (projects), qualification works, etc.) contribute to a more in-depth study of theoretical material by the student, the formation of the ability to use knowledge to solve relevant practical tasks. Types of individual tasks in certain academic disciplines are indicated in the curriculum and work program of the academic discipline. The terms of issuance, performance and protection of individual tasks are determined by the schedule developed by the department for each semester. Individual tasks are performed by education seekers independently with the necessary consultations from the scientific side pedagogical or teaching staff. Cases of performance of works on complex topics by several students of education are allowed.

5.3.6. Course work (course project) is one of the types of individual task, performed in accordance with the curriculum, with the aim of consolidating, deepening and summarizing the knowledge obtained by students during their studies, and their application to the complex solution of a specific professional task.

The topic of coursework (projects) should meet the practical needs of the profession or the tasks

of a specific academic discipline. Topics of term papers (projects) are approved at department meetings. The purpose, tasks and order of coursework (projects), the content and scope of their individual parts, the nature of the initial data, as well as other requirements are given in the methodological instructions developed by the department.

The student of higher education performs no more than one coursework (course project) per semester (recommended – one (one) per academic year). In the graduation semester, term papers (projects) can be planned only if there is no certification in the curriculum in the form of qualification work protection.

Course work (course project), which has an interdisciplinary nature, is distinguished by a separate position in the curriculum and is taken into account in the total number of educational components per academic year.

At least the 1st ECTS credit is provided for the performance of course work (course project) in the academic discipline. If the course work (course project) is interdisciplinary (interdisciplinary), then at least 3 ECTS credits are expected for its (its) implementation.

The defense of coursework (course project) is carried out in public before a commission consisting of two or three scientific-pedagogical and pedagogical workers of the department, including the head of coursework (course project). The results of the defense of the term paper (course project) are evaluated according to the scale adopted at the University.

A student who, without a valid reason, has not submitted a term paper (course project) within the specified period or has not defended it (him), is considered to have academic debt. When receiving an unsatisfactory grade at the defense, the student, by decision of the commission, performs coursework (course project) on a new topic or finalizes the previous topic within the period determined by the department.

5.3.7. Abstracts, analytical reviews, etc. - these are individual tasks that contribute to the deepening and expansion of theoretical knowledge of students on certain topics of the discipline, develop skills of independent work with educational and scientific literature. This form of individual tasks is recommended for theoretical courses and disciplines of humanitarian and socio-economic cycles.

5.3.8. Qualification work, in accordance with the standard of higher education in the specialty and educational program of training higher education applicants, can be a form of certification of applicants and is performed at the final stage of obtaining higher education at the first (bachelor's) and/or second (master's) educational levels and should contribute:

- systematization, consolidation and expansion of theoretical knowledge, practical skills, improvement of formed competences, their application in the performance of specific scientific, production, technical and other tasks;
- development of independent work skills and mastering the methodology of solving tasks and problematic questions posed in the qualification work.

The student is given the right to choose the topic of the qualification work determined by the department or to offer his own with justification of the expediency of its development. The topics of qualification works and managers are approved by the dean of the faculty (director of the institute) by his order.

The procedure for performance, protection of qualification works, their publication and storage are regulated by separate provisions of the University.

5.3.9. Practical training of persons studying at the University is carried out by them undergoing practice at enterprises, institutions and organizations in accordance with the contracts concluded by the University or in its structural subdivisions that provide practical training.

5.3.10. Practical training is a necessary component of the training of students of higher education, a mandatory component of educational-professional and educational-scientific programs, which is aimed at their acquisition of general and professional competences and provides:

- mastering modern methods, forms of organization and tools in the field of their future profession;
- formation of professional skills and abilities for making independent decisions during specific work in real market and production conditions;
- education of the need to systematically update one's knowledge and creatively apply it in practical activities;
- development of research skills and solving applied tasks;
- formation of teamwork skills in applicants;
- obtaining the work experience necessary for the award of a professional qualification.

5.3.11. Practices, depending on the orientation and conditions of conduct, are divided into the following types, specific to a specific profession of educational goals:

- **educational practice** (excursion-review, archaeological, ethnographic, familiarization, computational, technological, dialectological, folklore, etc.), during which the student under the constant guidance of a teacher as part of a group or individually solves educational tasks;
- **industrial practice** (pedagogical, assistant, translation, pre-diploma, research, research and production, etc.), during which the student fully or partially performs the functional duties of an employee of the relevant profession and level and solves real tasks. The structure of industrial practice depends on the content of practical training and should ensure the performance of the main professional (labor) functions of those positions that the applicant can apply for after obtaining the appropriate educational degree.

The list of all types of practices and the terms of their implementation are determined by educational and work curricula. The content and sequence of the internship is determined by the cross-cutting and work programs of the internship, which are developed by the respective departments.

5.3.12. Practical training of higher education applicants studying at the University is carried out at university and external practice bases, which must meet the requirements of the educational training program. With external bases of practice (enterprises, organizations, institutions of any form of ownership), the University concludes contracts for its implementation.

Practice bases represented by their managers together with the University are responsible for the organization, quality and results of the applicants' practice. Duties of direct managers appointed by practice bases are specified in separate sections of practice contracts.

5.3.13. After the end of the internship, students report on the implementation of the program and the individual task. The general form of reporting of the student for practice is a written report. A written report, together with other documents, is submitted for analysis to the head of practice from the department. The practice report is defended by the student at the commission appointed by the head of the department or the dean of the faculty (director of the institute) (reports for educational practice can be considered by its direct heads from the department with grades).

The results of each practice are discussed at departmental meetings, and the general results are summarized at meetings of academic councils of faculties/institutes at least once during the academic year.

5.3.14. The organization of practical training is regulated by the Regulations on the Practices of Students of the "UzhNU" State University.

5.4. Peculiarities of the organization of the educational process according to the correspondence form of obtaining higher education

5.4.1. The introduction of the correspondence form of obtaining higher education in a certain specialty/educational program is carried out by the decision of the Academic Council of the University, provided there are no restrictions on the introduction of the correspondence form of obtaining education in the standard of higher education of the corresponding specialty and the necessary personnel, educational-methodical, material-technical and information support of this form of education.

5.4.2. Persons studying by correspondence have the status of a student of education and are subject to the rights and obligations defined by the current legislation. In accordance with the Law of Ukraine "On Leaves", the Labor Code of Ukraine and the Resolution of the Cabinet of Ministers of Ukraine dated June 28, 1997 № 634 "On the procedure, duration and conditions of granting annual vacations to employees studying in higher educational institutions with evening and correspondence forms of education, where the educational process has its own characteristics, for persons who are in labor relations with enterprises, institutions, organizations, regardless of their forms of ownership, type of activity and industry affiliation, as well as work under an employment contract for an individual and study in institutions of higher education by correspondence, benefits are provided in the form of additional paid vacations and vacations without pay.

5.4.3. In accordance with Article 15 of the Law of Ukraine "On Leaves", employees who successfully study on-the-job in institutions of higher education by correspondence are granted additional paid vacations:

- for the period of instructional classes, laboratory work, taking tests and exams for those studying in the first and second years - 30 calendar days;
- for the period of instructional classes, performing laboratory work, taking tests and exams for those studying in the third and subsequent courses - 40 calendar days;
- for certification - 30 calendar days;
- for the period of preparation and defense of qualification work for students studying - four months.

Individuals who are on-the-job students in graduate school and successfully complete an individual training plan are granted an additional paid leave of 30 calendar days and, at their request, during four years of study – one free day per week with payment of 50 percent of the employee's average salary.

5.4.4. The content, scope and quality of knowledge, skills, abilities and other competences of education seekers studying by correspondence must meet the requirements of the educational program and the standard of higher education in the specialty established for the corresponding level of higher education.

5.4.5. Work curricula for part-time higher education according to the list of disciplines, the number of hours and credits, forms of final control must correspond to full-time curricula. The educational process by correspondence is organized in accordance with this Regulation and is carried out during sessions and in the intersessional period.

5.4.6. A session for correspondence higher education is a part of the academic year, during which all types of educational classes provided for in the work curriculum (lectures, laboratory, practical and seminar classes, consultations) and control events are held. Correspondence lectures, as a rule, have a staged, conceptual, generalizing and overview nature. Practical and laboratory work, seminar classes should ensure the formation of the necessary level of abilities and skills. The number of sessions and the terms of their holding are established annually by the schedule of the educational process, taking into account the peculiarities of the educational program of a certain specialty. The intersessional period for the correspondence form of obtaining higher education is part of the academic year, during which the applicant works on the assimilation of educational material both independently and under the guidance of a scientific-pedagogical or pedagogical worker. In the process of working on the assimilation of educational material, the student performs control work and individual tasks provided for by the work program of the educational discipline.

- 5.4.7.** In order to ensure the systematic independent work of students of higher education in the correspondence form of obtaining education in the intersessional period, consultations, defense of coursework (course projects) and other individual tasks may be held. In the intersessional period, part-time students of higher education may be given the opportunity to attend educational classes and perform other types of educational work together with full-time students under the terms of an agreement with a scientific-pedagogical or pedagogical worker.
- 5.4.8.** The organization of part-time education during sessions and in the intersessional period is carried out in accordance with the schedule of the educational process and work curricula for the current year, which are brought to the attention of all part-time students of higher education before the beginning of the academic year.
- 5.4.9.** Applicants are called to the session in accordance with the schedule of the educational process with a certificate-call of the established form. The call certificate is the basis for granting additional paid leave to students who have completed the curriculum for the previous academic year (course). The call certificate is a document of strict reporting and is subject to registration in a separate book indicating the number and date of issue. After the end of the session, the dean's office issues a certificate of participation in the session to the applicant. Applicants of correspondence education for higher education who do not have the right to additional paid leave, but have appeared at the laboratory-examination session, are allowed to consult, perform laboratory-practical work, take tests and, in accordance with the established procedure, take exams without subsequent compensation for unpaid paid additional leave for the current academic year.

The decision regarding admission to take tests and exams of part-time applicants who did not appear at the session or were absent from classes without valid reasons is made by the dean of the faculty (director of the institute).

- 5.4.10.** Correspondence students of higher education who work in the chosen specialty (specialty) or have relevant practical work experience may be exempted from professional practice by the decision of the department. Evaluation of practice and credit enrollment is carried out on the basis of documents confirming the right to exemption from practice. In other cases, applicants undergo practice on general grounds.

5.8. Peculiarities of the organization of the educational process according to the dual form of obtaining higher education

- 5.8.1.** Dual education is carried out on the basis of an agreement between the University and the employer (enterprise, institution, organization, etc.), which provides:
- the procedure for employment of a student of higher education and payment of his work;
 - scope and expected learning outcomes of a higher education student at the workplace;
 - obligations of the University and the employer in terms of the fulfillment by the student of higher education of the individual curriculum at the workplace;
 - the procedure for evaluating the results of training obtained at the workplace.
- 5.8.2.** To implement an educational program in a dual form, the University is developing:
- a separate curriculum covering the entire period of implementation of the educational program and must meet the requirements for ensuring the amount of training at the workplace provided for the dual form of obtaining education;
 - the schedule of the educational process, which involves alternating periods of study at the University and at the workplace;
 - appropriate methodical provision of educational components.
- 5.8.3.** Education in the dual form of obtaining higher education can be carried out after the transfer of a person studying in the full-time form of obtaining education to study in the dual form according to the relevant curriculum. In case of non-fulfillment of the established individual curriculum in the dual form, the student of higher education can continue his studies in the full-time form of education, which is not his transfer to another form of education.

6. PLANNING OF THE EDUCATIONAL PROCESS

6.1. Planning of the educational process is carried out on the basis of curricula and the schedule of the educational process. In order to specify the planning of the educational process, taking into account the conditions of study in a specific structural unit and in the corresponding year of study, a working curriculum is drawn up for each academic year (separately for each form of higher education).

6.2. The curricula – is a normative document of the University, which defines the list and scope of educational components in ECTS credits, their logical sequence, forms of organization of the educational process, types and scope of educational classes, the schedule of the educational process, forms of current and final control, which ensure that the applicant achieves the appropriate degree of higher education program learning results.

Curricula are drawn up separately for each level of higher education and for each form of education based on the relevant educational program and schedule of the educational process. Curricula are drawn up according to the form determined by the educational part of the University, considered and approved by the Academic Council of the University and approved by the rector of the University. The rector's signature is sealed with the university seal.

Curricula are reviewed and updated (if necessary) annually based on the results of the review and modernization of educational programs. In the absence of the need to make changes to the educational program and the current curriculum, its effect automatically extends to the next year of admission of the contingent of higher education applicants.

6.2.1. The curricula contains information about:

- educational (educational and scientific) level of training of a higher education student;
- specialization;
- specialization (subject specialty) (if available);
- educational program;
- the scope of the educational program in ECTS credits;
- estimated term of implementation of the educational program;
- qualifications (educational and professional (if available));
- schedule of the educational process;
- sections of theoretical and practical training;
- mandatory and selective components of the educational program (with recording of their volumes in ECTS credits and the number of hours of educational classes);
- number and forms of semester control;
- attestation;
- the total budget of educational time for the entire estimated period of implementation of the educational program and its division into the time of classroom educational classes and the time allocated for independent and individual work;
- division of the budget of educational time according to separate forms of classes from each educational component and for the entire estimated period of implementation of the educational program in general.

6.2.2. In the structure of curricula, normative (mandatory) and selective components are distinguished, which are divided into cycles of general and professional training.

6.2.3. The normative (mandatory) component of the curriculum for the training of students of higher education includes academic disciplines, coursework (projects), qualification work, practices and other types of study load of the student aimed at achieving learning results, which are determined by the standard of higher education in the specialty and the corresponding educational program. The normative (mandatory) component of the curriculum contains educational components, the mastery of which is necessary for achieving programmatic learning results and assigning a qualification defined by the educational program.

The selective component of the initial plan, which is intended to ensure the possibility for a higher

education student to deepen professional knowledge within the framework of the selected educational program and/or to acquire additional general and special professional competences, should not be

less than 25 per cent of total ECTS credits, provided by the educational program (at least 10 percent for specialties that provide access to professions for which additional regulation has been introduced). Within the scope of the selective component, the studying person has the right to choose educational components independently, in order to ensure the formation of an individual educational trajectory within the educational program.

The sample part includes educational disciplines of general (invariant to the specialty) training that ensure the formation of general competences, educational disciplines for learning foreign languages (with language selection), educational disciplines of specializations and educational disciplines aimed at obtaining professional qualifications. The number of academic disciplines offered to applicants for choice should ensure a real and free choice of academic disciplines. If necessary, due to the selective component, specialized blocks of disciplines may be introduced in the curricula, including those aimed at obtaining the appropriate professional qualification (qualifications).

6.3. Accounting units of study time of a higher education student

6.3.1. The study time of a higher education student is determined by the number of accounting units of time allocated for the implementation of the educational program at the relevant educational level. The accounting units of the study time of a higher education student are ECTS credit, academic year, training course, academic semester, academic week, academic day, academic hour.

ECTS credit is a unit of measurement of the amount of study load of a student of higher education, necessary to achieve certain (expected) learning results. The volume of one ECTS loan is 30 hours.

The academic year consists of the time allocated for theoretical training, conducting control activities (modular, in case of their prediction and semester), practices, performing qualification works, certification and weekends, holidays and vacation days. The estimated study load of a higher education student during one academic year for full-time, dual, distance and extramural forms of higher education is 60 ECTS credits.

The training course is the completed period of study of a higher education student during a certain academic year. The duration of the stay of the student of higher education on the training course contains the time of the academic semesters. The beginning and end of the studies of a student of higher education in a specific course (except graduation) are formalized by the dean's offices of faculties/institutes, centers with appropriate orders on transfer to the next course.

The academic semester is a component of the study time of a higher education student, which contains the time allocated for theoretical training, conducting control measures (modular, in case of their prediction and semester), practices, performing qualification works, certification. The study load of a higher education student during one semester is usually 30 ECTS credits. The duration of the academic semester according to a separate educational program is determined by the relevant curriculum.

The academic week is a component of the study time of a higher education student, which contains all types of educational activities. which are planned and performed during the calendar week. The duration of the academic week, as a rule, does not exceed 54 academic hours.

An educational day is a component of the educational time of a student of higher education, which consists of classroom, independent, individual work and practical training planned for one calendar day. The duration of the academic day, as a rule, does not exceed 9 academic hours.

Academic hour - the minimum accounting unit of educational time. The duration of an academic hour is usually 45 minutes. Two academic hours form a pair of academic hours - a classroom training session held as scheduled. Duration of two combined academic hours (pairs) are usually 90 minutes. The duration of the couple without a break between academic hours is 80 minutes.

6.4. Study load of a higher education student

6.4.1. The educational load of the student from the educational component is determined by the

total volume of types of educational activities that the student must implement in order to achieve the learning results planned from the corresponding educational component. A typical workload of a student from the educational component during the study period (year, semester, etc.) consists of classroom hours (lectures, practical, seminar, laboratory classes, consultations, etc.), independent work, completing tasks, writing works, preparing for control measures and drawing up control measures.

6.4.2. Norms of the maximum weekly classroom load for curricula for the training of students of higher education in full-time (day, evening) forms of education are:

- for a bachelor's degree - no more than 26 hours for students of the first year of study and no more than 24 hours for students of the second, third and fourth years of study;
- for a master's degree (admission based on a bachelor's degree) under educational-professional and educational-scientific programs - no more than 20 hours;
- for a master's degree in medical and pharmaceutical specialties (admission based on full general secondary education) under educational and professional programs - no more than 27 hours;
- for the educational degree of Doctor of Philosophy under educational and scientific programs - no more than 17 hours.

In some cases related to the effect of extraordinary circumstances (martial law, quarantine measures, etc.), the weekly classroom load may be changed.

6.4.3. For students of dual, distance and correspondence forms of education, other standards of the weekly time budget and educational load may be established than those provided for in p. 6.4.2 of this Regulation for full-time education, as the theoretical training of this category of applicants has its own characteristics and/or is accompanied by the formation of general and professional competences during work.

6.4.4. Educational disciplines and practices are planned, as a rule, in the amount of 3 or more ECTS credits, and their number per academic year, as a rule, does not exceed 16 (per semester - does not exceed 8). The total number of exams and credits per semester cannot exceed 8 (including no more than 5 exams for the examination session). The total number of hours in the academic discipline includes time for lectures, practical, seminar, laboratory (clinical) classes, independent and individual work.

6.4.5. The volume of educational classes in one ECTS credit of the academic discipline in terms of full-time, dual, and evening forms of obtaining higher education is:

- at least 10 hours for the first (bachelor's) level of higher education;
- at least 10 hours for the second (master's) level of higher education for medical and pharmaceutical specialties (admission based on complete general secondary education);
- at least 8 hours for the second (master's) level (admission based on a bachelor's degree) and the third (educational and scientific) level.

For students of distance and correspondence forms of education, the volume of educational classes in one ECTS credit of the academic discipline (in hours or percentages) is regulated by separate administrative documents of the University.

6.5. Schedule of the educational process

6.5.1. Calendar planning of the academic year is carried out using the annual schedule of the educational process. The total duration of theoretical training, examination sessions and practices during the academic year (except for the last year of study) cannot be less than 40 weeks and exceed 44 weeks. The specific duration of theoretical education each year is determined by the schedule of the educational process, taking into account the peculiarities of a certain educational program.

The schedule of the educational process for various forms of obtaining higher education, terms of study and training programs compiled by the University is developed by the educational part and approved by the first vice-rector.

6.5.2. The schedule of the educational process for day, evening and distance forms of obtaining higher education is formed taking into account the following features:

– the academic year (except for the last year of study) usually lasts 12 months (52 weeks); as a rule, it begins on September 1 and ends on August 31, unless otherwise established by the Ministry of Education and Science of Ukraine; it consists of two academic semesters (autumn and spring), during which theoretical training ends with credit and examination sessions (winter and summer), during which time is allocated for semester control and drafting of academic debt;

– the total duration of theoretical training, examination sessions and practices during the academic year (except for the last year of study) cannot be less than 40 weeks and exceed 44 weeks. The specific duration of theoretical education each year is determined by the schedule of the educational process, taking into account the peculiarities of a certain educational program;

– the duration of theoretical studies is usually 18 weeks in the fall semester and 17 – in the spring semester. For medical and pharmaceutical specialties, the duration of theoretical training in the semester can be up to 20 weeks;

the total duration of vacations during the academic year, except for the last year of study, is at least 8 weeks;

– the duration of the examination session, as a rule, is 2-3 weeks. If there are no academic disciplines in the academic semester that end with exams, then the examination session may not be planned;

– training and production practices can be held both before and after examination sessions (1 week of practice is 1.5 ECTS credits). Practical training (educational and industrial practices) is usually carried out with a break from theoretical training and is displayed separately in the schedule of the educational process;

– to carry out the attestation of higher education applicants (attestation (qualification) exam (exam), public defense of the qualification work), 1 week is allocated in the schedule of the educational process for each type of attestation (1.5 ECTS credits).

If the curriculum provides for certification in the form of qualification work protection, then the schedule of the educational process allocates time for its writing: at least 4 weeks (at least 6 ECTS credits) for a bachelor's degree and at least 8 weeks (at least 12 ECTS credits) for a master's degree.

6.5.3. The duration of semesters, terms of theoretical classes, examination sessions may be changed in the case of conducting educational and/or industrial practices in the corresponding semester with a break from theoretical classes, etc.

6.5.4. The schedule of the educational process according to the correspondence form of obtaining higher education provides for the following stages of the educational process:

– instructional session, during which students are introduced to the main tasks and schedule of studying educational disciplines, provide general information about these disciplines, provide methodical materials, explain the system of evaluating educational achievements, conduct all types of educational classes provided for in the work curriculum (lectures, laboratory, practical and seminar classes, consultations), control events, etc;

– the intersessional period, during which students independently master the theoretical material, perform control tasks and send them to teachers;

– examination session, during which students defend tasks completed in the intersessional period, take tests and exams.

The cumulative duration of examination sessions (together with instruction) on a part-time basis in the 1st and 2nd years of study at the first (bachelor's) level of higher education is 30 calendar days per year; in the 3rd and 4th years of study of the first (bachelor's) level and the 1st and 2nd years of study of the second (master's) level of higher education - 40 calendar days per year.

6.5.5. The schedule of the educational process according to the dual form of obtaining an education, as a rule, involves alternating periods of study at the University and at the workplace (in production or enterprise). A detailed schedule, including the distribution of time between theoretical classes and practice, is developed individually, taking into account the specifics of the specific educational program and the partner enterprise.

6.6. Individual curriculum (study plan)

6.6.1. On the basis of the curriculum, an individual curriculum for each year of study is developed

and approved for each student of higher education. The individual curriculum may provide for an annual workload of at least 30 and no more than 80 ECTS credits for the first (bachelor's) and second (master's) levels of higher education.

6.6.2. Individual curriculum – is a document that defines the sequence, forms and pace of assimilation of educational components of the educational program by the student in order to implement his individual educational trajectory and is developed by the University in cooperation with the student. It contains information about the list and sequence of study of educational disciplines, internships, the scope of the applicant's study load, taking into account all types of educational activities, types of individual tasks (course papers (projects) and qualification papers), relevant forms of final control.

The individual curriculum is formed taking into account the requirements of the educational program regarding the study of its mandatory components, the educational policy of the University and the results of the applicant's personal choice of selective educational components in an amount that is at least 25 percent of the volume of ECTS credits, defined for the relevant educational program of education (at least 10 percent for specialties that provide access to professions for which additional regulation has been introduced).

The individual curriculum is mandatory for the student of higher education.

The individual curriculum of the applicant for a bachelor's or master's degree is drawn up in two copies, the first is kept in the dean's office of the faculty/institute, and the second - in the applicant's.

The individual curriculum of a graduate student is a component of his individual work plan. The individual work plan of the graduate student is drawn up in two copies, one of which is kept at the department responsible for the training of the graduate student, and the second - at the graduate student.

6.6.3. Students of higher education participate in the formation of the selective component of the individual curriculum by:

- selection from the university-wide catalog of selective academic disciplines, which includes disciplines of a worldview nature and professionally oriented disciplines of various specialties, offered by departments for the acquisition and development of social skills by applicants (soft skills);
- the selection of disciplines from the cathedral catalog, which includes professional disciplines that determine the specialized professional training of the applicant within the framework of the selected educational program or are aimed at deepening specialized professional competences according to the profile of the department;
- choosing from the mandatory disciplines of the curriculum of another educational program of the same level of higher education;
- the selection of a specialized block of disciplines from the selective component of the curriculum of the educational program in which the applicant studies, which includes professional disciplines, which determine the specialized professional training of the applicant within the framework of the chosen educational program and is aimed at deepening specialized professional competences and improving the applicant's ability to find employment in the chosen profession or for the purpose of assigning professional qualifications.

When choosing a specialized block, the applicant must listen to all the disciplines included in this block;

- selection from a block of specialized disciplines of the curriculum of another educational program of the same level of higher education. When choosing a specialized block, the applicant must listen to all the disciplines included in this block;
- choosing from the disciplines of the curriculum of another educational program of another level of higher education. A mandatory condition for such a choice is the approval of the dean of the faculty (director of the institute), at which the educational program from the curriculum of which the discipline is chosen is implemented;
- the choice of academic disciplines in another institution of higher education within the framework of the realization of the right of higher education applicants to academic mobility.

6.6.4. The procedure for choosing educational components and the procedure for forming the individual curriculum of a higher education student are regulated by separate provisions of the University.

6.7. Work curricula. In order to specify the planning of the educational process, take into account the choice of academic disciplines by students of higher education, consolidate academic disciplines in certain departments, timely amendments to the implementation of orders and orders of the Ministry of Education and Science of Ukraine, decisions of the Council for Quality Assurance of Higher Education and the Academic Council of the University, work curricula for the next academic year are drawn up annually.

Work curricula are drawn up on the basis of the corresponding curricula separately for each educational level and the form of obtaining higher education by year of study for each educational program.

Work curricula for the first year of training of students of higher education at the first (bachelor's) level, as a rule, are drawn up according to a group of educational programs of a certain specialty.

The work curriculum defines learning technologies by determining the distribution of study time by types of classes and independent work of applicants, control measures and individual semester tasks, etc. Work curricula are adopted by the academic council of the relevant faculty/institute and approved by the first vice-rector no later than 2 months before the beginning of the academic year.

6.8. Timetables of classes, tests and exams and work schedules of examination commissions

The terms and time of various types of educational work are regulated by schedules of classes, tests and exams, work schedules of examination commissions, consultations, defenses of coursework (course projects) and practices, as well as orders for conducting practices.

When drawing up schedules and schedules, the distribution of the educational load between scientific-pedagogical and pedagogical workers, the presence of classrooms with the necessary capacity, the need to use specialized premises, equipment, etc. are taken into account.

The schedule of educational classes is one of the main documents regulating the organization of the educational process at the University. It is drawn up on the basis of work curricula, taking into account the real number of applicants in lecture streams and study groups.

The schedules of classes, tests and exams are drawn up by the dean's offices, in accordance with the schedule of the educational process for each semester of the current academic year in each specialty, educational program, agreed with the educational part of the University and approved by the vice-rector who directs the work of the faculty/institute. To draw up a schedule, departments submit excerpts from the distribution of the teaching load of teachers to the dean's office.

The schedule of classes is made taking into account the organization of training in two shifts.

Class schedules of all forms of education are brought to the attention of higher education students, scientific-pedagogical and pedagogical workers before the start of classes in the corresponding semester, and schedules of tests and exams - a month before their holding and are posted on the web resources of faculties/institutes.

Schedules of defenses of practices, term papers (course projects) are drawn up by the relevant dean's offices or departments and made public no later than a week before the start of defenses.

The work schedules of the examination commissions, at the request of the heads of faculties/institutes, are approved by the vice-rector of the University and are made public no later than a month before the start of their work.

7. SCIENTIFIC-METHODICAL, EDUCATIONAL METHODICAL AND ORGANIZATIONAL SUPPORT OF THE EDUCATIONAL PROCESS

7.1. Scientific-methodical, educational-methodical and organizational support of the educational process is a necessary condition for high-quality assimilation of specialist training programs. It presupposes the presence:

- standards of higher education by specialty;
- educational programs;
- educational and work curricula;

- educational and methodological materials from disciplines;
- educational and organizational documents of the dean's office, departments;
- information support of the educational process;
- quality control systems of the educational process;
- other materials determined by the decisions of the Council for Quality Assurance of Higher Education, Academic Council of the University, academic council of the faculty/institute and the decision of the department.

The development of scientific-methodical, educational-methodical materials and their implementation are ensured by scientific-pedagogical and pedagogical workers, departments, Councils for ensuring the quality of higher education of faculties/institutes, scientific-methodical commissions, scientific councils of faculties/institutes, the Council for ensuring the quality of higher education of the University.

7.2. Documentation on scientific-methodical and organizational support of the educational process

7.2.1. Dean's Office Documentation:

- regulations on the faculty/institute;
- orders of the Ministry of Education and Science of Ukraine;
- orders of the Rector;
- decrees of the Rector and Vice-Rectors;
- higher education standards;
- educational programs;
- curricula;
- working curricula;
- schedules of modular assessments;
- class timetables for all forms of study;
- registers of academic group activities;
- student academic records;
- register of student performance data;
- consolidated student performance reports;
- register of correspondence and summons for part-time students;
- extracts from orders on student admission, expulsion, transfer, reinstatement, etc.;
- composition, work plan, and minutes of faculty/institute academic council meetings;
- composition, work plan, and minutes of the Faculty/Institute Quality Assurance Council and methodological commission meetings;
- orders on the appointment of academic mentors for student groups;
- copies of documents of students with privileges as defined by Ukrainian legislation;
- lists of students residing in dormitories;
- schedules of open classes;
- dean's office work plan and minutes of meetings;
- faculty/institute educational and extracurricular work plan;
- register of dean and vice-deans' classroom monitoring visits;
- short-term agreements for student internships and their registration logs;
- job descriptions of dean's office staff.

Documents of the academic council of the faculty/institute are kept by the secretary of the academic council. Documents of the Council for Quality Assurance of Higher Education of the Faculty (Educational and Scientific Institute) are kept by the Chairman of the Council, the Scientific and Methodological Commission of the Faculty/Institute - by the Chairman of the Commission.

7.2.2. Documentations of the departments:

- regulations on the department;
- list of department employees, graduate students and doctoral students;

- minutes of department meetings;
- the department work plan for the academic year;
- report on the implementation of the department work plan;
- course syllabi;
- teaching and methodological support of educational components (textbooks and teaching manuals, lecture notes, methodological guidelines for studying the course, for conducting practical (seminar) and laboratory classes, for organizing independent study and completing individual assignments, course papers (projects), qualification theses, writing essays, etc.);
- calculations of the department's teaching workload for the academic year;
- distribution of teaching workload among academic (research and teaching) and teaching staff of the department for the academic year;
- class schedules of academic and teaching staff;
- individual work plans of academic and teaching staff;
- reports of academic and teaching staff;
- register of teaching workload performed by academic and teaching staff;
- consultation schedules of academic and teaching staff;
- plan of open classes for the current academic year;
- register of monitoring visits and peer classroom observations;
- examination tickets or a set of assessment tasks for test-based semester assessment;
- criteria for assessing students' academic achievements during attestation;
- general and course-specific practice (internship) programs, practice diaries, and practice reports;
- topics of course papers (projects) and qualification theses;
- assignments for students' qualification theses;
- defended course papers (projects) and qualification theses.

7.3. The work program of the educational discipline is a normative document of the University and is developed by scientific-pedagogical and pedagogical workers of the department for each educational discipline on the basis of the educational (educational-professional, educational-scientific) program and the work curriculum of training students of higher education. The developers of the work program include scientific-pedagogical and pedagogical workers of the department, who they provide teaching of this discipline.

The work program determines the specific content of the academic discipline, knowledge, skills and other competences that the student of higher education must acquire in accordance with the requirements of the standards of higher education and the educational program, establishes the technology of studying the academic discipline taking into account interdisciplinary connections, organizational forms of study and volumes of various types of study load of higher education applicants, determines the forms and means of current and final control, informational and methodological support.

The work program of the academic discipline is considered and approved at the meeting of the department, the content of the curriculum of the academic discipline is considered and approved by the scientific and methodical commission of the faculty/institute. The work program is approved by the guarantor of the relevant educational program and approved by the dean of the faculty (director of the institute) at which this discipline is studied (for holders of the educational and scientific degree of Doctor of Philosophy - vice-rector for scientific work). The work program of the normative academic discipline is approved (re-approved) no later than 2 months before the beginning of the academic year. Work programs of selective academic disciplines of the first (bachelor's) level of higher education are approved (re-tested) no later than 2 months before the beginning of the academic year, and the second (master's) and third (educational and scientific) levels of higher education - no later than 1 week before the start of studying these disciplines in the current academic year.

For various forms of higher education (day, evening, distance, dual and correspondence), a single work program of the academic discipline is developed, taking into account the requirements of the work curricula regarding the distribution of classroom hours and independent work for the appropriate form of education.

If the academic discipline is taught to students of higher education of various educational programs of certain specialties (specializations/subject specialties) with the same competences and learning results, content, volume of credits, distribution of classroom classes and independent work, form of final control, then one work program of the academic discipline is developed.

If the academic discipline is taught to students of higher education in various educational programs of certain specialties (specializations/subject specialties) with different competences and results of study, volumes of credits, content, distribution of classroom classes and independent work, forms of final control, then work programs of educational disciplines are developed separately for each educational program.

The work program of the academic discipline is developed for a period of up to five years and is completely updated in cases of changes in higher education standards, approval of a new version of the educational (educational-professional, educational-scientific) program, amendments to the curriculum, learning technologies, etc.

The work program of the academic discipline is re-approved (without changes, with changes) annually, taking into account the results of monitoring and revision of educational programs and, in particular, wishes and comments received from education seekers and other stakeholders.

The work program of the academic discipline is drawn up in Ukrainian and published on the University's website. For disciplines taught in foreign languages, the work program is developed and published in two languages - Ukrainian and the language of instruction.

8. EVALUATION OF LEARNING RESULTS OF HIGHER EDUCATION APPLICANTS

8.1. In accordance with the requirements of the European credit transfer and accumulation system and Standards and recommendations for quality assurance in the European area of higher education, evaluation of the learning results of education seekers – this is one of the important elements of higher education and is a tool for recognizing the successful completion of mandatory types of educational activities by the student and achieving the planned learning results as separate educational components (assignment of credits), as well as according to the educational program in general (assignment of qualifications). Evaluation of the learning outcomes of education seekers involves the consistent use of published criteria, rules and procedures. Higher education applicants should be informed about the evaluation strategy applied to their curriculum; about what forms of control or other evaluation methods will be applied to them, and about what criteria will be used in assessing their performance.

Evaluation of training results is carried out on the principles of objectivity, systematicity and systematicity, planning, unity of requirements, openness, transparency, economy, availability and comprehensibility of the evaluation methodology. Assessment procedures allow to demonstrate the extent to which applicants have achieved the intended learning outcomes.

8.2. The correlation of learning outcomes and forms, methods and evaluation criteria is based on the following principles:

– the expected learning results are determined for the educational program in general, for each of its educational components separately (educational discipline, practice, term paper (course project) and qualification work) and are recorded in the relevant regulatory documents of the University - in the description of the educational program, the work program of the educational discipline, etc;

– the forms, methods and evaluation criteria selected for current and final control of the educational discipline (practice, individual task, other educational component) are consistent with the results of training in this discipline and with the types of educational activities implemented in the learning process;

– evaluation forms and methods ensure the reliability of evaluating the success of education seekers and establishing the fact of achieving learning results; evaluation criteria are based on expected learning outcomes.

8.3. Evaluation of the learning results of education seekers is carried out using a modular rating

system.

The basis of the modular rating evaluation system is the modular control evaluation and the accumulation of rating points for the versatile educational and cognitive activity of education seekers in the learning process.

The purpose of the modular rating system of evaluation is:

- intensification of the educational process and improvement of the quality of specialist training;
- increasing the motivation of education seekers for active, conscious learning, ensuring systematic independent work during the semester and responsibility for the results of educational activities;
- establishing constant feedback with each student of education and timely adjustment of his educational activities;
- забезпечення змагальності та здорової конкуренції у навчанні;
- increasing the objectivity of evaluating the learning results of education seekers;
- reduction of psychological, emotional and physical overload during examination sessions.

The minimum threshold level of assessment for each planned educational component of the training result is determined by the corresponding work program of the educational discipline.

8.4. The assessment of the student corresponds to the ratio of the level of formation of professional and general competences established during the assessment to the planned learning results.

8.5. The University uses the following grade matching scale on different scales.

ECTS scale	Differentiated scale	Undifferentiated scale	Min. score - Max. score	Min. score - Max. score*
A	Excellent	Passed	90-100	180-200
B	Good		82-89	164-179
C			74-81	148-163
D	Satisfactory		64-73	128-147
E		60-63	120-127	
Fx	Unsatisfactory	Failed	35-59	70-119
F			0-34	0-69

* It is used for the specialty "Medicine" in the field of knowledge "Health care and social security"/("Health care").

8.6. According to the results of the assessment during the semester (course) control, credits are credited for individual educational components (educational disciplines, practices, coursework (projects)). Evaluation of training results is the basis for making decisions regarding the transfer of applicants to the next year of study, the formation of ratings of applicants, the assignment of qualifications, and are also used for the purposes of monitoring educational programs.

The criterion for the applicant's successful completion of the assessment is his achievement of the minimum threshold levels of assessments for each planned learning result of the educational component and the minimum threshold level of assessment for the educational component in general.

The minimum threshold level of assessment for each educational component planned learning result is determined by the relevant work program of the academic discipline, but cannot be lower than 50% of the maximum possible number of points. The minimum threshold level of the final assessment from the educational component does not depend on the forms and methods of assessment and is 60 % of the maximum possible number of points.

The results of the semester (course) control over the educational program are analyzed, reported and discussed at meetings of departments, academic councils of faculties/institutes and the Academic Council of the University. The results of discussions at academic councils are the basis for initiating changes in educational programs, evaluation criteria, etc.

8.7. Assessment of Learning Outcomes and Types of Assessment

8.7.1. Evaluation of the learning results of the student in each academic discipline is carried out on the basis of various types of control.

The following types of control are used in the educational process at the University:

- entry assessment;

- continuous assessment;
- module assessment;
- deferred assessment;
- semester (course) assessment;
- final attestation.

8.7.2. Entry assessment may be conducted before the study of a new academic discipline in order to determine the level of students' preparation in the disciplines that form the basis for that course. Entry assessment is conducted during the first class using tasks that correspond to the syllabi of previously studied disciplines. Based on the results of the entry assessment, measures may be developed to provide individual support to students and to adjust the educational process. It is also advisable to conduct entry assessment during the first year of study.

8.7.3. Continuous assessment is conducted by academic (research and teaching) and teaching staff during all types of classroom sessions. The main task of continuous assessment is to verify the level of students' preparedness to perform a specific task. The primary purpose of continuous assessment is to ensure feedback between academic or teaching staff and students. The information obtained during continuous assessment is used both by academic or teaching staff – to adjust teaching methods and instructional tools—and by students – to plan their independent study. Continuous assessment may be conducted in the form of oral questioning or short written quizzes during practical classes and lectures, in the form of colloquia, student presentations during discussions at seminar classes, computer-based testing, and other forms. The forms of continuous assessment and the criteria for evaluating learning outcomes are determined by the course syllabus

Modular control consists of current control and modular control evaluations.

During the semester, modular tests are conducted in all academic disciplines provided for in the curriculum, which are mandatory for all students. The number of modular controls depends on the scope of the academic discipline: 3 ECTS credits - at least one modular control, more than 3 ECTS credits - at least two modular controls (according to the work program of the academic discipline).

When determining the assessment for the module, the results of the modular control assessment and current control during educational classes, the results of colloquiums, the performance of control works, independent and individual work are taken into account. The maximum score from each modular control is – 100 points (for the specialty "Medicine" – 200 points). The distribution of points for current control and modular control assessment is determined by the work program of the academic discipline.

Up to two academic hours are allocated for the performance of the written component of the modular control assessment. A student of education who has not appeared for modular control can undergo it additionally within the period specified by the department.

The final modular grade in the academic discipline is defined as the arithmetic mean of the results of all modular tests and is given on a 100-point scale (for the specialty "Medicine" - on a 200-point scale), the ECTS scale and a differentiated/undifferentiated scale.

The recipient, who, based on the results of modular tests, received from 0 to 34 points (on a 100-point scale), must improve this score to at least an indicator of at least 35 points during the rotation of teachers at the department before conducting the final semester control. Without such an improvement, it is not allowed for semester control.

8.7.4. Deferred control or control of the stability of knowledge is carried out in the form of complex control work with the aim of evaluating the residual knowledge of applicants from the academic discipline that they graduated from studying in the previous academic year or semester, with the aim of correcting the work programs of academic disciplines, improving the organization of the educational process, etc. Цей вид контролю не змінює виставлену раніше підсумкову оцінку з даної дисципліни і проводиться вибірково для вивчення стійкості засвоєних здобувачами освіти знань, контролю якості освітнього процесу та удосконалення критеріїв оцінювання навчальних досягнень здобувачів освіти. Tasks for comprehensive control work are developed by the teachers

of the department, who ensure the teaching of this discipline, taking into account the requirements of the educational program and the work program of the educational discipline regarding the results of learning. Comprehensive control work includes:

- tasks required to be performed by the applicant;
- review of comprehensive control work;
- criteria for evaluating the completed comprehensive control work;
- is a list of reference literature, the use of which is allowed when performing complex control work.

8.7.5. Final control is carried out in order to evaluate the results of learning at a certain educational level or at certain stages of it. The awarding of ECTS credits to the student of education and the awarding of qualifications is carried out exclusively based on the results of the final control.

Final control includes semester (course) control and certification of education seekers.

8.7.6. Semester (course) control is carried out in the form of an exam, differentiated credit or credit from a specific academic discipline in the amount of educational material determined by its work program and within the terms established by the curriculum. The terms of semester (course) control determine the schedules of the educational process and the protection of coursework (projects) and practices.

Exams and tests are conducted according to the schedule, which is brought to the attention of teachers and students no later than a month before the start of semester control. If there are objective grounds, the order of the dean of the faculty (director of the institute) may establish an individual semester control schedule for the student.

The student of education is not allowed to take a semester's control in a specific academic discipline, if within the terms established by the schedule of the educational process he has not confirmed the mastery of the minimum level of learning results, the evaluation of which, according to the work program of the academic discipline, must take place during the semester.

Examination – a form of final assessment that involves evaluating the level of a student's mastery of theoretical and practical material in a particular academic discipline over a semester (or academic year). The examination is conducted as a separate assessment activity. The form of the examination (written, oral, or written-oral) and the types of tasks (tests, open-ended questions, case tasks, etc.) are specified in the course syllabus.

Graded Credit (Differentiated Pass) – a form of final assessment that involves evaluating the level of a student's mastery of the learning material of a specific educational component based on the results of completed individual assignments (calculations, graphical tasks, etc.). It is applied, in particular, when assessing practical training (internships) and course papers (projects)

Test (Pass/Fail Assessment) – a form of final assessment that involves evaluating the level of a student's mastery of learning material, usually based on the results of ongoing assessment during practical, seminar, or laboratory classes. It is also used to verify the student's knowledge of theoretical and practical material in a discipline for which no examination is scheduled.

The exam is accepted by a scientific-pedagogical or pedagogical worker who conducted lecture classes, a test – lecturer and/or a teacher who conducted practical, laboratory or seminar classes. A scientific-pedagogical or pedagogical worker who conducted practical, laboratory or seminar classes may be involved in the examination and verification of examination papers.

8.7.7. The results of exams and differentiated tests are evaluated on a 100-point scale (for students of the "Medicine" specialty - on a 200-point scale), a differentiated scale ("excellent", "good", "satisfactory", "unsatisfactory") and the ECTS scale, and – tests on a 100-point scale (for students of the "Medicine" specialty - on a 200-point scale), undifferentiated ("enrolled", "not enrolled") and ECTS scale. The results of the assessment during the semester (course) control are entered in the record of success, the record book (except for negative results) and in the educational card of the student. The criteria for evaluating the learning results of education seekers on exams and tests are determined by the work program of the academic discipline.

8.7.8. Exams and tests are taken by students who are not satisfied with the positive grade given by the teacher based on the results of modular tests, as well as those who received a grade in the range from 35 to 59 points (on a 100-blv scale).

If the final modular grade is at least 60 points (on a 100-point scale), then with the consent of the applicant, it can be counted as a final semester grade in the academic discipline. In order to increase the rating assessment, the student of higher education, if desired, can take an exam or credit in the discipline during the session.

The student of education is admitted to semester (course) control in a specific discipline in the form of an exam or a test in the event that his final modular grade is at least 35 points (on a 100-point scale). The student of education is not allowed to take a semester (course) control in a specific academic discipline, if his final modular grade is less than 35 points (on a 100-point scale) or in the case when, within the terms established by the schedule of the educational process, he has not confirmed mastering at the minimum level the expected learning results, the evaluation of which, according to the work program of the academic discipline, must take place during the semester.

If the student did not appear for the exam or credit at the specified time, then in the performance accounting information, the teacher records his final modular grade, provided that it is not less than 60 points (on a 100-point scale), or "did not appear", if this grade is less than 60 points.

Students of education whose final modular grade is from 35 to 59 points (on a 100-point scale) or who, according to the results of modular tests, are not admitted to the exam or credit without valid reasons, are considered to have received an unsatisfactory grade.

Students of education who during the semester (course) control received unsatisfactory grades (regardless of whether they scored or took an exam) are allowed to improve the results of the final control from the relevant educational components, regardless of the number of unsatisfactory grades received, within the terms determined by the rector's order. Re-taking of exams and tests in order to correct unsatisfactory grades is allowed no more than twice in each academic discipline: once for the teacher, the second – commission consisting of at least two people, which is formed by the head of the department, for which the academic discipline is assigned.

In cases of long-term illness during the credit examination session and vacations, if there are relevant documents, higher education applicants may be set an individual schedule for taking credits and exams. If such a student has not passed the tests and exams within the period specified in the individual schedule, the issue of granting him an academic leave or leaving him for repeated studies is considered.

In some cases, on the basis of an application, the rector or vice-rector, who directs the work of the relevant faculty/institute, may allow the student to translate an unsatisfactory grade for the third time according to an individual schedule at a commission chaired by the head of the department.

Students of education who did not take advantage of the opportunity to improve the results of the final control from the relevant educational components (did not liquidate the academic debt) within the terms established by the rector's order are expelled from the University on the basis of the submission of the dean of the faculty (director of the institute) for non-fulfillment of an individual curriculum or may use the possibility of repeated training on a contractual basis (provided that the relevant contract is concluded).

Re-taking of exams and tests in order to increase the positive grade is not allowed. As an exception, the rector or vice-rector may allow a maximum of two exams or tests to be retaken by the graduate student, if he applies for a diploma with honors. Applicants who are re-admitted to the course also have the right to increase their positive assessment.

8.7.9. The procedure and method of conducting semester (course) exams and tests is determined by a separate provision of the University.

8.8. Certification of higher education applicants

8.8.1. Attestation – is the establishment of compliance of the results of study (scientific work) of higher education applicants with the requirements of the educational (educational-professional, educational-scientific) program and/or the requirements of the program of the unified state qualification exam.

Certification is carried out openly and publicly. Students of higher education and other persons

present at the certification, including during the defense of the dissertation, can freely perform audio and/or video recording of the certification process.

8.8.2. Certification of holders of bachelor's and master's degrees, in accordance with the current legislation of Ukraine, is mandatory and is carried out by examination commissions.

The examination commission carries out a comprehensive check and assessment of the compliance of the level of training of higher education applicants with the requirements of the standard of higher education in the specialty and the corresponding educational program; makes decisions on awarding higher education degrees to applicants and assigning the appropriate qualification, issuing documents on higher education; develops proposals for further improvement of the quality of specialist training.

8.8.3. The examination commission is created annually as part of the chairman and its members, as a rule, it is the only one for all forms of obtaining higher education in each specialty and operates during the calendar year.

If there are a large number of graduates, commissions are created for educational programs of a certain specialty and several commissions can be created for one educational program. With a small number of graduates, a joint commission can be created for related specialties within the relevant field of knowledge, as a rule, at one faculty (in one institute).

In the case of attestation of higher education applicants only in the form of a single state qualification exam, an examination commission is created, which, based on the results of the single state qualification exam, makes a decision to award the applicant the appropriate degree of higher education, award the appropriate qualification and issue a diploma of the prescribed model.

Examination commissions work within the terms determined by the schedules of the educational process.

8.8.4. Based on the decision of the examination commission, the University awards a person who has successfully completed an educational program at a certain level of higher education the appropriate degree of higher education and assigns the appropriate qualification and issues a diploma of the established model.

8.8.5. The decision to award a degree of higher education and award the appropriate qualification is canceled by the University in case of detection of facts of violation of academic integrity by the student of higher education, in particular, the presence of academic plagiarism, fabrication, falsification in the qualification work in accordance with the procedure established by the Cabinet of Ministers of Ukraine.

8.8.6. Certification forms are determined by the relevant standard of education in the specialty and educational program.

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

- attestation (qualification) exam (exam) (hereinafter - attestation exam);
- the only state qualification exam;
- public protection of qualification work;
- public defense of the dissertation.

In the case when attestation is carried out both in the form of exams and in the form of defense of the qualification work, the passing of attestation exams precedes the defense of the qualification work.

The university, in accordance with the standards of higher education, can introduce additional forms of certification of higher education applicants under a specific educational program.

Testing, objective structured clinical exams and practical-oriented exams can also be separate components or stages of attestation of higher education applicants.

The procedure for attestation of higher education applicants in the form of a single state qualification exam and the list of specialties for which attestation is conducted in the form of a single state qualification exam are determined by the Cabinet of Ministers of Ukraine.

8.8.7. Higher education applicants who have fully completed the theoretical course of study, all types of practical training provided for by the educational program and the corresponding curriculum at a certain level of higher education and the terms of the study contract concluded between the University and the person who studies or a natural/legal person who pays for such training are allowed for attestation in the form of an attestation exam and/or qualification work.

The student of education is allowed to take a single state qualification exam, provided that he does not have an academic debt.

Lists of persons admitted to certification are approved by order of the dean of the faculty (director of the institute).

8.8.8. The procedure for attestation of students of higher education of bachelor's and master's degrees, the formation and work of the examination commission are regulated by separate provisions of the University.

8.8.9. Attestation of persons obtaining the degree of Doctor of Philosophy is carried out on the basis of public defense of scientific achievements in the form of a dissertation by a one-time specialized academic council formed by a higher education institution or a scientific institution that has an accredited educational program of the third level of higher education in the relevant specialty (specialties for interdisciplinary works).

8.9. Re-enrolment of learning outcomes (credits, educational components)

8.9.1. Re-enrolment and recognition of learning outcomes are carried out using the European Credit Transfer and Accumulation System.

8.9.2. Re-enrolment of training results is carried out in the intersessional period. Re-enrollment and recognition of learning outcomes from educational components, the study of which is provided for in the curriculum in the current semester, can be carried out during the semester, but necessarily before the start of the final semester control. Re-enrollment of study results for higher education students studying according to an individual schedule is carried out in accordance with the terms defined in the individual curriculum.

8.9.3. Study results can be re-enrolled within the scope of academic disciplines and other educational components, the study of which is provided for by the educational program of the corresponding level of higher education and specialty.

8.9.4. The results of previous studies, which were mastered by the student of higher education during his studies under unaccredited educational programs (with the exception of studies in institutions of higher education recognized in the prescribed manner, including foreign ones, whose educational programs are verified at the University, are not re-counted).

8.9.5. Re-enrollment of study results from educational components according to a certain educational (educational-professional, educational-scientific) program, determination of the academic difference in curricula is carried out for students of higher education of bachelor's, master's, doctor of philosophy degrees of all forms of obtaining higher education, which:

- they are transferred from other institutions of higher education to study at the University;
- study at the University at the first (bachelor's) level of higher education and wish to transfer from one educational program to another within one specialty or to another educational program within another specialty/field of knowledge;
- they are transferred from one form of education to another;
- they study simultaneously in several educational programs or in double (joint) diploma programs;
- continue their studies after academic leave or are left for re-education;
- they are renewed for training after expulsion;
- they study at the University under academic mobility programs both on the territory of Ukraine and abroad,
- have acquired some learning outcomes from non-formal/informal education programmes;
- entered the University for the first year of study on the basis of the educational degree of a junior bachelor, the educational and qualification level of a junior specialist or on the basis of professional preliminary higher education;
- entered the University to study in a related or other specialty (educational program) based on the obtained bachelor's, master's, doctor of philosophy (educational component) or educational and qualification level of a specialist.

8.9.6. Educational components are re-enrolled at the request of the applicant on the basis

- academic reference;
- an appendix to the diploma of higher education (diploma of junior specialist, professional junior bachelor, junior bachelor, bachelor, specialist, master) issued by an educational institution of Ukraine under an accredited educational program;
- an extract from the applicant's educational card or an individual curriculum certified by the dean of the faculty (director of the institute) (for students of higher education at the University) and/or based on an expert assessment.

The applicant for education submits an application for re-enrollment of educational components to the dean of the faculty (director of the institute) no later than ten days after the start of his studies.

8.9.7. The procedure for pre-enrollment of educational components is carried out on the basis of the Regulation on the procedure for re-enrollment of study results and determination of the academic difference in the State Higher Educational Institution “Uzhgorod National University”.

8.10. Challenging evaluation results

8.10.1. Controversial issues regarding the current assessment are resolved within a week after the announcement of the results of the current control, but no later than the start of the modular control assessment. The student of higher education can apply for clarification regarding the received assessment to the teacher who carried out the current assessment. The decision regarding the disagreement expressed by the applicant is made by the teacher who carried out the assessment. In case of disagreement with the teacher's decision, the applicant can apply to the head of the department with an appeal statement, which indicates the reason for filing the appeal.

8.10.2. The appeal of the results of the final semester control (enrollment, exam) is carried out on the day of the oral exam (enrollment) or on the day of the announcement of the results of the written exam (enrollment), but no later than the next day after the announcement of the results. The student of higher education turns to the teacher who conducted semester control for clarification regarding the assigned grade. The decision regarding the disagreement expressed by the applicant is made by the teacher who carried out the assessment.

In case of disagreement with the teacher's decision regarding the assessment, the applicant can apply to the dean of the faculty (director of the institute) with an appeal statement, which indicates the reason for filing the appeal.

8.10.3. The appeal is considered by the appeals commission consisting of the dean of the faculty (director of the institute) or his deputy for educational work, the head of the department to which the discipline is assigned, two or three leading teachers of the department, including the teacher who provides teaching of the discipline. Representatives of the student self-government council may be included in the commission.

8.10.4. The appeal is considered at a meeting of the appeal commission no later than the next working day after its submission in the presence of the student, but no later than the last day of the session. Postponement of the appeal period is not allowed. During the appeal proceedings, a record shall be kept recording all the comments of the members of the panel and the conclusions concerning the assessment.

8.10.5. In the case of passing the exam (enrollment) in writing, the appeal commission evaluates the written answers of the applicant who filed the appeal to each task separately according to the criteria defined in the work program of the academic discipline. Additional questioning of the applicant during the consideration of the appeal is not allowed. In the case of passing an exam (enrollment) orally, the student is given the opportunity to retake the final control of the members of the appeal commission on a new ticket.

8.10.6. As a result of the appeal, the commission makes one of three decisions:

- the issued grade in the discipline corresponds to the level and quality of the work performed

(oral answers) and does not change;

– the issued grade in the discipline does not correspond to the level and quality of the work performed (oral answers) and is reduced by the number of points determined by the commission, and a new grade is indicated in points, on the national scale and on the ECTS scale);

– the issued grade in the discipline does not correspond to the level and quality of the work performed (oral answers) and increases by the number of points determined by the commission, and a new grade is indicated in points, in the national scale and according to the ECTS scale.

8.10.7. The decision of the appeal commission is brought to the attention of the student by the head of the appeal commission upon completion of the review of the appeal orally or, at the request of the student, in writing.

The decision of the appeals commission is final and cannot be appealed.

The minutes of the meeting of the appeal commission with a conclusion on the decision are signed by the members of the appeal commission who participated in the meeting. The protocol and conclusions of the appeal commission are stored in the student's registration card.

8.11. Documents on higher education

8.11.1. A document on higher education is issued to a person who has successfully completed the relevant educational program and successfully passed certification.

The university issues the following types of documents on higher education:

- bachelor's degree;
- master's degree;
- doctor of philosophy (PhD) degree.

The Cabinet of Ministers of Ukraine establishes the list of information that should be contained in the document on education. The procedure for the production, issuance and accounting of educational documents provided for by special laws, the requirements for their form and/or content are approved by the central executive body in the field of education and science, taking into account the requirements of special laws.

Samples and technical description of documents on higher education are approved by the Academic Council of the University and published on the official website.

8.11.2. Невід'ємною частиною диплома бакалавра, магістра, доктора філософії є додаток до диплома європейського зразка, що містить структуровану інформацію про завершене навчання. У додатку до диплома міститься інформація про результати навчання особи, що складається з інформації про назви освітніх компонентів, отримані оцінки і здобуту кількість кредитів ЄКТС, а також відомості про національну систему вищої освіти України.

8.11.3. The document on higher education is issued by the University only under an accredited educational program. The name of the accreditation body is indicated in the document on higher education, and in the appendix to the document on higher education - information on the relevant accreditation certificates and decisions issued by it.

Documents on higher education are produced by the University and issued at the expense of the state budget for persons studying under a state order, and for persons studying at the expense of individuals or legal entities, the cost of documents on higher education is included in the cost of education.

8.11.4. In the case of a person obtaining higher education according to educational programs agreed between the University and other institutions of higher education, including foreign ones, the University has the right to produce and issue joint (double) diplomas according to the model determined by a joint decision of the Academic Councils.

In the case of a person obtaining a higher education in more than one specialty, the University has the right to produce and issue a document on higher education according to a special model determined by the Academic Council.

8.11.5. Information about issued diplomas is entered by the University into the Unified State Electronic Database on Education.

8.11.6. Units of the University that perform the functions of training, retraining and advanced training of specialists under accredited educational programs have the right to issue certificates and certificates of advanced training.

9. PARTICIPANTS IN THE EDUCATIONAL PROCESS

9.1. Participants of the educational process at the University are:

- scientific, scientific-pedagogical and pedagogical workers;
- students of higher education and other persons studying at the University;
- practitioners who are involved in the educational process on educational and professional programs;
- other employees of the University (categorical specialists, laboratory assistants, heads of educational laboratories, etc.).

9.2. Scientific, scientific-pedagogical and pedagogical workers

Scientific workers are persons who, according to their main place of work and according to their employment the contract (contract) professionally carries out scientific, scientific-technical or scientific-organizational activities and has the appropriate qualifications regardless of the availability of scientific degree or academic title.

Scientific and pedagogical workers - are persons who are at their main place of work at the University they conduct educational, methodical, scientific (scientific and technical) and organizational activities.

Scientific and pedagogical workers are appointed to positions based on the results of the competition selection. Election by competition of persons for vacant positions of scientific and pedagogical workers The University is determined by the legislation of Ukraine, the Statute of the University and the Procedure competitive selection when filling vacant positions of scientific and pedagogical workers and conclusion of employment contracts (contracts) with them at the "UzhNU" State Educational Institution.

Pedagogical workers - are persons who are at their main place of work at the University they conduct educational, methodical and organizational activities.

Teaching staff are appointed and dismissed by the Rector University.

Teaching staff are certified every five years. According to the results attestations are determined by the suitability of employees for the position they hold, qualification certificates are assigned categories, pedagogical titles.

The procedure for certification of teaching staff is established by the central the body of executive power in the field of education and science.

9.2.1. Rights and Duties of Academic and Teaching Staff

The rights and obligations of scientific-pedagogical and pedagogical workers are determined Constitution of Ukraine, Laws of Ukraine "On Education", "On Higher Education", "On Scientific and scientific and technical activity" and other normative acts of Ukraine in the field of education. Pedagogical and scientific and pedagogical workers also have other rights and obligations provided for legislation, Statute, regulations on structural subdivisions, collective agreement, Rules of internal procedure and employment contract (contract).

Scientific-pedagogical and pedagogical workers have the right:

- academic freedom, exercised in the interests of individuals, society, and humanity as a whole;
- academic mobility for professional activities;
- protection of professional honor and dignity;
- participate in the governance of the University, including the right to elect and be elected to the highest body of public self-governance, the Academic Council of the University or its structural subdivisions;
- choose teaching methods and tools that ensure high quality of the educational process;
- proper working conditions provided by the University, opportunities for professional development, rest, and welfare in accordance with legislation and University regulations;

- free use of library, information, educational, scientific, sports, and cultural resources of the higher education institution;
- protection of intellectual property rights;
- professional development and internships at least once every five years;
- participate in public associations;
- social and pension security in accordance with legislation;
- other rights provided by the laws of Ukraine and the University Statute.

Scientific-pedagogical and pedagogical workers are obliged to:

- ensure high scientific-theoretical and methodological standards in teaching disciplines within the relevant educational program and conduct research activities (for academic staff);
- improve their professional level, pedagogical skills, and scientific qualifications;
- observe norms of pedagogical ethics and morality, respect the dignity of students, instill love for Ukraine, and educate them in the spirit of Ukrainian patriotism and respect for the Constitution and state symbols of Ukraine;
- adhere to academic integrity in educational and scientific activities and ensure that students comply with it;
- develop independence, initiative, and creativity among students;
- comply with the laws of Ukraine, the University Statute, Internal Regulations, and other legal acts;
- prepare students for conscious life in market conditions and promote understanding, peace, and harmony among peoples, ethnic, national, religious, and other groups;
- protect young people from any forms of physical or psychological violence.

9.2.2. Working Time of Scientific-pedagogical and pedagogical workers

The working time of scientific-pedagogical and pedagogical workers is 36 hours per week (reduced working hours).

The working time of scientific-pedagogical workers includes time spent performing teaching, methodological, scientific, organizational work, and other duties.

The working time of pedagogical workers includes teaching, methodological, organizational work, and other professional duties.

The recommended list of scientific, educational, methodological, and organizational activities for academic, research, and teaching staff is determined by the central executive authority in the field of education and science.

The norms of time allocated for teaching, methodological, scientific, and organizational work are determined by the University in accordance with national legislation.

The types of teaching work performed by scientific-pedagogical and pedagogical workers according to their positions are determined by the University in agreement with the elected trade union bodies.

Scientific-pedagogical and pedagogical workers may only be involved in work not stipulated in their employment contract with their consent or in cases provided by law.

The amount of teaching work is calculated based on an astronomical hour, except for teaching sessions, where one academic hour (45 minutes) is counted as an astronomical hour.

The basis for planning teaching workload for the academic year is the amount of teaching work of the department calculated using the automated information system “Curriculum”. The Head of the Department distributes teaching hours among instructors and submits the distribution for discussion at the department meeting. The distribution is approved by the department and then coordinated with the academic office and approved by the First Vice-Rector.

Educational, scientific, methodological, and organizational work is planned and included in the individual work plan of academic and teaching staff for the academic year, indicating specific expected results. Individual work plans are prepared by all academic and teaching staff and approved at department meetings.

Staff cannot be required to perform work not stipulated by the employment contract.

Scientific-pedagogical and pedagogical workers annually report to the department meeting on the fulfillment of their individual work plans. The report is approved at the department meeting.

9.2.3. Working Schedule

The working time schedule of a scientific-pedagogical and pedagogical worker is determined by the schedule of educational classes and consultations, the schedule of control measures and other types of work provided for by the individual work plan for the academic year. Час виконання робіт, що не передбачені розкладом або графіком контрольних заходів, визначають згідно із графіком, який встановлений Університетом, з урахуванням особливостей спеціальності (освітньої програми) та форм навчання. Науково-педагогічні та педагогічні працівники зобов'язаний дотримуватися встановленого графіка робочого часу.

Забороняється відволікати викладачів від проведення навчальних занять і контрольних заходів, що передбачені розкладом.

9.2.4. Evaluation of the activities of scientific-pedagogical and pedagogical workers

Evaluation of the effectiveness of the work of scientific-pedagogical and pedagogical workers of the University is a component of the internal system of ensuring the quality of education and is carried out annually, in accordance with the published indicators, rules and procedures according to a separate Regulation approved by the Academic Council of the University. Evaluation (determination of ratings) of scientific-pedagogical and pedagogical workers helps an objective analysis of the quality of their work and should serve to activate and stimulate their professional activity, eliminate existing shortcomings, and aim them to solve problems relevant to the University.

The main areas of activity of a scientific-pedagogical or pedagogical worker, according to which his rating is determined, are educational-methodical, scientific-innovative, organizational and educational work.

Determination of ratings is carried out by the rating commission of the faculty/institute, the chairman of which is the dean of the faculty (director of the institute). The composition of the commission is approved by order of the dean of the faculty (director of the institute). The commission includes a representative of a trade union organization (by agreement).

A scientific-pedagogical or pedagogical worker provides the head of the department with complete and reliable information, on the basis of which his rating indicator is determined. The head of the department summarizes the information, checks its reliability and submits it to the rating commission of the faculty/institute. The results of determining the ratings are formalized in the minutes of the meeting of the rating commission, which, together with the information on the basis of which the ratings are determined, is kept in the affairs of the faculty/institute. Consolidated data on the faculty/institute are transferred to the department of monitoring the quality of education, methodical and informational support of the educational process of the educational part.

Generalized results of determining the ratings of scientific-pedagogical and pedagogical workers are considered at meetings of departments, academic councils of faculties/institutes. The rating indicator of a scientific-pedagogical or pedagogical worker is used in:

- material encouragement (awarding, establishment of allowances);
- presentation for the award of honorary titles, decision-making regarding moral encouragement;
- continuation of labor relations between scientific and pedagogical, pedagogical workers and the University.

The procedure for determining the ratings of scientific-pedagogical and pedagogical workers is regulated by a separate Regulation.

9.3. Rights and obligations of an academic student of an academic group

A scientific-pedagogical or pedagogical worker who is able to positively influence the development of the student's personality, is distinguished by high moral qualities, pedagogical skill, and enjoys respect and authority in the team is appointed as an academic mentor of the academic group. У межах виконання своїх функцій академнаставник підпорядкований декану факультету (директору інституту). Координує діяльність академнаставників заступник декана факультету (заступник директора інституту).

The main tasks of academic teachers of student academic groups are to provide students with assistance in studies, scientific work, social activities, to promote the development of student self-government, to educate students in patriotism, to develop their creative abilities and to form organizational skills.

9.3.1. The academic mentor of the academic group has the right:

- independently choose the forms, methods and pedagogical methods of working with students within the limits of current legislation;
- together with the student asset, determine the time and place of classroom and extracurricular educational events;
- to receive in the dean's office, at the department, information related to the academic success and academic discipline of students of his academic group, where he is an academic mentor. Participate in the development and approval of the student's individual curriculum;
- participate in the discussion and make proposals on issues related to students of the academic group (awarding scholarships, incentives for academic success, scientific, sports, cultural and mass work, providing a place in a dormitory, imposing fines for violations of academic discipline, public order, etc.);
- if necessary, attend the educational classes of the students he takes care of, be present at the liquidation of the academic debt by the student at the commission meeting;
- contact the head of the department or the dean of the faculty (director of the institute) with proposals for improving educational work and improving the conditions of study and living of students;
- be interested in the financial situation of students to provide assistance from the university if necessary;
- maintain contacts with the student's family to find out the socio-psychological environment of his upbringing;
- initiate consideration of issues in the direction of its activity at the meeting of the department.

9.3.2. The academic mentor of the academic group is obliged:

- conduct the plan of educational work of the academic group and the progress of its implementation;
- organize and monitor the quality of students' education and discipline and maintain relations with scientific-pedagogical and pedagogical workers who conduct classes in academic groups;
- report on the results of the quality of education of the academic group and the discipline of students at the meetings of the department;
- inform the head of the department, deputy dean for educational work about the facts of violations by students of the Rules of Internal Procedure of the University and the Rules of Internal Procedure in student dormitories of the University;
- to participate in the meetings of commissions for the prevention of offenses among persons studying at the University, if the facts of violation of discipline by students of the wards of the academic group are considered;
- if necessary, inform parents and managers of enterprises, institutions, organizations that pay for education about the quality of education and discipline (behavior) of students;
- conduct individual work with students of the academic group and provide advisory assistance in solving educational and life problems.

9.4. Persons studying at the University

9.4.1. The persons studying at the University are:

- students of higher education;
- other persons studying at the University.

Higher education students are:

- student – a person enrolled at the University with the purpose of obtaining higher education at the Bachelor's or Master's level;
- doctoral student (PhD candidate) – a person enrolled at the University to obtain the degree of Doctor of Philosophy (PhD);

– doctoral researcher (Doctor of Sciences candidate) – a person enrolled in or affiliated with the University for the purpose of obtaining the degree of Doctor of Sciences.

Other persons studying at the University include:

– trainee (listener) – a person studying at the preparatory department or receiving additional or separate educational services, including those provided within postgraduate education programmes;

– medical (pharmaceutical) intern – a person holding a Master’s degree in medicine or pharmacy who completes an internship training programme in the relevant specialty under the supervision of a physician at a healthcare institution and an academic supervisor from the relevant department of the University responsible for training interns, and who participates in providing all types of medical care required by the relevant educational and qualification standards;

– medical resident – a person holding a Master’s degree in medicine who studies exclusively at relevant clinical departments or residency training bases in order to obtain the qualification of a physician in a particular specialty according to the list of residency specialties.

9.4.2. Rights of persons studying at the University:

Persons studying at the University have the right to:

– choose the form of education at the University;

– safe and healthy conditions of study, work, and residence;

– engage in employment during their free time from studies;

– additional paid leave at their primary place of employment in connection with their studies, reduced working hours, and other benefits provided by legislation for persons combining work with study;

– free access to the University’s libraries, information resources, educational, scientific, and sports facilities;

– free access to educational information in accessible formats using technologies that take into account health-related limitations (for persons with special educational needs);

– use of the University’s production, cultural, educational, residential, and recreational facilities in accordance with the University Charter;

– accommodation in student dormitories for the period of study in accordance with applicable legislation;

– participation in research and development activities, scientific conferences, symposia, exhibitions, competitions, and the submission of research for publication;

– participation in educational, scientific, research, sports, artistic, and public activities conducted in Ukraine and abroad in accordance with legislation;

– participation in discussions and decision-making regarding the improvement of the educational process, research activities, scholarship allocation, and the organization of student leisure, living conditions, and health improvement;

– submitting proposals regarding the conditions and amount of tuition fees;

– participation in public associations;

– participation in the activities of the bodies of public self-governance of the University, institutes, faculties, departments, and academic councils;

– selection of educational components within the limits provided by the relevant educational programme and curriculum in an amount of not less than 25% of the total number of ECTS credits established by the programme (not less than 10% for specialties providing access to regulated professions);

– studying simultaneously under several educational programmes or at several higher education institutions, provided that only one degree at each level is financed from the state or local budget;

– academic mobility, including international mobility;

– receiving academic and social scholarships in accordance with legislation;

– receiving social assistance in cases established by law;

– taking academic leave or interruption of studies with the preservation of certain student rights and resuming studies in accordance with the procedures established by the central executive authority responsible for education and science;

– participation in forming an individual study plan;

- moral and/or material incentives for achievements in academic, research, public, artistic, or sports activities;
- protection against all forms of exploitation and physical or psychological violence;
- free participation in internships or practical training at enterprises, institutions, and organizations, as well as remuneration for work performed in accordance with legislation;
- vacation leave of not less than eight calendar weeks per academic year;
- other rights provided by current legislation and the University Internal Regulations.

9.4.3. Duties of persons studying at the University:

Persons studying at the University are obliged:

- comply with the requirements of current legislation, the University Charter, and the University Internal Regulations;
- comply with occupational health and safety regulations, labour protection requirements, industrial sanitation standards, and fire safety rules established by relevant regulations and instructions;
- attend academic classes, fulfill the requirements of the educational (or scientific) programme and individual study plan in accordance with the principles of academic integrity, and achieve the learning outcomes established for the relevant level of higher education.

It is prohibited to involve students in activities unrelated to the educational process during academic classes or assessment activities established by the timetable, except in cases provided for by law.

9.5. Rights and Responsibilities of the Academic Group Monitor

The academic group monitor (student group leader) acts as the representative of students within the administrative structure of the educational process. The monitor is authorized to communicate managerial decisions of the Dean's Office, Rectorate, and Academic Council to the academic group.

The monitor represents the interests of students at all levels of the University structure (department, faculty/institute, rectorate, etc.), interacts with the academic advisor of the group, the deputy dean (or deputy director of the institute) responsible for student affairs, and student self-government bodies of the faculty/institute, dormitory, and University.

The monitor is appointed by an order of the Dean of the Faculty (Director of the Institute) upon nomination by the students from among individuals who demonstrate strong academic performance, high moral and organizational qualities, and authority among students and academic staff.

The monitor may receive moral or material incentives from the University administration or student self-government bodies for effective performance of duties. The monitor bears responsibility for the proper exercise of their rights and duties and must comply with legislation, including regulations regarding personal data protection and confidentiality.

9.5.1. The monitor has the right to:

- recommend outstanding students of the academic group for moral or material incentives;
- submit proposals regarding disciplinary measures for violations of academic or labour discipline;
- represent the interests of the academic group in matters concerning scholarships and dormitory accommodation;
- assign organizational tasks to students related to the educational process, public activities, and tasks assigned by the University administration.

9.5.2. The monitor is obliged to:

- inform students in a timely manner about decisions and instructions of the Rectorate, Dean's Office, and academic staff concerning the organization of the educational process;
- participate in planning and organizing activities related to the educational process of the academic group;
- organize and conduct meetings of the academic group to discuss academic performance, discipline, and other relevant issues;
- maintain the academic group record journal on a daily basis;
- monitor discipline and behaviour within the group and ensure proper use of educational equipment and facilities;
- conduct individual work with students regarding compliance with the curriculum and University regulations;

- ensure the participation of students in University and faculty events;
- promptly inform the Dean's Office about cancelled classes or scheduling problems;
- promptly inform student self-government bodies and faculty administration about violations of student rights or conflicts with academic staff;
- participate in meetings of academic group monitors;
- participate in University or faculty committees;
- assist in resolving conflict situations.

9.5.3. During the preparation of the order appointing the group monitor, an acting monitor may be designated upon the recommendation of the academic advisor.

The nomination of a monitor is determined during a meeting of the academic group by a simple majority vote through open voting, taking into account the opinion of the academic advisor.

The monitor is appointed for the entire period of study. Dismissal from the position may occur upon personal request or at the initiative of the administration, student self-government bodies, or the academic group if the monitor fails to fulfill their duties or loses the moral authority to represent the group.

9.6. Admission to study

Citizens of Ukraine, foreigners and stateless persons permanently residing in Ukraine, persons who have been granted refugee status in Ukraine, persons in need of additional or temporary protection, and persons who have been granted the status of a Ukrainian abroad and who are in Ukraine on legal grounds, have the appropriate education (degree, educational and qualification level) and have expressed a desire to obtain a higher education.

Admission to study at the University at all levels of higher education is carried out in accordance with the Rules of Admission to Study for Higher Education at the State Higher Educational Institution "Uzhgorod National University". Admission rules must be published on the official website of the University.

9.7. Expulsion of higher education applicants

9.7.1. The grounds for expulsion of a higher education student are:

- 1) completion of studies according to the relevant educational (educational-professional, educational-scientific) program;
- 2) own desire;
- 3) transfer to another institution of higher education;
- 4) failure to implement an individual curriculum or an individual scientific work plan of a certain year of study;
- 5) The student of higher education did not proceed without valid reasons to the implementation of the individual curriculum;
- 6) the student of higher education did not provide documents on leaving academic leave within the prescribed time;
- 7) violation of the terms of the contract (contract) concluded between the University and the person studying or the natural (legal) person paying for such training;
- 8) gross violation of the University's Internal Rules (with the consent of the students' trade union committee);
- 9) breach of academic integrity;
- 10) other cases provided for by law.

9.7.2. List of circumstances considered non-fulfillment of an individual curriculum:

- the student did not pass at least one credit or exam in academic disciplines or other educational components of the curriculum of previous periods of study, which were included in his individual curriculum as an academic difference, within the period specified in the rector's order for renewal or transfer;

- the student did not liquidate the academic debt within the terms established by the rector's order;

- the student did not pass the attestation (in case of receiving an unsatisfactory grade or not appearing for the attestation without valid reasons).

- 1) The list of circumstances that are considered non-fulfillment of the individual curriculum is determined in compliance with the set of such requirements: the fact of non-fulfillment of the individual curriculum is established based on the results of the final control or certification of the applicants;
- 2) expulsion in connection with non-fulfillment of the individual curriculum in terms of obtaining an unsatisfactory assessment based on the results of the final control is possible only under the conditions if, in accordance with this Regulation, the student of higher education was given the opportunity:
 - improvement of the results of the final control from the relevant educational component, regardless of the number of unsatisfactory grades received, but the student of higher education did not take advantage of this opportunity within the prescribed period or received an unsatisfactory grade based on the results of repeated completion of the final control;
 - appeal (appeal) in accordance with the procedure established by the University of the decision, action or inaction of pedagogical, scientific-pedagogical, scientific workers, officials of the University regarding the organization and conduct of final control, but the student of higher education did not use such an opportunity within the period established by the University or his complaint was reasonably rejected;
- 3) a student of higher education cannot be expelled for non-fulfillment of an individual curriculum until the end of the final control period of the current academic period or until the start of certification of applicants, if such non-fulfillment is the result of force majeure circumstances established by the University commission, created with the participation of representatives of student self-government bodies.

9.7.3. Expulsion of students is carried out by order of the rector at the request of the dean of the faculty (director of the institute) in agreement with:

- bodies of student self-government of the University - for students;
- scientific society of students (students), postgraduates, doctoral students and young scientists - for postgraduates and doctoral students;
- primary trade union organizations - for persons who are members of the trade union.

In case of expulsion of higher education applicants in accordance with sub-clauses 1, 2, 3, 8 of clause 9.7.1 approval of student self-government bodies, scientific society of students (students), graduate students, doctoral students and young scientists and primary trade union organizations is not required.

9.7.4. To a person who is expelled from the University in accordance with the procedure specified by this Regulation (except for expulsion in connection with the completion of studies under the relevant educational program, as well as in the event that the person has not started classes), after closing the bypass letter, an academic certificate of the established model is issued, containing information about the results of studies, the names of educational components, the grades received and the number of ECTS credits obtained. The sample academic certificate is approved by the central executive body in the field of education and science.

An academic certificate (original) is issued to a personally expelled person, and a copy of it is attached to a personal file.

Registration of academic certificates is carried out in a special book. To transfer it to the student's personal file, the following are attached: a copy of the academic certificate signed by the rector or vice-rector and sealed with a seal, certified by the dean of the faculty (the director of the institute) a credit book, a student card (for full-time students) and a student's educational card stamped under the signature of the dean of the faculty (director of the institute) indicating the student's implementation of the curriculum.

In case of loss (loss, destruction) or damage to the academic certificate, a duplicate with a note is issued to the person in whose name the academic certificate was issued on the basis of the application "Duplicate".

9.8. Renewal to higher education applicants

Persons expelled before completing their studies under a certain educational (educational-professional, educational-scientific) program may be reinstated to study within the licensed scope of the University for places at the expense of individuals (legal entities) on the basis of personal application

submitted to the University. Renewal is carried out within the licensed scope of training of applicants.

The application for renewal to study is considered within five working days, after which the applicant must be informed in writing (including by means of electronic postal communication) about the terms, procedure and conditions of renewal to study or about the reason for refusal.

9.8.1. A person can be reinstated to study regardless of the reasons for expulsion, the duration of the study break, the form of obtaining higher education, the educational program, the source of funding, the form of ownership and the sphere of management of the institution of higher education under the conditions:

- fulfilling the requirements for entrants to the relevant educational program. The person who submitted an application for renewal of studies may fulfill the requirements for entrants to the relevant educational program either before the renewal of studies, or no later than the date of admission to the certification of higher education applicants. In case of non-fulfillment of this requirement within the prescribed period, the student of higher education is expelled for violation of the terms of the study agreement between the University and the entrant and is not allowed to certify the students of higher education;
- a positive assessment of the learning outcomes obtained by a person during previous periods of study, the person's ability to successfully complete the relevant educational program. A person may be refused a renewal to study if a negative assessment of his ability to successfully complete the relevant educational program is established. Assessment of a person's ability to successfully complete an educational program is carried out by a commission appointed by order of the dean of the faculty (director of the institute). The commission includes the guarantor of the relevant educational program (chairman of the commission), representatives of the working group of the educational program, deputy dean/director for educational work. The procedure for evaluating a person's ability to successfully complete the relevant educational program involves the commission conducting an analysis of the learning results obtained by the person during the previous periods of study and conducting an interview, with the preparation of the relevant protocol, indicating a positive/negative assessment of the person's ability to successfully complete the relevant educational program;
 - recognition of the results of previous periods of study (re-enrollment of the results of previous study) is carried out in accordance with this Regulation and the Regulation on the procedure for re-enrollment of the results of study and determination of the academic difference in the State Higher Educational Institution "Uzhgorod National University";
 - agreement with student self-government bodies - for students, scientific society of students (students), graduate students, doctoral students and young scientists - for graduate students and doctoral students, primary trade union organization (for persons who are members of the relevant trade union).

9.8.2. Renewal to study under the educational program in the specialty necessary for access to professions for which additional regulation has been introduced is carried out if the person studied in the same specialty before expulsion.

9.8.3. Renewal to study for the first year of study on the basis of full general (professional) secondary education is prohibited. Renewal for studies in the second year of study on the basis of full general (professional) secondary education of persons expelled from the first year of study is possible provided that they fully fulfill the requirements of the curriculum of the first year of study of the relevant educational program within the period established in the rector's order on renewal, but no later than the beginning of the credit examination session.

9.8.4. Renewal to study can be carried out on educational programs of the same level of higher education for the same or lower year of study, or on educational programs of a lower level of higher education, on the same or another form of obtaining education.

When renewing to study at an educational program in another specialty of the University or another institution of higher education, as well as when renewing from a foreign institution of higher education, regardless of the specialty, it is mandatory to fulfill the requirements for entrants to the relevant educational program, established in the year of the start of training of the contingent of education seekers for the appropriate level of education to which the person joins or in one of the following years, but no later than the year of submission of the person's application for renewal.

9.8.5. The procedure for recognizing the results of previous studies, ECTS credits, enrollment of educational components, implementation of an individual plan of scientific work, other conditions for renewal of studies are determined by this Regulation and the Regulation on the procedure for re-enrollment of study results and determination of the academic difference in the State Higher Educational Institution "Uzhgorod National University.

At the same time, mandatory conditions are:

- preliminary or within the period established in the rector's order on renewal of studies, implementation of unenrolled educational components of the curriculum of previous periods of study. The volume of unaccounted for educational components on the day of renewal cannot exceed 20 ECTS credits. Unenrolled educational components are included in the individual curriculum of the higher education student for the corresponding academic year;
- inclusion in the individual curriculum of a higher education applicant of mandatory educational components defined by the educational program of the higher education institution for previous periods of study and/or the scope of selective educational components provided for by it (if necessary);
- passing the stages of attestation of higher education applicants provided for by law (if necessary).

9.8.6. Enrollment of mandatory educational components (individual plan of scientific work) or their components is carried out in accordance with the procedure determined by this Regulation and the Regulation on the procedure for re-enrollment of study results and determination of academic difference in the State Higher Educational Institution "Uzhgorod National University, provided that during previous periods of study the person has obtained the educational program or similar learning outcomes. In particular, educational components of previous studies that cannot be counted as mandatory are counted as selective at the request of the student of higher education.

9.8.7. Persons who are reinstated to study, after fulfilling the requirements for entrants to the relevant educational program under the state (regional) order and the conditions of renewal, may be transferred to study at vacant places of the state (regional) order in accordance with the procedure established by law and the University.

Persons who obtained higher education by state (regional) order, and who, after being granted academic leave in accordance with the established procedure, for the reasons specified in the second and fourth paragraphs of clause 9.10.3. of this section, as well as persons against whom the fact of deprivation of personal freedom as a result of armed aggression against Ukraine has been established in accordance with The Law of Ukraine "On Social and Legal Protection of Persons in Respect of whom the fact of deprivation of personal freedom as a result of armed aggression against Ukraine and their family members has been established", after their release, they are reinstated to study at the same institution of higher education for educational programs from the same specialty on places of state (regional) order.

9.8.8. Participants in hostilities and persons with disabilities as a result of the war, upon their application, are renewed for training in educational programs in the same specialty at the places of state (regional) order, regardless of the source of funding for their training during previous periods (before deduction), except for cases provided for by law.

9.8.9. The order on renewal of studies is issued after the conclusion of a study agreement between the University and the entrant, as well as a study agreement between the University with a natural (legal) person who orders a paid educational service (in case of renewal of studies at the expense of such a person).

9.9. Transfer of higher education applicants

9.9.1. Students of higher education studying at the University can be transferred:

- from one educational program to another;
- from one form of higher education to another;
- from one source of funding to another;
- from one institution of higher education to another with the preservation of the place of state order.

Students of higher education who study at the expense of individuals (legal entities), they are transferred with the consent of the person who undertook such financial obligations, with the introduction of appropriate changes to the study contract between the University and the natural (legal) person who orders a paid educational service.

9.9.2. The transfer of students of higher education is carried out to educational programs of the same level of higher education, to the same or lower year of study, taking into account the requirements for entrants to the relevant educational program and the analysis of the learning results obtained by the person during the previous periods of study, in relation to his ability to successfully complete the educational program specified in the application for transfer. A person may be refused a transfer if a negative assessment of his ability to successfully complete the relevant educational program is established.

Assessment of a person's ability to successfully complete an educational program is carried out by a commission appointed by order of the dean of the faculty (director of the institute). The commission includes the guarantor of the relevant educational program (chairman of the commission), representatives of the working group of the educational program, deputy dean/director for educational work. The procedure for evaluating a person's ability to successfully complete the relevant educational program provides for the commission to analyze the learning results obtained by the person during the previous periods of study and conduct an interview, with the preparation of the relevant protocol, indicating a positive/negative assessment of the applicant's ability to successfully complete the relevant educational program.

Transfer to a lower year of study is carried out on the spot at the expense of individuals (legal entities).

The transfer of students of higher education of the third (educational-scientific) level is carried out to educational-scientific programs of the same level of higher education for the same year of study, taking into account the requirements for entrants to the relevant educational-scientific program and the analysis of the learning results obtained by the person during the previous periods of study, in relation to his ability to successfully complete the educational program specified in the application.

9.9.3. Transfer of higher education applicants within the University from one educational program to another or from one form of higher education to another, or from one source of funding to another, is carried out by order of the rector of the University on the basis of the applicant's personal application, as a rule, during the holidays.

9.9.4. When transferring students of higher education, it is mandatory to fulfill the requirements for entrants to the relevant educational program, established in the year of the person's start of studies at the relevant educational level or in one of the following years, but no later than the year the person submits an application for transfer.

Fulfillment of the requirements for entrants to the relevant educational program can be carried out before the transfer or no later than the date of admission to the certification of higher education applicants. In case of non-fulfillment of this requirement within the prescribed period, the student of higher education is expelled for violation of the terms of the study agreement between the University and the entrant, concluded in accordance with the current legislation, and is not allowed to certify the students of higher education.

9.9.5. The procedure for recognizing the results of previous studies, ECTS credits, enrollment of educational components, implementation of an individual plan of scientific work, other conditions during the transfer of students of higher education are determined by this Regulation and the Regulation on the procedure for re-enrollment of study results and determination of the academic difference in the State Higher Educational Institution "Uzhgorod National University".

At the same time, mandatory conditions are:

– preliminary or within the period specified in the rector's order on transfer, implementation of unenrolled educational components of the curriculum of previous periods of study (at the same time, the volume of unenrolled educational components on the day of admission to classes cannot exceed 20 ECTS credits). Unenrolled educational components are included in the individual curriculum of the higher education student for the current academic year.

– inclusion in the individual curriculum of the student of higher education of mandatory educational components determined by the educational program of the University for previous periods of study and/or the amount of selective educational components provided for by it (if necessary).

– passing the stages of attestation of higher education applicants provided for by law (if necessary).

When transferring students of higher education, enrollment of mandatory educational components (individual plan of scientific work) or their components is carried out in accordance with the procedure determined by this Regulation and the Regulation on the procedure for re-enrollment of study results and determination of academic difference in the State Higher Educational Institution

"Uzhgorod National University, provided that during previous periods of study the person has obtained the educational program or similar learning outcomes. In particular, educational components of previous periods of study that cannot be counted as mandatory are counted as selective at the request of the student of higher education.

9.9.6. The order on the transfer of a higher education student to another educational program and/or form of education, and/or a source of funding, is issued after the conclusion of a study agreement between the University and the entrant, as well as a study agreement between the University with a natural (legal) person who orders a paid educational service (in the case of transfer to study at the expense of such a person).

9.9.7. A student of higher education who has been transferred to another educational program or form of obtaining higher education, after fulfilling the requirements for entrants to the relevant educational program at the places of state (regional) order and conditions of transfer, may be transferred on a competitive basis to a vacant place of state (regional) order in accordance with the procedure established by legislation and the University. Transfer of higher education applicants from places financed by individuals or legal entities to places of state (regional) order is carried out in agreement with the student self-government body, the primary trade union organization (for persons who are members of the relevant trade union) in accordance with the procedure established by law.

9.9.8. The transfer of higher education applicants from one institution of higher education to another with the preservation of the place of state order is carried out in the absence of the fact of non-fulfillment of the individual curriculum established in accordance with this Regulation (individual curriculum and individual plan of scientific work - for graduate students), for the educational program of the same specialty (subject specialty, specialization), the same level of higher education without changing the form of obtaining higher education and the year of study. Students of higher education can be transferred with the preservation of the place of the state order to another institution of higher education, in which the state order provided by the same state customer is placed, and such an institution of higher education trains students of higher education according to the state order according to the educational program of the same specialty (subject specialty, specialization) and year of study.

The transfer of higher education applicants while preserving the place of the state order is carried out in compliance with the maximum (total) volume of the state order in the year of recruitment for the first year of study of the relevant contingent of higher education applicants within the limits of the relevant level of higher education, specialty or educational program, which provides for the assignment of professional qualifications from professions for which additional regulation has been introduced.

9.9.9. Transfer of students of higher education from one institution of higher education to another with preservation of the place of state order is carried out in February and July. Transfer of higher education applicants from one institution of higher education to another while maintaining the place of state order less than six months before the estimated term of completion of studies is not allowed, except in cases provided for by law.

A student of higher education of the University who wishes to transfer with the preservation of the place of state order to another institution of higher education submits in the period from January 1 to February 10 (inclusive) or from June 1 to July 10 (inclusive) a statement addressed to the rector of the University (in paper or electronic form) on transfer from the University to another institution of higher

education with preservation of the place of state order and obtaining an academic certificate. Having received consent, the student of higher education applies with a corresponding application to the head of the institution of higher education to which he wishes to transfer, and adds an academic certificate.

Within five working days, the application for transfer must be considered at the educational institution to which the student of higher education wishes to transfer, and the applicant must be notified of the conditions of transfer or the reason for refusal.

9.9.10. In the event that a positive decision is made regarding the transfer and after the student of higher education fulfills the conditions of the transfer, the head of the institution of higher education to which the student of higher education is transferred issues an order according to which the student is admitted to classes, and to the institution of higher education in which he studied before, within seven working days sends a request regarding the receipt/transfer of his personal file.

The rector of the University, having received a request from the institution of higher education to which the student of higher education is transferred with the preservation of the place of the state order, to send a personal file, within seven working days, he issues an order on the expulsion of a higher education applicant in connection with his transfer to another institution of higher education with the preservation of the place of the state order, and within ten working days after the issuance of the expulsion order, he transfers or sends a personal file.

The head of the higher education institution to which the student of higher education is transferred with the preservation of the place of state order, after receiving the personal file and concluding the training agreement, issues a transfer order within seven working days.

9.9.11. In case of refusal to accredit an educational program that was not previously accredited, or in case of expiration of the certificate (decision) on accreditation of the educational program and non-receipt of a new decision on accreditation of the educational program, students of higher education who study at the expense of the state (local) budget have the right to transfer to another institution of higher education, in which a similar educational program within the same specialty is accredited, to complete their studies at the expense of the state (local) budget, in accordance with the Procedure for transferring students of higher education studying at the expense of the state (local) budget to other institutions of higher education to complete their studies at the expense of the state (local) budget, approved by the resolution of the Cabinet of Ministers of Ukraine dated November 11, 2015 № 927.

The rector of the University is responsible for solving all issues of such transfer of higher education applicants.

9.9.12. For the next year (course) of study, by order of the rector, students of higher education who have completed the individual curriculum of a certain year of study and do not have arrears in tuition fees are transferred.

9.9.13. For the next year (course) of study, under certain conditions, a higher education student may also be transferred if he has an academic debt from one academic discipline or another educational component of an individual curriculum. Re-study of a non-complicated discipline or other educational component is carried out on contractual terms. An incomplete educational component is included in the individual curriculum for the next semester or academic year (course).

9.10. Interruption of education of persons studying at the University and granting of academic leave

9.10.1. Students of higher education have the right to a break in their studies due to circumstances that make it impossible to complete the educational program (due to health, conscription for military service in case of loss of the right to postponement, due to family circumstances, etc.).

Interruption of studies of higher education applicants is carried out by granting them academic leave. Such persons are not excluded from the number of students of higher education and keep separate rights of the higher education applicant in accordance with the legislation and this Regulation.

9.10.2. The validity of the study contract between the applicant and the University, as well as between the University and a natural (legal) person who orders a paid educational service for himself or for another person, assuming financial obligations regarding its payment, is suspended for the period of granting academic leave.

9.10.3. Academic leave may be granted in accordance with this Regulation for the following reasons:

- according to medical indications that make it impossible to combine restorative treatment with learning (in the case of a decrease in work capacity due to disorders of body functions caused by acute diseases, which requires long-term restorative treatment); exacerbation of chronic diseases or frequent diseases (more than one month during six months); anatomical defects that prevent restorative treatment during training;

- in connection with participation in the academic mobility program - if study or internship in an educational or scientific institution (including a foreign state) makes it impossible for the participant of academic mobility to complete an individual curriculum at the main place of study;

- in connection with conscription for military service (conscription for military service during mobilization, for a special period, conscription for military service, entry into military service by conscription of officers, entry into military service under a contract in accordance with legislation);

- in connection with the long-term business trip of the applicant, who combines study with work;

- in connection with family circumstances - a break in studies, the procedure for providing which is determined by the institution of higher education, and which is granted to the student of higher education on the basis of his motivated application for a period of no more than one year for the entire period of study at the relevant level of higher education;

- in connection with pregnancy and childbirth; caring for the child until he reaches the age of three age;

- if the child of the student of higher education according to the medical opinion needs home care until the child reaches the age of six, sixteen, eighteen in the cases established by Clause 3 of Part One of Article 25 of the Law of Ukraine "On Vacations".

9.10.4. The granting of academic leave is carried out by order of the rector, which indicates the reason, basis for granting and duration, including a reference to the duration of the leave established by law (if necessary). At the same time, the duration of academic leave for the reason specified in the seventh paragraph of clause 9.10.3 of this section cannot exceed the duration of social leave granted in accordance with the Law of Ukraine "On Vacations", but at the request of the student of higher education, it can be granted for a period shorter than such social vacation.

9.10.5. The maximum duration of academic leave for health reasons, in connection with participation in academic mobility programs, for family and other personal circumstances (except for maternity leave, for caring for a child until he reaches the age of three) is set for a period of up to one year. If necessary, the duration of academic leave, as an exception, can be extended for another year.

9.10.6. To grant academic leave, students of higher education apply in paper or electronic form, in which they indicate the reason, term of academic leave, as well as the basis.

The following documents are attached to the application:

- for the reasons specified in the second paragraph of clause 9.10.3. of this section - medical documents, on the basis of which the need to grant academic leave is determined medical indications. Academic leave for medical reasons may be granted to students of higher education from among foreigners on the basis of a legalized (except for cases provided for by international treaties, the binding consent of which is given in accordance with the procedure established by law) medical certificate obtained in a foreign country, which is submitted to the institution of higher education together with a notarized translation into Ukrainian;

- for the reasons specified in the third paragraph of clause 9.10.3. of this section - documents certifying the participation of a student of higher education in the academic mobility program implemented in accordance with the legislation;

– for the reasons specified in the fifth paragraph of clause 9.10.3. of this section - a confirming document from the place of work of the student of higher education regarding a long-term business trip with an indication of his term;

– for the reasons specified in the sixth paragraph of clause 9.10.3 of this section - documents that can confirm the circumstances set forth in the reasoned application for obtaining academic leave (if available);

– for the reasons specified in the seventh paragraph of clause 9.10.3. of this section - one of the documents: certificate of incapacity for work due to pregnancy and childbirth; birth certificate of the child;

– for the reasons specified in the eighth paragraph of clause 9.10.3. of this section - a medical opinion that the child needs home care (until he reaches the age of six, sixteen, eighteen in the cases established by clause 3 of the first part of Article 25 of the Law of Ukraine "On Vacations"), or another document that is the basis for granting academic leave for family reasons.

9.10.7. After the completion of the term of interruption of studies granted to the student of higher education in accordance with the procedure specified by this Regulation, the person may be reinstated to study by admission to the educational process.

9.10.8. Admission to the educational process of students of higher education who have completed the term of interruption of studies is carried out by order of the head of the institution of higher education on the basis of the application of the student of higher education, which is submitted in written or electronic form no later than five days before the end of the term of academic leave.

Students of higher education who, within the period specified by this clause, have not submitted documents for admission to the educational process or extension of the term of academic leave, are expelled from the institution of higher education for violating the terms of the contract on studying at the institution of higher education.

9.10.9. Controversial issues regarding the granting or extension of academic leave, admission of a higher education applicant to the educational process are considered by the rector or vice-rector of the University, who directs the work of the relevant structural unit, with the participation of student self-government bodies or the scientific society of students, postgraduates (council of young scientists).

9.11. Repeated study

9.11.1. Repeated study – is the repeated completion by an able-bodied student of higher education (who does not have the right to receive academic leave) of a course of study for a certain semester, the individual curriculum of which he did not complete in full, including for valid reasons:

- long-term diseases associated, in particular, with epidemics;
- frequent illnesses (over a month per semester);
- business trips;
- failure to implement an individual academic mobility plan during studies or internships in other institutions of higher education (scientific institutions);
- difficult family circumstances, in particular, the need to care for family members, etc.

The right to repeat studies due to long-term or frequent illnesses is granted on the condition of submitting a certificate of illness of the student of higher education during the semester, certified by the health care institution that provides medical care for the student of higher education or cooperates with a primary care provider that provides medical care to a higher education student and is submitted to the University within a week after the end of treatment.

9.11.2. The application for granting a permit for repeated studies is submitted by the student of higher education before the beginning of the semester control of that semester, the individual curriculum of which has not been completed or has not been completed in full. The decision to grant the student the right to repeat studies is made by the rector or vice-rector at the request of the dean of the faculty (director of the institute) before the beginning

of the corresponding semester and is formalized by a corresponding order.

- 9.11.3. Granting the right to repeat studies to a higher education student is possible only in case of transfer to study at the expense of individuals and legal entities. When re-studying the educational components of a certain academic year or semester, payment is made for educational components that are included in the individual curriculum for their re-study, as well as those from which the student expressed a desire to increase the positive grade.
- 9.11.4. Re-education is carried out from the beginning of that semester, the individual curriculum of which the student did not complete. Re-study of individual unenrolled educational components can be carried out in the next semester, if it is possible to master them in accordance with the structural and logical scheme of studying the educational components of the corresponding educational program.
- 9.11.5. Students of higher education of the first year of study on the basis of full general (professional) secondary education do not enjoy the right to repeat studies.
- 9.11.6. A student of higher education who has been granted the right to repeat studies must eliminate the academic difference if it arose as a result of changes in the curriculum. Liquidation of the academic difference is carried out before the start of the transfer to repeated studies or within the period specified in the rector's order on the transfer to repeated studies.
- 9.11.7. Applicants of higher education who are left for re-education may, upon their own application, be re-enrolled in educational components, if their content and scope correspond to the programs and curricula of the year of study in which the applicant is re-educated. The procedure for re-enrollment of study results (credits, disciplines) is determined by the Regulation on the procedure for re-enrollment of study results and determination of academic difference in the State Higher Educational Institution "Uzhgorod National University".
- 9.11.8. During the period of study, for obtaining a bachelor's or master's degree on the basis of complete general secondary education, a higher education applicant can use the right to undergo repeated studies no more than twice, holders of a master's degree on the basis of bachelor's, master's or specialist's educational qualification level - no more than once.

9.12. Scholarship support

Scholarship support is provided in accordance with the Regulation on the procedure for awarding and paying scholarships to students, clinical residents, graduate students and doctoral students of the State Higher Educational Institution "Uzhgorod National University".

9.13. Academic mobility of higher education applicants

9.13.1. Academic mobility is the opportunity for participants in the educational process to study, teach, intern or conduct scientific activities in another institution of higher education (scientific institution) on the territory of Ukraine or outside its borders.

9.13.2. The right to academic mobility can be implemented on the basis of international agreements on cooperation in the field of education and science, international programs and projects, agreements on cooperation between the University and a certain institution of higher education (scientific institution) or its structural subdivision.

The right to academic mobility can also be realized by a participant in the educational process of the University on his own initiative, supported by the administration and management of the faculty/institute on the basis of individual invitations and other mechanisms.

9.13.3. According to the place of realization of the right to academic mobility, it is divided into:

- international academic mobility – studies, including internships, university applicants in institutions of higher education abroad during a certain period;
- internal academic mobility – training, including internships, university applicants in other institutions of higher education of Ukraine during a certain period.

9.13.4. The main types of academic mobility are:

- degree mobility - studying at another institution of higher education, with the aim of obtaining an educational degree, which is confirmed by a document(s) on higher education or on obtaining a degree of higher education from two or more institutions of higher education;
- credit mobility - studying at another institution of higher education, with the aim of obtaining ECTS credits and/or relevant competences, study results (without obtaining ECTS credits), which will be recognized at the University. At the same time, the standard term of study for such participants under credit mobility programs remains unchanged.

9.13.5. Forms of academic mobility for participants in the educational process who obtain bachelor's, master's and doctor of philosophy degrees in higher education institutions of Ukraine are:

- study under academic mobility programs;
- language internship;
- scientific internship;
- passing training and production practices.

9.13.6. Academic mobility is implemented with a goal:

- improve the quality of higher education;
- increasing the efficiency of scientific research;
- increasing the competitiveness of University graduates on the Ukrainian and international markets of educational services and labor;
- enrichment of individual experience of participants in the educational process regarding other models of knowledge creation and dissemination;
- involvement of global intellectual potential in the domestic educational process based on bilateral and multilateral agreements between partner institutions;
- establishment of internal and external integration relations;
- harmonization of educational standards of partner institutions.

9.13.7. The main tasks of academic mobility of higher education applicants of the University are:

- increasing the level of theoretical and practical training, conducting research using modern equipment and technologies, mastering the latest research methods, gaining experience in conducting research work and implementing its results;
- acquisition of professional experience during educational and industrial practices; the possibility of the applicant simultaneously obtaining two (joint) documents on higher education with appendices of the model established in partner institutions and information about the system for evaluating the educational achievements of higher education applicants in them;
- increasing the level of foreign language proficiency;
- strengthening the integration of education and science, development of further scientific research, deepening of knowledge of national cultures of other countries, as well as dissemination of knowledge about the language, culture, education and science of Ukraine;
- support of social, economic, cultural, political relations and relations with other countries.

9.13.8. The procedure for implementing academic mobility programs is determined by the Regulation on academic mobility of applicants at the Uzhhorod National University.

9.14. Training of persons with special educational needs

9.14.1. The purpose of inclusive education at the University is to ensure equal access to quality education for persons with special educational needs by organizing their education based on the use of person-oriented teaching methods taking into account their individual characteristics.

9.14.2. Students of education with special educational needs are persons with disorders of psychophysical development (impaired hearing, vision, speech, musculoskeletal system, etc.), who are not contraindicated to study according to the chosen educational program, and who need to create special conditions for study.

9.14.3. The formation of conditions for a person with special educational needs to obtain quality education at the University is aimed at:

- spreading access to quality higher education using modern information technologies;
- implementation of an individual approach to the learning process according to the characteristics and capabilities of each such applicant;
- expanding the university's resource capabilities to improve the quality of education;
- formation of a positive attitude towards persons with special educational needs among students of higher education of the University

9.14.4. The main areas of work in terms of organizing the education of persons with special

- educational needs at the University are:
- provision of information on the University and study conditions;
- ensuring free access of applicants with musculoskeletal problems to the infrastructure of the university;
- provision of additional technical means (special computer programs, equipment, furniture, etc.)
- development of individual curricula and analysis of their implementation;
- application of distance (electronic) learning;
- use of educational content to expand the information and educational space and provide applicants with additional methodical materials;
- introduction of methodological seminars for University teachers on teaching methods for persons with special educational needs;
- monitoring the quality of education of persons with special educational needs;
- formation of comprehensive (technical, organizational, pedagogical, psychological, social) support for persons with special educational needs

9.14.5. Admission to education of persons with special educational needs is carried out in accordance with the Rules of admission to the "UzhNU" State Educational Institution.

9.14.6. At the beginning of the academic year, the dean's offices study the contingent of applicants with special educational needs who are enrolled in the first year, and also receive information about them from the admissions committee of the University about existing violations of functions and special needs in the learning process.

9.14.7. Education of persons with special educational needs is carried out in accordance with the curricula of the educational program of a certain specialty of the corresponding level of higher education, provided that they are adapted to the resources available at the University and the opportunities to fulfill the requirements of the educational program and curriculum. In some cases, taking into account the individual characteristics of applicants with special educational needs, it is possible to study according to an individual schedule. The individual schedule is approved by the dean of the faculty (director of the institute) on the basis of the applicant's application, subject to the recommendations of medical institutions and the academic mentor of the academic group.

9.14.8. The organization of the educational process, the realization of the academic rights of students of higher education with special educational needs is carried out and accompanied in accordance with the current legislation, this Regulation and other normative documents of the University regulating the education of students of higher education at the University.

10. ЗАБЕЗПЕЧЕННЯ ЯКОСТІ ОСВІТНЬОЇ ДІЯЛЬНОСТІ ТА ЯКОСТІ ВИЩОЇ ОСВІТИ

10.1. The system of internal quality assurance of education of the University is an integral part of the system of quality assurance of higher education in Ukraine.

10.2. The system of internal quality assurance of education is a system of ensuring the quality of educational activities and the quality of higher education by the University, which involves the implementation of such procedures and measures:

- definition of principles and procedures for quality assurance in higher education;
- implementation of monitoring and periodic review of educational programs;
- annual evaluation of higher education applicants, scientific-pedagogical and pedagogical workers of the university and regular publication of evaluation results on the official website of the university, information stands and in any other way;
- provision of advanced training of pedagogical, scientific and scientific-pedagogical workers;
- ensuring the availability of the necessary resources for the organization of the educational process, including the independent work of applicants, for each educational program;
- ensuring the availability of information systems for effective management of the educational process;
- ensuring the publicity of information about educational programs, degrees of higher education and qualifications;
- ensuring an effective system of prevention and detection of academic plagiarism in the scientific works of University employees and students of higher education;
- other procedures and measures that are defined by special laws or documents of the University.

10.3. The purpose of the system of ensuring the quality of educational activities and the quality of higher education of the University is:

- achieving positive dynamics of the quality of training of higher education applicants by ensuring compliance of educational activities with the requirements of higher education standards;
- monitoring and evaluation of the quality of the educational process at all stages of its implementation;
- timely identification of the causes of deviations of actual quality indicators from internal and external standards, as well as the search and implementation of ways to eliminate them through the implementation of corrective actions;
- ensuring the requirements and expectations of students of educational services of the University, as well as employers and state authorities and management.

10.4. The main tasks of the system of ensuring the quality of educational activities and higher education include:

- formation of a unified understanding of the criteria of the quality of educational activity and the quality of higher education of the University and methods of their evaluation;
- formation of a system of indicators that allow to assess and confirm the quality of the educational process;
- selection, analysis and interpretation of information about the quality of the educational process;
- selection of the main factors affecting the quality of educational activity, forecasting and prejudice of negative changes in the quality of education.

10.5. The University's policy on ensuring the quality of educational activities and the quality of higher education is public and open to all participants in the educational process and other interested parties, takes into account the national traditions of higher education of Ukraine and the University's experience in organizing the educational process.

The policy of ensuring the quality of educational activities and the quality of higher education is a priority at the University and applies to all levels of management. Each employee of the University, within the limits of his competence, is responsible for the implementation of the policy of ensuring the quality of educational activities and the quality of higher education. It is implemented through internal processes quality assurance with the involvement of all structural divisions of the University and participants in the educational process

Students of higher education and student self-government bodies, employers and alumni associations must be involved in the process of forming and implementing the policy of ensuring the quality of educational activities and higher education.

10.6. The University's policy on ensuring the quality of educational activities and the quality of higher education provides:

- increasing the motivation of higher education applicants for systematic active work during the entire period of study at the appropriate educational level;
- reation of a quality management system, which is designed to contribute to the improvement of control methods and the achievement of objectivity in the assessment of knowledge, abilities, skills and other competences;
- formation of a system of management of processes and procedures for ensuring the quality of educational activities and the quality of higher education at the University;
- practical implementation of innovative pedagogical technologies in the educational process;
- integration of scientific and educational activities of the University and effective use of the results of scientific research in the educational process;
- creation of a labor market monitoring system in order to quickly respond to the needs of customers of educational services;
- constant development of material and technical base, information resources;
- improving the quality of training through improving the efficiency of the quality management system;
- creation of favorable conditions for scientific and pedagogical, pedagogical activity and study at the University;
- academic integrity and freedom, as well as countering academic fraud and plagiarism;
- prevention of any manifestations of intolerance or discrimination against applicants or teachers;
- increasing the efficiency of educational and scientific activities based on improving the qualifications of pedagogical and scientific-pedagogical workers;
- increasing the efficiency of the education quality management system and improving control procedures using the latest information and communication technologies;
- creation of favorable conditions for academic mobility of applicants and teachers, support of graduates in employment;
- development of international cooperation in scientific and educational fields, participation in international programs and projects, etc.

10.7. Quality assurance procedures regulate the internal acts of the University, developed in accordance with the legislation of Ukraine and the Statute of the University, taking into account the requirements of higher education standards and recommendations for quality assurance in the European area of higher education and other generally accepted European and international quality assurance standards in the field of higher education.

10.8. Resources are being formed at the University to carry out high-quality educational activities, the main ones of which are: personnel support, educational and methodological support, material and technical base and information resources. The provision of the necessary resources for the organization of the educational process at the University is regulated by the Licensing Conditions for conducting educational activities.

10.9. Educational programs and curricula, according to which higher education applicants are trained, provide an opportunity to achieve the learning results declared in them due to the availability of appropriate resources for the organization of the educational process. The mechanisms of development, approval, monitoring and periodic review of educational programs are regulated by the Regulation on the procedure for development, monitoring and periodic review of educational programs at the Uzhhorod National University.

10.10. The University is responsible for the quality of the teaching staff and creates for

their conditions are favorable for their effective performance of official duties.

10.11. The university provides participants in the educational process (including foreign citizens, stateless persons and students with special educational needs) with unhindered access to educational and methodological support, library resources, scientometric databases, providing them with professional consulting support, etc., as well as proper technical equipment classroom fund and dormitories, provides support to graduates in employment.

10.12. The university monitors the quality of the educational process at all stages of its implementation. The main task of monitoring is to obtain objective information about the quality of education by conducting both internal and external controls in accordance with the tasks of state policy in the field of education, during which an assessment of the state and results of educational activities, the level of educational and methodological, material and technical and personnel support of the educational process.

Monitoring includes interviewing different groups of stakeholders, testing, conducting control work, etc.

In order to take into account the opinion of higher education applicants regarding the quality and objectivity of the evaluation system, surveys of education applicants and graduates, as well as student monitoring of the quality of the educational process, are conducted.

10.13. Monitoring of the quality of the educational process can be carried out as a comprehensive inspection of the faculty/institute with a certain frequency. The analysis of the activities of the faculty/institute is discussed at the meetings of the Academic Council of the University. Based on the results of the inspection, measures are taken to eliminate deficiencies and the terms of their implementation are indicated. A commission is created by order of the rector for a comprehensive inspection of the faculty/institute. It includes scientific-pedagogical and pedagogical workers of other structural divisions, representatives of the educational and scientific departments, trade unions.

10.14. Monitoring of the quality of the educational process at the faculty (in the institute) includes analysis:

- quality of educational programs and curricula;
- schedules of classes and consultations (weekly workload of applicants and teachers, clarity of schedules, etc.);
- quality of educational classes (innovative teaching methods, scientificity and accessibility, problem lectures, activity of applicants at seminars and practical classes, etc.);
- state of the organization of practical training (methodical support, level of leadership, documentation on practice, organization of protection, generalization of results, etc);
- the state of organization of independent work of education seekers (methodical support of disciplines, recommendations for writing course and qualification works, control over independent work of students, etc.);
- works of the Council for Quality Assurance of Higher Education of the Faculty/Institute and the Scientific and Methodological Commission;
- methodical support for the preparation and certification of applicants;
- the proceedings of the examination boards;
- the level of success and training of higher education applicants;
- the state of implementation of the comments of the examination commissions;
- the state of scientific work of scientific and pedagogical workers and students of higher education;
- the state of personnel support of the educational process;
- the state of the material and technical base;
- results of student Olympiads and competitions of student scientific works.

10.15. Procedures for ensuring the quality of educational activities and the quality of higher education at the University are regulated by separate provisions.

11. FINAL PROVISIONS

11.1. The Regulation is approved by the Academic Council of the University and put into effect by order of the Rector.

11.2. Amendments and additions to this Regulation are submitted and approved by the Academic Council of the University in the same manner as the Regulation itself.

11.3. The Regulation on the Organization of the Educational Process at SHEI "UzhNU," approved by the Academic Council of the University on 22.12.2020 (Minutes No. 9) and put into effect by Rector's Order No. 61/01-04 dated 24.12.2020, shall be considered to have lost its force.

Agreed:

First Vice-Rector — Oleksandr SLYVKA

Head of the Legal Department — Vasyl TYMCHAK

Head of the Academic Office — Anatoliy SHTYMAK