

REGULATION
on the educational process organisation
at Pavlo Tychyna Uman State Pedagogical University
(New edition)

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Uman State Pedagogical University

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Chairman of the Academic Council

Oleksandr Bezludniy

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Section I. GENERAL PROVISIONS

The Regulations on the Organisation of the Educational Process at Pavlo Tychyna Uman State Pedagogical University (hereinafter referred to as the Regulations) is the main regulatory document governing the organisation and implementation of educational activities at Pavlo Tychyna Uman State Pedagogical University (hereinafter referred to as the University).

The Regulations are developed in accordance with the Laws of Ukraine "On Education", "On Higher Education" and other regulatory acts of the Ministry of Education and Science of Ukraine. It regulates the activities of all structural units of the University for the provision of educational services.

The educational process at the University is an intellectual, creative activity in the field of higher education and science, organised through a system of scientific, methodological and pedagogical activities and aimed at the transfer, assimilation, multiplication and use of knowledge by higher education students, the formation of various competencies, as well as the development of a well-rounded personality.

In the educational process, the University is guided by the general principles of higher education institutions of Ukraine: autonomy and self-government, a combination of collegial and sole authority, independence from political parties, public and religious organisations, as well as the fundamental principles of education in the European Union: science, humanism, democracy, continuity and continuity.

At the University, the educational process is organised taking into account the capabilities of modern information learning technologies and is focused on the formation of an educated, well-rounded personality capable of continuous updating of scientific knowledge, professional mobility and rapid adaptation to changes and developments in the socio-cultural sphere, in the fields of engineering, technology, management systems and labour organisation in a market economy.

The language of instruction at the University is the state language.

Citizens of Ukraine are guaranteed the right to receive education in the state language and in regional or national minority languages.

In order to create conditions for international academic mobility of participants in the educational process, a higher education institution may decide to teach one or more disciplines in English and/or other foreign languages, while ensuring that higher education students know the relevant discipline in the state language.

For foreign citizens and stateless persons wishing to pursue higher education at the expense of individuals or legal entities, it is provided for the teaching of academic disciplines in a foreign language under individual programmes. At the same time, the higher education institution ensures that such persons study the state language as a separate academic discipline. The list of foreign languages of instruction is determined by the higher education institution.

Section II. BASIC TERMS, CONCEPTS AND THEIR INTERPRETATION

The terms used in the Regulations shall have the following meanings:

Academic integrity is a set of ethical principles and rules defined by the Laws of Ukraine "On Education", "On Higher Education" and other laws of Ukraine that should guide participants in the educational process during learning, teaching and conducting scientific (creative) activities in order to ensure confidence in learning outcomes and/or scientific (creative) achievements.

Academic mobility is an opportunity for participants in the educational process to study, teach, do internships or conduct research in another higher education institution (research institution) in Ukraine or abroad.

Academic freedom is the autonomy and independence of participants in the educational process in the conduct of pedagogical, scientific and pedagogical, scientific and/or innovative activities, which is carried out on the principles of freedom of speech and creativity, dissemination of knowledge and information, conducting research and using their results and is implemented subject to the restrictions established by law.

The guarantor of an educational programme is a scientific and pedagogical or research employee who works at the main place of work, is responsible for the quality of the educational programme, has a scientific degree and/or academic title in a relevant or related speciality to the educational programme, or appropriate experience in the field. The appointment, rights and obligations of the guarantor of the educational programme are within the autonomy of the higher education institution. This employee may act as a guarantor of only one study programme. The guarantor of an educational programme may work at the relevant department or in any other university unit.

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

Higher education students are persons who study at a higher education institution at a certain level of higher education in order to obtain a relevant degree and qualification.

Qualification is an official result of assessment and recognition obtained when an authorised institution has established that a person has achieved competences (learning outcomes) in accordance with higher education standards, as evidenced by a relevant higher education document.

Competence is the ability of a person to successfully socialise, learn, and carry out professional activities based on a dynamic combination of knowledge, skills, abilities, ways of thinking, attitudes, values, and other personal qualities.

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

Licensing is a procedure for recognising a legal entity's ability to conduct educational activities in accordance with the licensing conditions for conducting educational activities.

The educational process is a system of scientific, methodological and pedagogical measures aimed at developing a personality through the formation and application of its competences.

Educational activity is the activity of higher education institutions aimed at organising, providing and implementing the educational process.

An educational programme (educational and professional, educational and scientific) is a single set of educational components (academic disciplines, individual tasks, practices, control measures, etc.) aimed at achieving the learning outcomes provided for by such a programme, which gives the right to obtain a certain educational or educational and professional qualification(s). The educational programme may define a single specialisation within its framework or not provide for specialisation.

A person with special educational needs is a person with a disability who needs additional support to ensure that he or she receives higher education.

Learning outcomes - a set of knowledge, skills, abilities, and other competences acquired by a person in the process of studying under a particular educational, professional, educational and scientific programme that can be identified, quantified and measured. The learning outcomes of the educational programme are reflected in the profile of the educational programme; the learning outcomes of the educational components of the professional programme are reflected in the curricula of disciplines, practices and other components of the educational programme.

Specialisation is a component of a speciality that can be determined by a higher education institution and provides for one or more specialised higher or postgraduate education programmes.

A speciality is a subject area of education and science harmonised with the International Standard Classification of Education, which unites related educational programmes that provide common requirements for competencies and learning outcomes of graduates.

Permanent fund (endowment) of a higher education institution is an amount of funds or the value of other property intended for investment or capitalisation for a period of at least 36 months, the passive income from which is used by a higher education institution to carry out its statutory activities in accordance with the procedure determined by the benefactor or his/her authorised person.

Student-centred learning is an approach to the organisation of the educational process, which involves: encouraging higher education students to become autonomous and responsible subjects of the

educational process; creating an educational environment focused on meeting the needs and interests of higher education students, including providing opportunities for the formation of an individual educational trajectory; building the educational process on the basis of mutual respect and partnership between participants in the educational process.

Professional (special, subject-specific) *competences* - competences that depend on the subject area and are important for successful professional activity in a particular speciality.

Quality of higher education is the compliance of the conditions of educational activities and learning outcomes with the requirements of legislation and standards of higher education, professional and/or international standards (if any), as well as the needs of stakeholders and society, which is ensured through the implementation of internal and external quality assurance procedures.

Quality of educational activity is the level of organisation, provision and implementation of the educational process that ensures that individuals receive a quality education and meets the requirements established by law and/or the contract for the provision of educational services.

Section III. REGULATORY AND LEGAL FRAMEWORK FOR THE ORGANISATION OF THE EDUCATIONAL PROCESS

The organisation of the educational process at the University is carried out in accordance with the Constitution of Ukraine, the Laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific-Technical Activity", "On Professional Higher Education", Higher Education Standards, legislation of Ukraine, regulations of the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance (NAQA), as well as on the basis of the Statute and regulatory framework of Pavlo Tychyna Uman State Pedagogical University.

Higher education standard is a set of requirements for the content and outcomes of educational activities of higher education institutions and research institutions for each level of higher education within each speciality. Higher education standards are developed for each level of higher education within each speciality in accordance with the National Qualifications Framework and are used to determine and assess the quality of the content and outcomes of educational activities of higher education institutions (research institutions).

The higher education standard defines the following requirements for an educational programme:

- 1) the amount of ECTS credits required to obtain the relevant higher education degree;
- 2) a list of graduate competencies;
- 3) normative content of training of higher education students formulated in terms of learning outcomes;
- 4) forms of certification of higher education students;
- 5) requirements for a system of internal quality assurance of higher education;
- 6) requirements of professional standards (if any).

The organisation of the educational process at the University is carried out by educational units (faculties/institute, departments, divisions, subject or specialised commissions, etc.) on the basis of the curriculum.

A *curriculum* is a regulatory document that is drawn up in accordance with the educational and professional / educational and scientific programme and the structural and logical scheme of training, which indicates the list and scope of compulsory and elective subjects, the sequence of their study, specific forms of training and their scope, the schedule of the educational process, forms and means of conducting current and final controls.

The curriculum is signed by the guarantor of the educational programme, the head(s) of the department(s), the dean of the faculty / director of the institute, the head of the educational and methodological department, the person responsible for student internships and the head of practices, agreed with the chairman of the educational and methodological council, the first vice-rector and approved by the Academic Council of the University.

In the curriculum, academic disciplines are grouped into two blocks - compulsory and elective. The elective disciplines of the curriculum make up at least 25% of the total number of ECTS credits provided for a certain level of higher education, and are chosen by the student independently from the list of disciplines (additional specialisations, etc.) according to the procedure established in the Regulations on the Procedure for Free Choice of Disciplines by Higher Education Applicants at Pavlo Tychyna Uman State Pedagogical University.

On the basis of the curriculum for each academic year, a *working curriculum* is drawn up, which is formed taking into account the orders of higher education students for elective courses and approved by the First Vice-Rector of the University. Its structure includes: initial data; schedule of the educational process; time budget (in weeks); plan of the educational process by semesters.

The purpose, subject, tasks, content of the discipline, programme competences, learning outcomes of higher education students, recommended literature, and means of diagnosing learning progress are outlined in the *discipline's curriculum*.

The main purpose of *the working curriculum of the discipline* is to familiarise the participants of the educational process with the content of education, criteria and means of assessing learning outcomes, etc.; to establish the compliance of the content of education with the educational programme and higher education standards during accreditation; to establish compliance when crediting learning outcomes obtained in other educational institutions (academic mobility), in other educational programmes, in previous years (when renewing studies), as well as in non-formal and informal education.

The structure of the working curriculum should include the following components: general information, description of the discipline, its purpose and objectives, programme competences, learning outcomes, programme, structure of the discipline, topics of practical/seminar, laboratory classes, forms and content of independent and individual work, teaching and control methods, criteria for assessing learning outcomes and distribution of points received by higher education students, recommended literature, information resources.

The working curricula are agreed with the guarantor of the EP, discussed and approved at a meeting of the department and the scientific and methodological commission of the faculty / institute. They must be updated annually, taking into account the results of monitoring and periodic review of educational programmes and, in particular, the wishes and comments received from students and other stakeholders.

The working curriculum must be available for review, it is a mandatory component of the e-learning course posted in the electronic environment of the University.

The *syllabus* is a document that explains the mutual responsibility of the teacher and the student. It presents procedures, policies (including the academic integrity policy) and course content. The syllabus outlines the measurable goals that the teacher sets for their discipline. The student should understand what he/she can learn and how this course can be useful. It includes the purpose, competences, list of topics, and recommended readings. Unlike the working curriculum and the teaching and learning complex of the discipline, the syllabus is created for the student.

The educational and methodological support of the educational programme includes:

- the standard of higher education;
- curricula;
- curricula in all normative and elective subjects;
- programmes of educational, industrial and other types of practice;
- textbooks and teaching aids;
- instructional and methodological materials for seminars, practical and laboratory classes;
- instructional and methodological materials for training, production and other types of practice;
- individual semester assignments for independent work;
- test assignments for seminars, practical and laboratory classes;
- tests in academic disciplines to check the level of learning;
- methodological materials for independent work, writing term papers and final qualification papers.

The educational and research programme and curriculum are the basis for the formation of an individual curriculum and an individual research plan (Individual Plan for the Implementation of the Educational and Research Programme for the Preparation of a Doctor of Philosophy) by a student of higher education.

The individual plan for the implementation of the educational and scientific programme of preparation of the Doctor of Philosophy is a document that defines the content, deadlines and volume in ECTS credits of the educational component of the educational process of training applicants for the degree of Doctor of Philosophy and the scientific component, as well as the planned term for defending the dissertation.

Section IV. LEVELS AND DEGREES OF HIGHER EDUCATION

Specialists with higher education are trained in relevant educational or scientific programmes at the following levels of higher education:

- the initial level (short cycle) of higher education;
- first (bachelor's) level;
- second (master's) level;
- third (educational and scientific/educational and creative) level;
- scientific level.

The initial level (short cycle) of higher education corresponds to the fifth qualification level of the National Qualifications Framework and provides for the acquisition by higher education students of the ability to solve typical specialised problems in a particular field of professional activity.

The first (bachelor's) level of higher education corresponds to the sixth qualification level of the National Qualifications Framework and provides for the acquisition by higher education students of the ability to solve complex specialised problems in a particular field of professional activity.

The second (master's) level of higher education corresponds to the seventh qualification level of the National Qualifications Framework and provides for the acquisition by higher education students of the ability to solve research and/or innovation problems in a particular field of professional activity.

The third (educational-scientific/educational-creative) level of higher education corresponds to the eighth qualification level of the National Qualifications Framework and provides for the acquisition by higher education students of the ability to solve complex problems in the field of professional and/or research and innovation activities.

The educational and scientific level of higher education involves the acquisition of theoretical knowledge, skills, abilities and other competencies sufficient to generate new ideas, solve complex problems in the field of professional and/or research and innovation, master the methodology of scientific and pedagogical activities, as well as conduct their own research, the results of which have scientific novelty, theoretical and practical significance.

The educational and creative level of higher education involves mastering the methodology of artistic and artistic and pedagogical activities, implementing an independent creative art project, acquiring practical skills in producing new ideas and solving theoretical and practical problems in the creative artistic field.

The scientific level of higher education corresponds to the eighth qualification level of the National Qualifications Framework and provides for the ability of a person to identify and solve socially significant systemic problems in a particular field of activity that are key to ensuring sustainable development and require the creation of new systemic knowledge and advanced technologies.

Higher education at each level involves the successful completion of a relevant educational or scientific programme by a person, which is the basis for awarding a relevant degree of higher education:

- 1) junior bachelor's degree;
- 2) Bachelor's degree;
- 3) Master's degree;
- 4) Doctor of Philosophy / Doctor of Arts;

5) Doctor of Science.

Junior bachelor's degree is an educational and professional degree that is obtained at the initial level (short cycle) of higher education, awarded by the University upon successful completion of the educational and professional programme, which is 120 ECTS credits.

A person has the right to obtain a junior bachelor's degree if he or she has a document on complete general secondary education.

A *bachelor's* degree is an educational degree that is obtained at the first level of higher education and is awarded by a higher education institution as a result of the successful completion of an educational and professional programme by a higher education student, the volume of which is 180-240 ECTS credits. The volume of the educational and professional programme for obtaining a bachelor's degree on the basis of a junior bachelor's degree is determined by the University.

A person has the right to obtain a bachelor's degree if he or she has a document on complete general secondary education, on the basis of a junior bachelor's degree, a professional junior bachelor's degree and a junior specialist's degree.

A *master's* degree is an educational degree that is obtained at the second level of higher education and is awarded by the University upon successful completion of the relevant educational programme by the student. A master's degree is obtained in an educational and professional or educational and scientific programme. The volume of the educational and professional master's degree programme is 90-120 ECTS credits, the volume of the educational and scientific programme is 120 ECTS credits. The educational and scientific programme of a master's degree must include a research (scientific) component of at least 30%.

A person has the right to obtain a master's degree if he or she has a bachelor's degree.

Doctor of Philosophy is an educational and at the same time the first scientific degree, which is obtained at the third level of higher education on the basis of a master's degree. The degree of Doctor of Philosophy is awarded by a permanent specialised academic council of the University or a one-time specialised academic council, provided that the applicant successfully completes the relevant educational and research programme and publicly defends his or her dissertation in a permanent or one-time specialised academic council.

A person has the right to obtain the degree of Doctor of Philosophy during postgraduate studies or outside of postgraduate studies. The normative period for the preparation of a Doctor of Philosophy in postgraduate studies is four years. A person who professionally carries out scientific or scientific-pedagogical activities at the main place of work at the University has the right to obtain higher education of the degree of Doctor of Philosophy outside of postgraduate studies. Such a person is attached to the University for a period of up to five years. The volume of the educational component of the Doctor of Philosophy degree programme is 30-60 ECTS credits.

Doctor of Science is the second academic degree obtained by a person at the scientific level of higher education on the basis of a Doctor of Philosophy degree and involves the acquisition of the highest competencies in the development and implementation of research methodology, conducting original research, obtaining scientific results that provide a solution to an important theoretical or applied problem, are of national or global importance and are published in scientific journals.

Postgraduate education is a specialised improvement of education and professional training of a person by deepening, expanding and updating their professional knowledge, skills and abilities or obtaining another speciality based on their previous educational level and practical experience.

Postgraduate education includes obtaining a second (subsequent) higher education degree - a bachelor's (master's) degree in another speciality on the basis of a bachelor's degree or higher and practical experience.

Postgraduate education creates conditions for continuity and continuity of education and provides for:

- expanding the profile (advanced training);
- internships.

A person who has successfully completed a specialisation or expanded his/her profile (advanced training) receives a relevant postgraduate education document, the sample of which is approved by the University.

Section V. PARTICIPANTS IN THE EDUCATIONAL PROCESS

Participants in the educational process are:

- scientific, research and teaching staff;
- higher education students and other persons studying at the University;
- practitioners who are involved in the educational process;
- other employees of the University.

Employers can be involved in the educational process.

Research and teaching staff (RTS) are persons who, at their main place of work at the University, carry out educational, methodological, scientific (scientific, technical, artistic) and organisational activities.

The working time of academic staff is 36 hours per week (reduced working hours) and includes the time spent on teaching, teaching and methodological, research, organisational and methodological, educational work and other work duties. The maximum teaching load per academic staff member may not exceed 600 hours per academic year.

Teaching staff are persons who, at their main place of work at the University, carry out educational, methodological and organisational activities. Academic staff may be involved in scientific, scientific and technical or scientific and organisational work.

Researchers are persons who, at their main place of work and in accordance with the employment agreement (contract), professionally carry out scientific, scientific and technical or scientific and organisational activities and have the appropriate qualifications, regardless of the academic degree or academic title.

The working time of a researcher includes the time spent performing scientific, research, advisory, expert, organisational work and other labour duties.

The time standards for academic work at the University are determined taking into account the standards established by the Ministry of Education and Science of Ukraine. The time standards for educational, teaching, research, organisational, methodological and educational work shall be established by the University.

Students of the University are undergraduates, postgraduates, PhD students outside of postgraduate studies, and doctoral students.

Student - a person enrolled in the University to obtain a bachelor's, bachelor's or master's degree.

A postgraduate student is a person enrolled at the University to obtain a Doctor of Philosophy degree.

A PhD student outside of postgraduate studies is a person who professionally carries out scientific, scientific and technical or scientific and pedagogical activities at the main place of work at the University.

Doctoral student - a person enrolled or attached to the University to obtain a doctoral degree.

Other persons studying at the University include students.

Student is a person enrolled in pre-university training courses or a person receiving additional or separate educational services, including postgraduate education programmes.

Section VI. ACADEMIC FREEDOMS, RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE EDUCATIONAL PROCESS

Academic freedom is an essential prerequisite for the educational, research, management and service functions assigned to the University.

Freedom in research, teaching and learning activities is a fundamental principle of university life, and the University, within its competence, guarantees its observance and implementation. The University ensures the following academic freedoms:

- scientific creativity of each employee and student of higher education;
- any scientific research is free from hidden or open repressive influence of bureaucratic, political, religious and financial directives, including those of the University administration;
- a researcher is free to choose a research topic that may not coincide with the general research topic of the University;
- a researcher is free to choose research methods, ways and means of presenting research results; to express his/her own thoughts and have different opinions about the scientific results obtained;
- a researcher is free to choose the place of conducting scientific activity, which he or she chooses taking into account the feasibility of the research;
- a researcher has the right and equal open access to sources and media available at the University.

Persons studying at the University have the right to:

- Choosing a form of study when applying to the University;
- safe and harmless conditions for studying, working and living;
- academic freedom exercised in the interests of higher education students;
- working outside of school hours;
- additional paid leave in connection with studying at the main place of work, reduced working hours and other benefits provided for by law for persons who combine work and study;
- free use of libraries, information funds, educational, scientific and sports facilities of the University;
- free provision of information for learning in accessible formats using technologies that take into account disabilities caused by health conditions (for people with special educational needs);
- use of industrial, cultural, educational, household, recreational facilities in the manner prescribed by the University Statute;
- Provision of a dormitory during training in accordance with the procedure established by law;
- participation in research and development activities, conferences, symposia, exhibitions, competitions, and submission of works for publication;
- Participation in educational, scientific, research, sports, artistic and social activities held in Ukraine and abroad in accordance with the procedure established by law;
- participation in discussing and resolving issues related to improving the educational process, research, scholarships, leisure, welfare and health;
- making proposals on the terms and amount of tuition fees;
- participation in public associations, in the activities of public self-government bodies of the University, institutes, faculties, departments, the Academic Council of the University, and student self-government bodies;
- choice of academic disciplines provided for in the educational programme and curriculum in the amount of not less than 25 per cent of the total number of ECTS credits for the relevant level of higher education.
- studying simultaneously in several educational programmes, as well as in several higher education institutions, provided that only one higher education is funded by the state (local) budget;
- academic mobility, including international mobility;
- obtaining learning outcomes through non-formal and/or informal education;
- receiving social assistance in cases established by law;
- inclusion of periods of full-time study in higher education institutions, postgraduate studies, doctoral studies in the insurance period in accordance with the Law of Ukraine "On Compulsory State Pension Insurance", subject to voluntary payment of insurance contributions;

- academic leave or a break in study with the preservation of certain rights of a higher education student, as well as for reinstatement to study in accordance with the procedure determined by the central executive body in the field of education and science;
- Participation in the development of an individual study plan;
- moral and/or material incentives for academic, research and community service achievements, artistic and sporting achievements, etc;
- protection from any form of exploitation, physical and mental abuse;
- free internships at enterprises, institutions, establishments and organisations, as well as remuneration for labour during the performance of production functions in accordance with the law;
- vacation leave of at least eight calendar weeks per academic year;
- obtaining targeted preferential state loans for higher education in accordance with the procedure established by the Cabinet of Ministers of Ukraine;
- appealing against the actions of the University's governing bodies and their officials, teaching and research staff;
- special educational and rehabilitation support and free access to the infrastructure of a higher education institution in accordance with medical and social indications in the presence of disabilities due to health conditions;
- receiving scholarships by persons studying at the University on a full-time basis at the expense of the state or local budget, in accordance with the procedure established by law;
- Receipt by persons studying at the University on a full-time basis of other scholarships awarded by individuals (legal entities);
- participation in the competition for a nominal scholarship in accordance with the University's regulations;
- participation in the competition for transfer to vacant places financed from the local budget from places financed by individuals (legal entities);
- preferential travel in transport in accordance with the procedure established by the Cabinet of Ministers of Ukraine (for applicants for higher education who study at the University on a full-time basis);
- obtaining a student card, a sample of which is approved by the central executive body in the field of education and science.

Persons studying at the University are obliged to:

- comply with the requirements of the legislation, the Charter and the Internal Regulations of the University;
- comply with the requirements for occupational health and safety, industrial sanitation, and fire safety stipulated by the relevant rules and regulations;
- meet the requirements of the educational programme;
- fulfil the requirements of the curriculum within the timeframe specified in the schedule for organising the educational process;
- attend classes in accordance with the curriculum and class schedule;
- timely inform the deans' offices about the possibility to attend classes, take (retake) exams, tests, quizzes, etc. for valid reasons;
- participate in all types of work related to self-service in classrooms and dormitories, help maintain proper order in the areas adjacent to academic buildings, other cultural and amenity facilities serving students and trainees of the University;
- to treat the property of the University (premises, furniture, equipment, inventory, textbooks, books, devices, etc.) with care and care, and in case of material damage, to compensate for it; it is prohibited to take things, equipment from laboratories, educational and other premises without the permission of responsible persons;

- take care of the image of the University, prevent illegal and immoral acts, be disciplined and tidy both at the University and on the street, in public places, and follow the rules of corporate culture.

The University provides higher education students with the opportunity to use classrooms, a scientific library, educational, methodological and scientific literature, equipment, facilities and other teaching aids under the conditions provided for by the Internal Regulations.

The head of an educational structural unit (faculty/institute, department, chair, subject or specialty commission, etc.) is responsible for ensuring that the level of training of a higher education student meets the requirements of the educational activity standard.

The Rector may impose disciplinary sanctions on higher education students or expel them from the University for failure to fulfil their duties and violation of the University's Internal Regulations.

The procedure for expulsion, interruption of study, renewal and transfer of persons studying at the University, as well as the procedure for granting them an academic leave, is determined by the University's regulations in accordance with the Law of Ukraine "On Higher Education" and Order of the Ministry of Education and Science of Ukraine No. 134 of 07.02.2024 "On Approval of the Regulations on the Procedure for Expulsion, Interruption of Study, Renewal and Transfer of Persons Studying in Higher Education Institutions and Granting Them an Academic Leave".

The grounds for expulsion of students are defined in part one of Article 46 of the Law of Ukraine "On Higher Education" and part six of Article 42 of the Law of Ukraine "On Education", namely:

- 1) completion of the relevant educational (scientific) programme;
 - 2) your own desire;
 - 3) transfer to another educational institution;
 - 4) failure to complete an individual study plan;
 - 5) violation of the terms of an agreement (contract) concluded between a higher education institution and a student or an individual (legal entity) paying for such training;
 - 6) other cases provided for by law;
- as well as for violations of academic integrity.

Reinstatement to study is carried out regardless of the reasons for expulsion, duration of the break in study, form of higher education, educational programme, source of funding, form of ownership and management of the higher education institution under the conditions of fulfilment of the requirements for admission to the relevant educational programme; positive assessment of the learning outcomes obtained by the person during previous periods of study, the person's ability to successfully complete the relevant educational programme. The conclusion on the person's ability to complete the relevant educational programme is formed by the expert committee of the department on the basis of an analysis of the academic transcript, other documents (results of the EIT/ST, EMI, EMI, characteristic from the place of previous study (if any), etc.

Research and teaching, scientific and pedagogical staff of the University have the right to:

- academic freedom exercised in the interests of the individual, society and humanity as a whole;
- academic mobility for professional activities;
- protection of professional honour and dignity;
- Participation in the management of the University, in particular, to elect and be elected as a member of the Conference of the labour collective, the Academic Council of the University or its structural subdivision (institute, faculty, college);
- selection of teaching methods and tools that ensure high quality of the educational process;
- Providing and creating appropriate working conditions, improving their professional level, organising recreation and leisure, established by the legislation, regulations of the University, the terms of the individual employment contract and the Collective Agreement;

- free use of library, information resources, services of educational, scientific, sports, cultural and educational departments of the University;
- protection of intellectual property rights;
- advanced training and internships at least once every five years.

Academic, research and teaching staff of the University also have other rights provided for by the legislation and the Statute of the University.

Academic and teaching staff of the University are obliged to:

- to provide teaching at a high scientific, theoretical and methodological level of academic disciplines of the relevant educational programme in the speciality, to conduct scientific activities (for research and teaching staff);
- to improve professional level, pedagogical skills, and scientific qualifications (for research and teaching staff);
- adhere to the norms of *academic integrity*, pedagogical ethics, morality, respect the dignity of persons studying and working at the University, instil in them love for Ukraine, educate them in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and state symbols of Ukraine;
- adhere to the University's corporate standards;
- to develop independence, initiative, and creativity in people studying at the University;
- comply with the University's Statute, laws and regulations.

Section VII. ORGANISATION OF THE EDUCATIONAL PROCESS

The main forms of higher education at the University are:

- institutional (full-time (day, evening), part-time);
- dual.

A person has the right to receive higher education in various forms or to combine them.

Full-time (daytime, evening) higher education is a way of organising the education of higher education students, which involves conducting classes and practical training for at least 30 weeks during the academic year.

The full-time (*full-time*) form of higher education is the main form of higher education with a break from work.

Full-time (*evening*) form of higher education is a form of higher education without interrupting work, but with the availability of an appropriate number of classroom hours, usually in the evening.

The training of applicants for the degree of Doctor of Philosophy under the state order is carried out exclusively in full-time (daytime, evening) form of study.

The evening form of obtaining the degree of Doctor of Philosophy provides for two test and examination sessions during one academic year, the duration of which is regulated by the Law of Ukraine "On Leaves". The organisation of the educational process in the intersessional period is regulated by the individual capabilities and ability of the postgraduate student to independently develop an Individual Plan for the implementation of the educational and scientific programme of preparation of the Doctor of Philosophy.

Part-time higher education is a way of organising the education of higher education students by combining classes and control measures during short-term sessions and independent mastery of the educational/educational and scientific programme in the period between them. The duration of the period between classes and tests cannot be less than one month.

The Doctor of Philosophy degree *outside of postgraduate* studies at the University involves obtaining a certain level of education on the job, usually through a combination of training and control activities during short-term sessions and independent mastery of the educational and scientific programme in the period between them.

The dual form of higher education is a way for full-time students to obtain education, which involves on-the-job training at enterprises, institutions and organisations to acquire a certain qualification in the amount of 25 percent to 60 percent of the total volume of the educational

programme on the basis of a contract. On-the-job training involves the performance of job duties in accordance with the employment contract.

Dual education is carried out on the basis of an agreement between the University and an employer (enterprise, institution, organisation, etc.), which provides for

- the procedure for employment of a higher education student and remuneration of his/her labour;
- the scope and expected learning outcomes of a higher education student in the workplace;
- obligations of the University and the employer in terms of the implementation of the individual curriculum at the workplace by the higher education student;
- the procedure for assessing the learning outcomes obtained in the workplace.

The Higher Education Standards and the University may limit the list of acceptable forms of higher education for certain specialities and study programmes.

A higher education student may change the form of higher education by transferring if the University's licence to conduct educational activities provides for training in different forms. The form of study can be changed after the end of the semester during the holidays.

The educational process at Pavlo Tychyna Uman State Pedagogical University is carried out in the following forms:

- 1) academic classes (lecture, seminar, practical class, laboratory class, individual study, consultation, elective);
- 2) independent work (independent study of educational components, individual assignment);
- 3) Practical training (training and production practices, research work);
- 4) control measures (exams, tests, differentiated tests, entrance and final tests, defence of term papers and qualification papers, etc.)

A higher education institution has the right to establish other forms of organisation of the educational process and types of classes.

Classes of various types are an important form of the educational process, during which higher education students acquire the necessary knowledge and skills. Classes can take place in educational and cultural institutions and establishments of the city (museums, parks, educational and community centres, houses of culture, educational institutions of various types, etc.

In teaching higher education applicants, preference is given to active forms of teaching (training methods, business games, heuristic conversations, discussions, etc.) that encourage higher education applicants to think and develop professional communication skills. Classes with higher education students should be held on the basis of partnership.

Teaching aids are selected by the academic staff on their own for reasons of expediency. The use of multimedia and technical teaching aids in conducting classes should, to some extent, imitate the possible use of such aids in further professional activities.

A *lecture* is one of the main organisational forms of academic classes at the university, which forms the basis of knowledge in a particular scientific field, determines the direction, main content and nature of all other types of classes and independent work of higher education students in the relevant discipline.

As a rule, a lecture is an element of the course that constitutes the basic theoretical material of a single or several topics of the discipline. It is possible to give separate lectures on issues related to the discipline but not covered by the curriculum. Such lectures are conducted by leading scientists or specialists in the field for higher education students and research and teaching staff of the university at a separate time.

The lecturer is obliged to follow the curriculum, but is not limited in the interpretation of educational material, forms and means of communicating it to students.

Lectures are delivered by professors and associate professors (senior lecturers) of the university, as well as leading scientists or specialists invited to give lectures.

Lectures are held in appropriately equipped rooms - classrooms for one or more academic groups.

The lecturer who is assigned to deliver a course of lectures is obliged to submit to the department before the start of the relevant semester a summary of lecture notes (author's textbook, study guide), control tasks for the final control provided for in the curriculum and programme of the discipline.

The Head of the Department may oblige a lecturer who is applying to give a course of lectures for the first time to conduct trial lectures with the participation of academic staff and researchers of the Department.

Practical training is a training session in which a research and teaching staff member organises a detailed analysis/study of certain theoretical provisions of the discipline by higher education students and develops the skills and abilities of their practical application through individual performance of higher education students in accordance with the formulated tasks.

Practical classes are held in specially equipped training laboratories, classrooms with higher education students, the number of which does not exceed half of the academic group.

The list of topics for practical classes is determined by the working curriculum of the discipline.

Practical training is based on previously prepared methodological material and tests to determine the degree of mastery of the necessary theoretical provisions by students. These methodological tools are prepared by the academic staff member who is entrusted with conducting practical classes and agreed with the lecturer of the discipline.

Practical training includes preliminary control of knowledge, skills and abilities of higher education students, formulation of a general problem by a research and teaching staff member and its discussion with the participation of higher education students, solving problems with their discussion, solving control tasks, their verification, evaluation.

Grades received by a higher education student for individual practical classes are taken into account when assigning a final grade in an academic discipline.

A *seminar* is one of the forms of a classroom session in which a research and teaching staff member organises a discussion on a pre-determined topic for which higher education students prepare abstracts based on individually completed tasks (abstracts). The list of topics for seminars is determined by the working curriculum of the discipline.

Seminar classes are held in classrooms or in study rooms with one academic group in the form of a conversation, discussion of essays and reports, debates, round tables, etc.

At each seminar session, the academic staff evaluates the abstracts, speeches of higher education students and their activity in the discussion, their ability to formulate and defend their position, etc.

The final grades for each seminar are recorded in the academic group journal. The grades received by higher education students for individual seminars are taken into account when assigning the final grade in the discipline.

A *laboratory class* is a form of training in which a higher education student, under the guidance of a research and teaching staff member, personally conducts full-scale and simulation experiments or experiments in order to practically confirm certain theoretical provisions of the discipline, acquires practical skills in a particular field.

Laboratory classes are held in specially equipped teaching laboratories using equipment adapted to the conditions of the educational process (laboratory models, installations, etc.). In some cases, laboratory classes can be held in a real professional environment (for example, at school, at work, in scientific laboratories).

The list of topics for laboratory classes is determined in accordance with the working curriculum for the discipline. It is not allowed to replace laboratory classes with other types of classes.

The laboratory class involves completing tasks, preparing an individual report on the work done, defending it and controlling it.

Laboratory work is evaluated by a scientific and pedagogical employee and is recorded in the journal of academic achievement of higher education students. The final grades received by higher education students for laboratory work are taken into account when assigning a semester final grade in the discipline.

Individual training session is a form of organisation of educational work of a research and teaching staff with individual higher education students, which is carried out by creating the necessary conditions for the identification and realisation of creative opportunities of higher education students through individually directed development of their abilities, research work and creative activity.

Individual classes are organised according to a separate schedule, taking into account the individual curriculum of higher education students and may cover part or all of the classes in one or more academic disciplines, and in some cases - the full scope of classes for a particular degree.

The types of individual training sessions, their scope, forms and methods of conduct, forms and methods of current and final control (except for final certification) are determined by the individual curriculum of students.

An individual task is a part of the educational material in certain disciplines, which aims to deepen, summarise and consolidate the knowledge gained by higher education students in the process of studying, as well as to apply this knowledge in practice. An individual task is performed by a higher education student both completely independently and under the guidance of a research and teaching staff member.

A type of individual assignments at the University is individual teaching and research tasks.

An individual research task (IRT) is a type of extracurricular individual work of higher education students of an educational, educational and research nature, which is used in the process of studying the programme material of the course and ends with a mandatory report on its implementation. There can be no more than one individual research work per academic year in one discipline.

The availability of individual research and development work must be reflected in the discipline's working curriculum. Higher education students are informed of the content of the individual research work, the schedule of reporting on each individual research work during the study of the discipline, the number of points that can be obtained for completing the individual research work, etc.

A term paper is one of the types of individual tasks of educational, research and creative nature, which aims not only to deepen, generalise and consolidate the knowledge of higher education students in the discipline, but also to apply it in solving a specific professional task and develop the ability to work independently with educational and scientific literature, laboratory equipment, using modern information and communication tools and technologies.

Coursework is assessed as an independent type of learning activity.

The number of courseworks that a higher education student must complete during the period of study is determined by the curriculum, but not more than one per academic year. In the first year of study, coursework is not planned, and in the final year (in the last semester) it is planned only if the curriculum does not include a final qualification work.

The topics of coursework are developed by the departments in accordance with the content and objectives of the discipline and are closely linked to the practical needs of a particular speciality.

The procedure for approving the subject matter of term papers and their completion is determined by the Regulations on Term Papers (see Regulations on Term Papers of Pavlo Tychyna Uman State Pedagogical University).

The final *qualification work* is performed by higher education students at the final stage of their studies at the University. It involves:

- systematisation, consolidation and expansion of theoretical and practical knowledge in the speciality and its application in solving specific scientific, technical, economic, industrial and other problems;
- development of independent work skills and mastery of research and experimentation methods related to the topic of work.

The applicant for higher education has the right to choose the topic of the final qualification work determined by the departments, or to propose his/her own with justification of the expediency of its development.

As a rule, highly qualified employees of the University who have a scientific degree and/or academic title are appointed as supervisors of final qualification works.

Before defence, final qualification papers are subject to a mandatory plagiarism check. Works that are not completed independently, as well as those that have not passed the plagiarism check, are not allowed to be defended.

The procedure for defending final qualification works is carried out in accordance with the Regulations on Final Qualification Works at Pavlo Tychyna Uman State Pedagogical University.

In order to ensure the proper conduct of scientific research, applicants for higher education at the degree of Doctor of Philosophy are obliged to submit their scientific achievements to a specialised academic council in the form of a dissertation.

The dissertation of a candidate for the degree of Doctor of Philosophy is a qualifying scientific work performed by a candidate for the degree of Doctor of Philosophy personally, containing the scientific results of his/her research and submitted for the purpose of awarding him/her the degree of Doctor of Philosophy.

Consultation is a form of training session where a higher education student receives answers to specific questions from a research and teaching staff member. The consultation can be individual or conducted for a group of higher education students, depending on whether the academic staff advises them on issues related to the implementation of individual tasks or on theoretical issues of the discipline before the test or exam. It is possible to conduct consultations in a remote format (in particular, online, using the electronic environment of the University).

The schedule of lecturer consultations is drawn up by each department at the beginning of the semester and communicated to students.

The independent work of higher education students is the main means of mastering the educational material without the participation of a research and teaching staff in their free time from compulsory classes. The purpose of independent work is to master the curriculum in full and to consistently form independence in the higher education student as a character trait that plays a significant role in the training and development of a modern specialist of higher qualification.

The content of the independent work of a higher education student on a particular discipline is determined by the working curriculum of the discipline, teaching materials, tasks and instructions of the teacher.

The independent work of a higher education student should be provided with a system of teaching and learning tools provided for the study of a particular discipline: textbook, teaching and methodological manuals, lecture notes, workshop, pedagogical software, etc.

Methodological materials for independent work should provide for the possibility of self-control on the part of the higher education student. Relevant scientific and professional monographic and periodical literature is also recommended for independent work.

A higher education student may perform independent work on mastering the educational material in a particular discipline in the library, classrooms, laboratories, computer labs, as well as at home in the time free from mandatory classes. In some cases, this work is carried out in accordance with a schedule drawn up in advance, which guarantees the possibility of individual access to the necessary didactic means for the higher education student. The schedule is communicated to the student at the beginning of the current semester.

If the necessary methodological support is available, the discipline can be studied using distance technologies.

When organising independent work of higher education students using complex equipment or facilities, complex information access systems (e.g. computer databases, computer-aided design systems, etc.), it should be possible to obtain the necessary advice or assistance from a specialist.

The educational material of the discipline provided for in the working curriculum for mastering by the higher education student in the process of independent work is submitted for final control along with the educational material that was studied during the training sessions.

Practical training of higher education students is a mandatory component of the educational process and is aimed at acquiring professional (professional, special) competencies in accordance with various educational programmes. The practice of higher education students involves the continuity and consistency of its conduct.

Practical training of higher education applicants is carried out through their internships at enterprises, institutions, organisations and educational institutions in accordance with the concluded agreements or in the structural units of the university that provide practical training.

The heads of educational institutions, enterprises, institutions and organisations are obliged to ensure that appropriate conditions are created for on-the-job training, and that the rules and regulations on labour protection, safety and occupational health and safety are observed in accordance with the applicable law.

The organisation of internships at the University is regulated by the Regulations on the organisation of internships at Pavlo Tychyna Uman State Pedagogical University (full-time and part-time).

The forms of control of knowledge of higher education students are current, module, final and diagnostic controls.

Current control is carried out during practical, laboratory and seminar classes. It aims to check the level of preparation of a higher education student for a specific job.

The form of current control during classes and the system of assessment of the level of knowledge are determined by the working curriculum of the discipline (practice programme).

Module control is carried out by a research and teaching staff member after studying the programme material of each content module, into which the discipline is divided (the recommended number of content modules is 2-4).

In the course of module control, the research and teaching staff must determine the level of knowledge of higher education students on the programme material of the content module (rating assessment of the content module), which they received during all types of classes and independent work.

The form of module control (in the form of tests, written tests, colloquiums, quantifiable experiment results, calculation or calculation-graphic work, etc.) is chosen by the academic staff member who teaches the discipline.

The final control is carried out to assess the results of learning at a particular educational level or at its individual completed stages. Qualifications are assigned to a higher education student based solely on the results of the final control. Final control includes semester control and certification of higher education students.

The forms of final control are determined by the department independently. They should be clearly stated in the syllabus and the working curriculum of the discipline.

The learning outcomes of higher education students in mastering the discipline are assessed according to the ECTS scale.

If the discipline is studied for two or more semesters, the semester grades are determined in accordance with the established procedure within a 100-point scale, and the final grade is determined as a weighted average.

The number of points that a higher education student has gained during the study of the discipline is announced at the last practical (seminar, laboratory) lesson.

Diagnostic control is carried out in the form of exit examinations, rectorial and ministerial tests, etc.

Semester control at the University is carried out in the form provided for in the curriculum and is passed during the examination sessions.

Examinations are held according to the schedule, which is communicated to academic staff and students no later than one month before the start of the session. The procedure and methodology for conducting tests and examinations is determined by the university.

A higher education student is considered admitted to semester control (semester exam, differentiated test or test) if he or she has completed all types of work provided for in the work programme, curriculum for a particular discipline.

A *semester exam* is a form of final control of the mastery of theoretical and practical material in a particular academic discipline by a higher education student during the examination session.

Examinations may be conducted orally and in writing or in the form of testing (including

computer-based testing). In some disciplines, the exam may consist of two parts - oral and written.

Examination papers and task variants are approved at a meeting of the department, signed by the head of the department no later than one month before the exam. The content and structure of the question papers and assignments must correspond to the course programme and be developed on a competency-based basis. The layout of the questions in the tickets should remain unknown to higher education students before the exams begin. They are informed of an indicative list of questions submitted for the exam.

Higher education students who receive more than two unsatisfactory grades during a session are expelled from the university.

If a higher education applicant believes that the academic staff member evaluated the answer biasedly during the exam, resulting in a lowered grade, then on the day the grade is announced, he or she may file an appeal to the head of the structural unit (faculty/institute) or a person replacing him or her, by order of which a commission is created consisting of: an examiner, another academic staff member of the relevant profile, the head of the department and the deputy head of academic work.

Appeals are reviewed to determine the objectivity of the grade assigned. If the exam was written, only the written work is considered. No additional questioning is conducted. The Appeal Board meets at the end of the assessment week. The final grade assigned by the commission is final and cannot be appealed or retaken.

A higher education applicant may not be expelled for failure to complete an individual curriculum before the end of the final control period of the current academic period or before the start of certification of applicants, if such failure is a result of force majeure circumstances established by the University commission established with the participation of representatives of student self-government by order of the head of the structural unit in accordance with the applicant's application.

Semester credit is a form of final control, which consists in assessing the mastery of educational material by a higher education student solely on the basis of the results of their performance of certain types of work in practical, seminar or laboratory classes for current control provided for by the working curriculum of the discipline.

The results of the tests are evaluated on a 100-point scale according to the number of points scored and are usually announced to higher education students at the last practical, seminar or laboratory lesson.

In case of failure to complete certain compulsory types of work for objective reasons, the higher education student has the right to complete them and report before the last seminar (practical, laboratory) lesson. The time and procedure for completing the work and reporting is determined by the research and teaching staff.

If, according to the results of the current control during the study of the discipline, the higher education student scored less than 35 points, then in order to receive a credit, he or she must repeat the course of study of the relevant discipline.

Academic debt in a particular academic discipline arises if a higher education student receives an unsatisfactory grade based on the results of the final control.

Higher education students who fail to complete the curriculum at the end of the academic year are considered to have academic debt.

Higher education students who received unsatisfactory grades (FX) during the examination session have the right to eliminate academic debt within the established timeframe before the start of the next semester.

Repeated examinations are allowed no more than twice in each discipline: once for a research and teaching staff member, and once for a commission created by the Dean of the Faculty.

Students who fail to eliminate academic debt within the established timeframe are expelled from the University.

Applicants for higher education who study at the University at the expense of the local budget and have not eliminated academic debt by the beginning of the next semester are expelled from places financed by the local budget. They can continue their studies at the University at places financed by

individuals (legal entities), provided that they have the opportunity to advance in the structural and logical scheme of studying disciplines for the next academic year.

A higher education student has the right to take an early exit exam (except for graduation courses) under certain conditions: illness, difficult family circumstances, including the need to care for family members, internships and training abroad. A higher education student may receive permission to take an early exit exam upon submission of a personal application and supporting documents (medical certificate, internship or training agreement), on the basis of which an order is issued.

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

The certification of persons obtaining the educational degree "Junior Bachelor", "Bachelor" or "Master" is carried out by the examination board, which may include representatives of employers and their associations in accordance with the "Regulations on the Procedure for Establishing and Organising the Work of the Examination Board at Pavlo Tychyna Uman State Pedagogical University" approved by the Academic Council of the University.

Based on the decision of the examination committee, the university awards a person who has successfully completed an educational programme at a certain level of higher education with a relevant degree of higher education and assigns the appropriate qualification.

The certification of a Doctor of Philosophy degree holder is the establishment by a one-time specialised academic council, as a result of the successful completion of the educational and research programme by the Doctor of Philosophy degree holder and the public defence of his or her dissertation, of the compliance of the results of his or her scientific work with the requirements of the educational and research programme.

The certification of persons obtaining the degree of Doctor of Science is carried out by a permanent specialised academic council of a university or research institution on the basis of public defence of scientific achievements in the form of a dissertation or published monograph, or a set of articles published in domestic and/or international peer-reviewed professional journals, the list of which is approved by the central executive body in the field of education and science.

The appraisal is conducted in an open and public manner. Persons present may freely make audio and/or video recordings of the appraisal process.

In order to create learning opportunities for persons who, for valid reasons, cannot attend classes in accordance with the schedule of classes for a long period of time, are provided with an individual learning schedule.

The following are eligible for transfer to study on an individual schedule: full-time and part-time higher education students, as a rule, graduate and pre-graduate courses, who

- are employed in their speciality at the request of school principals, heads of city and district education departments, enterprises, organisations and institutions;
- participate in research and development (conducting research on state budget, self-supporting topics and other research projects);
- Participate in the sports life of the university (student-athletes: masters of sports, candidates for masters of sports, members of university teams in a particular sport);
- are mothers of children under the age of 3;
- are mothers of children under the age of 1 (for part-time students);
- are employed in connection with the production need, which is confirmed by the relevant documents.

A higher education student who has grounds for transfer to study on an individual schedule must complete the student's academic record book and provide all supporting documents within two weeks.

Transfer to an individual study schedule is issued by an order of the rector on the basis of an application from a higher education student with a resolution of the dean of the faculty/institute director, methodologist for work with part-time students (for part-time students).

When applying for study on an individual schedule, a *full-time* higher education student

submits:

a) in the case of employment in the profession:

- an application addressed to the Rector of the University with a resolution of the Dean of the Faculty/Director of the Institute;
- a petition or certificate from the place of employment or city (district) departments of education, enterprises, organisations, institutions stating the reasons for transferring the student to an individual study schedule on a letterhead with a wet stamp, and the number of the outgoing letter;
- a copy of the employment record book;
- a student's academic record book, which includes the disciplines provided for in the curriculum for the current semester, certified by the dean of the faculty/institute director.

b) when participating in research and development activities:

- an application addressed to the Rector of the University with resolutions of the supervisor, dean of the faculty/institute director, and vice-rector for research and international cooperation;
- a request from the relevant department;
- a student's academic record book, which includes the disciplines provided for in the curriculum for the current semester, certified by the dean of the faculty/institute director.

c) when participating in the sports life of the university:

- an application addressed to the rector of the university with resolutions of the sports coach, dean of the faculty/institute director;
- a copy of the certificate confirming the athlete's title;
- a copy of the athlete's qualification book;
- a student's academic record book, which includes the disciplines provided for in the curriculum for the current semester, certified by the dean of the faculty/institute director.

d) to care for a child under the age of 3, at the birth of a child:

- an application addressed to the Rector of the University with resolutions of the dean of the faculty/institute director;
- a copy of the child's birth certificate;
- a copy of the marriage certificate (provided that the mother and child have different surnames);
- a student's academic record book, which includes the disciplines provided for in the curriculum for the current semester, certified by the dean of the faculty/institute director.

When applying for study on an individual schedule, a *part-time higher education* student submits

a) in the case of employment in the profession:

- an application addressed to the Rector of the University with a resolution from the Dean of the Faculty/Director of the Institute, a methodologist for working with part-time students;
- a petition (certificate) from the place of work stating the reasons for transferring a part-time student to an individual study schedule on a letterhead with a wet stamp, and the number of the original letter;
- a copy of the employment record book, certified in the appropriate manner;
- a student's academic record book, which includes the disciplines provided for in the curriculum for the current semester, certified by the dean of the faculty/institute director, methodologist for work with part-time students;
- control card of a part-time student.

d) for childcare for a child under the age of 1, at the birth of a child:

- an application addressed to the Rector of the University with resolutions of the dean of the faculty/institute director, methodologist for work with part-time students;
- a copy of the child's birth certificate;
- a copy of the marriage certificate (provided that the mother and child have different surnames);
- a student's academic record book, which includes the disciplines provided for in the curriculum for the current semester, certified by the dean of the faculty/institute director, methodologist

for work with part-time students;

- control card of a part-time student.

Higher education students who study on an individual schedule are required to do so:

- update the student's academic record book every semester;
- systematically attend consultations with departmental teachers.

Applicants for higher education who are employed must additionally submit a certificate from their place of work and a copy of their employment record book to the dean's office of the faculty/institute directorate, methodologist for working with part-time students at the end of the semester.

Control over the implementation of the individual study schedule is carried out by the dean of the faculty/institute director or his/her deputy for academic work, methodologist for work with part-time students.

The responsibility for the implementation of the individual study schedule lies entirely with the higher education student.

A higher education student who does not comply with the requirements for the implementation of an individual plan during the semester loses the right to continue it.

Failure to comply with the individual study plan by a higher education student entails failure to comply with the requirements of the curriculum, which is the basis for expulsion from the university.

The term of study on an individual schedule ends at the end of the current academic year.

VII. 2. Organisation of current, semester control with the use of distance learning technologies

1. General provisions

1.1. Distance learning technologies provide for interaction between participants in the educational process both asynchronously and synchronously in time.

1.2. Remote communication between participants in the educational process can be carried out through communication tools built into the learning management system (LMS), e-mail, messengers (Viber, Telegram, etc.), video conferencing (MS Teams, ZOOM, Google Meet, Skype, etc.), forums, chats, etc. It is recommended that an educational institution use a single LMS and a single communication tool, as set out in the institution's regulations.

1.3. Control measures of the educational process with the use of distance learning technologies must meet the following requirements:

- authorised access to information and communication tools for organising distance learning;
- the ability to define the start and end time of access and the duration of tasks;
- objectivity of the criteria for checking performance results with the active use of automated knowledge assessment tools;
- variability in the formation of control measures tasks using random question selection algorithms.

2. Ongoing monitoring of students' learning outcomes

2.1. Current control of the learning outcomes of students using distance technologies is carried out during distance learning, as well as by assessing individual and group assignments performed by students in electronic form.

2.2. Current control using remote technologies can be carried out using various types of tasks, such as

- automated tests for monitoring and self-monitoring of students' academic achievements;
- multi-level individual and group assignments (report, presentation, project, video recording, etc.) with feedback on the results of the assessment of students' learning achievements in the material being studied;
- teacher's assessment of interaction and communication between students in asynchronous and synchronous modes through chat, forum, survey, questionnaire, etc;

- Mutual assessment of assignments performed by students in relation to each other;
- teacher's assessment of the results of group assignments by students using glossaries, wikis, databases of academic disciplines;
- tasks that require a detailed, creative response (for example, case studies);
- tasks, the form of which is adapted to be completed using LMS tools;
- and other tools.

2.3. In cases where distance learning courses on external online course platforms have been recommended for studying certain topics, modules, or other content parts of the discipline, a certificate or other confirmation of successful completion of the course may be credited as points for the relevant content parts.

3. Semester control of students' learning outcomes

3.1. Semester control of students' learning outcomes (including exams, defence of course projects (works), internship reports) may be carried out remotely using LMS or other synchronous or asynchronous communication tools, including video conferencing systems.

3.2. The amount of material studied and submitted for final control may be reduced due to less important, in the opinion of the teacher, issues of the discipline programme.

3.3. If the measures of current control allow to unambiguously determine the level of acquisition of the learning outcomes provided for in the programme of the discipline, it is allowed to assign a final grade for the exam (test) by proportional conversion of semester grades into a final grade.

3.4. When conducting semester control in the form of an examination according to the approved examination session schedule, it is necessary to ensure the identification of students (important for tasks performed orally).

3.5. The examination may include test tasks of various types, typical and complex tasks, tasks requiring creative answers and the ability to synthesise the acquired knowledge and apply it in solving practical problems. Attention should be paid to the proper quality of tests and written assignments, so that they require students to demonstrate creative skills and learning outcomes provided by the discipline programme, and cannot be successfully completed by copying answers from other sources.

3.6. The pre-exam consultation may be conducted by means of audio or video conferencing according to the approved schedule. During the pre-examination consultation, it is recommended to carry out a preliminary check of the technical parameters of the communication settings with students, to eliminate the identified problems.

3.7. The specific method and stages of the examination are determined taking into account the technical and communication capabilities of the participants in the educational process. Students must have a reliable Internet connection, in the case of oral answers - a telephone or computer with a microphone, the ability to install the necessary software on the computer, etc.

3.8. The examination task may consist of:

- a set of practical situations (stereotypical, diagnostic and heuristic tasks) randomly generated by LMS or other resources, which involve solving typical professional tasks of a specialist in the workplace and allow to diagnose the level of theoretical and practical training of the student and the level of his/her competence in the discipline;
- test tasks with the activated option of automatic selection of random test questions from the test database for each student, as well as shuffling of the proposed answer options (such options are available in most LMS, specialised online testing services: Moodle, Classmarker, etc);
- creative tasks and experimental situations, the solution of which requires comprehensive knowledge of the discipline;
- other tasks that can demonstrate the level of learning outcomes that the exam is designed to test.

3.9. If the chosen remote examination platform has the technical capability, students may be given the right to start taking the exam at a time of their choice within a certain period (for example, between 10 and 11 am). The maximum duration of the exam from the moment the student starts to take

it must be the same for all students. If the examination task contains creative questions, case studies, the maximum duration of the examination may be increased.

3.10. In the event of force majeure circumstances during the examination, the student must immediately notify the examiner or other responsible person of these circumstances through a designated communication channel (telephone, messenger, etc.) with mandatory photo or video recording of the state of completion of tasks and objective factors that impede its completion. In these circumstances, the possibility and time of retaking the exam is determined by the examiner and the dean's office on an individual basis.

3.11. Students who are admitted to take the exam, but for objective reasons cannot take part in it using the technical means determined by the educational institution, must provide the dean's office and the examiner with supporting materials before the exam. In this case, the examination board must choose an alternative option for taking the exam that would ensure the identification of the student, academic integrity and the possibility of verifying the student's learning outcomes.

One of these options may be for the student to write the examination task by hand, take a photo (scan) of it and send it to the examiner (examination board) by electronic means.

3.12. If mastering an academic discipline (internship) requires the mandatory completion of tasks that cannot be completed remotely, the relevant discipline (internship) and the final assessment of such a discipline (defence of the results of the internship) may be postponed to the next semester by amending the curriculum. In this case, the results of the assessment of students in the relevant discipline will not be taken into account when calculating the rating score of students in the current semester and will be taken into account when calculating the rating score in the next semester.

VII. 3. Organisation of the educational process in part-time study

The educational process in the part-time form at the University is carried out in accordance with the Law of Ukraine "On Higher Education", the University Statute, the Regulation "On the Organisation of the Educational Process at Pavlo Tychyna Uman State Pedagogical University", instructional letters, and other guiding documents of the Ministry of Education and Science of Ukraine regulating these issues.

Curricula for part-time study in terms of the list of disciplines, number of credits and forms of final control must fully comply with the curricula of full-time study. The number of hours of classes may not exceed 25% of the volume of classroom classes under the relevant full-time study plan. Part-time higher education students are exempt from studying disciplines and passing control measures in physical education and military training if they are not professional.

The part-time educational process is carried out during sessions, counselling centres and in the inter-session period.

A session and counselling centre for part-time study is a part of the academic year during which all forms of the educational process provided for in the curriculum are carried out (classes: lectures, laboratory, practical, seminar and individual classes, consultations; individual assignments and control measures).

The total duration of sessions per academic year corresponds to the amount of additional leave regulated by law and is 30 calendar days of paid leave annually in the first and second years of study and 40 calendar days of paid leave annually in the third and subsequent years.

The organisation of part-time study during sessions and during the intersession period is carried out in accordance with the schedule of the educational process, which is approved in accordance with the procedure established by the university and communicated to all higher education students before the start of the academic year.

Higher education students arrive at the session having received a call letter in the prescribed form. The call letter is the basis for granting additional paid leave to students who do not have academic debts for the previous course. The call letter is a document of strict accountability and is subject to registration with the number and date of issue.

A call to the counselling centre is based on a calendar plan signed by the dean of the

faculty/institute director, agreed with the head of the educational and methodological department and approved by the first vice-rector.

The timetable of the educational process is drawn up for the current academic year for each speciality/educational programme on the basis of the working curriculum.

The intersession period for part-time study is a part of the academic year during which the student works on mastering the educational material both independently and under the guidance of academic staff. The main form of work of a part-time higher education student on mastering the educational material is the performance of individual tasks. Individual tasks provided for in the curriculum can be performed both at home (outside the university) and at the university.

Individual assignments completed outside the university are checked by a research and teaching staff member within seven days from the date of their receipt at the university and are credited based on the results of the interview with the student. Individual assignments completed at the university are checked by a research and teaching staff member within two days and are credited based on the results of their completion. The procedure for accounting for individual assignments is determined by the relevant department.

Examination and test papers, completed individual assignments are kept at the department for one year and then destroyed, and the department draws up a relevant document (act) indicating the list of papers and the names of students.

Under certain conditions (illness, business trips, difficult family circumstances, in particular, the need to care for family members, etc.), the University may establish an individual schedule of the educational process for certain part-time higher education students.

The organisation of internships for part-time higher education students is carried out in accordance with the Regulations "On the Organisation of Internships at Pavlo Tychyna Uman State Pedagogical University".

Academic group leaders are appointed by the deans of the faculties/institute directors by a faculty/institute order.

The group head keeps records of attendance of higher education students in classroom classes in the academic group work logbook, which is received from the methodologist before the sessions and handed in after they are completed. In the logbook, the group leader records absences from class and submits the logbook for signature to the teacher who conducts the class.

The main forms of control over the academic work of higher education students are current and final examinations. The time and place of the examination may be changed only with the consent of the Dean of the Faculty and the Educational and Methodological Department.

Higher education applicants who have valid reasons (illness, family circumstances, business trips, etc.) can take exams outside the examination session, which are confirmed by documents.

If a student fails to attend an exam, the teacher marks the exam record as "no show".

After the exam, the report card is returned to the methodologist of the relevant faculty on the same or the next day.

Methodologists of part-time education keep a logbook of students' progress (exams, tests, educational and industrial practices, coursework). This information is submitted to the examination committee during the final certification of higher education students - graduates of the university.

Higher education applicants who have not passed exams and tests during a session must eliminate academic debt before the start of the next session. As an exception, the first vice-rector may extend the deadline for the liquidation of academic debt.

Repeated examination is allowed no more than twice: the first time - to the teacher, the second - to the commission created by the dean of the faculty.

Retaking exams to improve grades is not allowed, but in exceptional cases it is allowed by order of the rector.

Academic debt in a particular academic discipline arises if a student receives an unsatisfactory grade based on the results of the final examination.

Students studying on a contract basis are not allowed to take semester exams and tests if they have not paid the tuition fee before the start of the session.

A student who has fully completed the requirements of the curriculum of a particular course, passed exams and tests, is transferred to the next course.

The responsibility for organising the training of part-time higher education students lies with the dean of the faculty/institute director.

Section VIII. PLANNING THE EDUCATIONAL PROCESS

The duration of theoretical training during the period of study is determined as the difference between its total duration and the duration of the examination session. The duration of the examination session is determined at the rate of three days per examination.

The distribution of classroom hours between lectures, practical, seminar, laboratory classes and consultations, as well as between weeks of theoretical study, is the prerogative of the University.

The study time of higher education students is determined by the number of accounting units of time allocated for the implementation of a training programme at a particular educational level.

The accounting units of study time for higher education students are the academic hour, academic day, week, semester, course, and year.

An academic hour is a minimum accounting unit of study time. It serves as the basis for planning and accounting for such types of classes as lectures, seminars, practical classes, and laboratories. One academic hour lasts 45 minutes. Two academic hours form a "pair". A "pair" lasts 80 minutes without a break.

A study *day* is a part of the study time of higher education students lasting no more than 9 academic hours.

Academic days and their duration are determined by the annual schedule of the educational process. The said schedule is drawn up for the academic year, taking into account the transfer of working and weekend days, agreed and approved in accordance with the procedure and within the time limits established at Pavlo Tychyna Uman State Pedagogical University.

Classes at the university last two academic hours and are held according to the timetable. The timetable must ensure that the curriculum is fully implemented in relation to the classes.

It is forbidden to distract higher education students from participating in classes and control activities established by the schedule, except in cases provided for by applicable law.

A study *week* is a part of the study time of higher education students lasting no more than 54 academic hours.

An academic semester is a part of the study time of higher education students that ends with the final semester control. The duration of the semester is determined by the curriculum and is usually 20 weeks (30 ECTS credits), including the examination session.

Higher education students must attend seminars, practical and laboratory classes. It is mandatory for higher education students to make a note of attendance in the academic group's academic record book.

If higher education students are unable to comply with the current schedule of the educational process (due to difficult family circumstances, as evidenced by documents, internships in institutions or organisations in the field of study with the prospect of future employment, subject to the provision of relevant documents, etc.

An academic *course* is a completed period of study by a higher education student during the academic year. The duration of a student's stay in an academic course includes the time of academic semesters and holidays.

The total duration of the holidays during the course of study, except for the last one, is not less than 8 weeks, but not more than 12. The beginning and end of a student's studies at a particular course are documented by relevant orders (on transfer from one course to another).

The academic year usually begins on 1 September and lasts 52 weeks, of which theoretical studies, compulsory practical training, semester control and individual assignments account for 40 weeks, at least eight weeks are total holidays, the rest of the time is allocated for certification (in the final year of study), and can also be used for retakes and re-study of disciplines, etc.

The workload of a higher education student in a discipline consists of academic classes (lectures, practical, seminars, laboratory classes, consultations), independent work and passing control measures, which are divided into credits established for academic disciplines.

The number of credits assigned to the discipline is converted into hours, which are divided into classroom and independent work.

The number of classroom hours per credit is usually 14 hours for Junior Bachelor and Bachelor's degree students, 8-10 hours for Master's and PhD students. The rest of the time is allocated for independent work. Disciplines aimed at the formation of professional competences in artistic specialities, as well as in the specialities "Philology", "Physical Education", may have a different distribution of hours.

Coursework is an element of the curriculum and can be an independent academic discipline assessed separately. For its implementation, it is necessary to provide the appropriate number of ECTS credits reflected in the curriculum.

Higher education students are trained in accordance with the curriculum, which contains compulsory and elective educational components. The content of the mandatory educational components is aimed at ensuring that the educational programme meets the standards of higher education and the National Qualifications Framework. In order to create educational opportunities for the development and formation of an individual educational trajectory of higher education students, the University offers a choice of educational components in accordance with the Regulations on the procedure for free choice of academic disciplines.

During the first two months of the academic year, curators of academic groups acquaint first-year students with the curriculum, structural and logical scheme of training a specialist in the chosen speciality, and employees of the dean's office/directorate - with the rules and principles of organising the educational process at the University.

At their own request, each higher education student has the right to get acquainted with the working curricula / syllabi of any discipline included in the curriculum, as well as curricula for training specialists in other specialities. The University ensures the availability of information.

Study groups for the study of elective disciplines related to the study of a foreign language, the use of computer classes, special laboratories, etc. are formed if there are at least 12 higher education students. In all other cases, the group must consist of at least 25 people. Disciplines are considered conditionally selected if there are not enough two or three higher education students in the group (group of 12 people) or no more than six higher education students (group of 25 people).

After the second stage of discipline selection, the final groups of higher education students are formed. The schedule of studying the selected disciplines by semesters, signed by the dean, is communicated to the higher education students, and the list of disciplines is included in the working curriculum.

The main document for recording the work of higher education students is the individual curriculum, which includes the educational components chosen by the student.

The standard period of study is determined by the curriculum. The maximum period of study may exceed the standard period by 1 year. The difference between the maximum and standard periods is not financed from the state budget.

The working time of academic staff is planned for the current academic year and reflected in the individual work plan.

To organise the planning of educational, methodological, scientific and organisational work of teaching and research staff at the University, the academic workload is calculated no later than two months before the start of the new academic year.

The calculation of *the amount of academic work* is carried out in accordance with the time standards approved by a separate order of the Rector. For different types of work, time standards are set in specific amounts or with a maximum limit in accordance with the Regulation "On Planning and Accounting of the Main Types of Work of the Teaching Staff of Pavlo Tychyna Uman State Pedagogical University".

Time standards are calculated in accordance with the astronomical hour (60 minutes), except for such types of work as lectures and laboratory, practical and seminar classes, where the academic hour (45 minutes) is equivalent to the astronomical hour.

The volume of academic work of research and teaching staff, expressed in accounting hours, constitutes their academic workload. Accounting for the academic work of research and teaching staff shall be based on actual time spent.

The volume of the academic workload is determined by the amount of time required for all types of academic work. It is calculated on the basis of and taking into account the working curricula and working study programmes; the number of higher education students, lecture streams, academic groups (subgroups); mandatory standards of teaching and research staff workload.

The planned number of hours of academic work for the new academic year for each department of the University is determined in May of the current academic year. The preliminary distribution of teaching hours among the academic staff of the departments is carried out in June. The indicators related to the number of students, the number of academic groups, etc. are updated in August based on the results of the admission campaign.

The calculation of the teaching load and the required number of research and teaching staff shall be approved by the First Vice-Rector. Estimated norms of academic workload of research and teaching staff are the basis for calculating the number of research and teaching staff of the University.

The SPP plans the methodological, scientific and organisational work in the relevant sections of the individual work plan for the academic year, indicating specific final results.

On the basis of the approved academic workload, tasks for methodological, scientific and organisational work, the heads of departments *distribute the total workload* among the academic staff of the department, which is the basis for the development of individual work plans for the academic year by academic staff.

The individual work plan is the main document for planning and accounting for the activities of research and teaching staff of the University. It is approved by the head of the department, and the individual plan of the head of the department is approved by the head of the structural unit of the faculty.

To summarise the results of work, each academic staff member fills in the sections of the individual plan no later than five days after the end of the semester (academic year), in accordance with the amount of work actually performed. The individual plan is submitted to the head of the department for analysis of the actual implementation, and then to the educational and methodological department for verification. Individual plans are kept at the departments.

The working time of a research and teaching staff member is 36 hours per week, which includes the time spent on teaching, methodological, scientific, organisational work and other labour duties.

The working time of *a researcher* includes the time spent performing scientific, research, advisory, expert, organisational work and other labour duties.

The working time of *a pedagogical employee* includes the time spent on teaching, methodological, organisational work and other labour duties.

The maximum teaching load per academic staff member may not exceed 600 hours per academic year.

The recommended list of types of educational, methodological, scientific and organisational work for academic, research and teaching staff is established by the University.

The types of academic work of teaching and research staff in accordance with their positions shall be established by the University in agreement with the elected bodies of the primary trade union organisations (trade union representative).

Academic, scientific and pedagogical employees may be engaged in work not provided for by the employment contract only with their consent or in cases provided for by law.

The volume of academic classes assigned to a particular research and teaching staff member and expressed in academic hours is the *academic workload of the research and teaching staff member*.

The types of classes included in the mandatory academic workload of a research and teaching staff member in accordance with his/her position are determined by the department.

The minimum and maximum mandatory academic workload of a research and teaching staff member within his/her working hours shall be established by the University, taking into account the performance of other duties (methodological, scientific, organisational) and in accordance with the procedure provided for by the Statute and the Collective Agreement.

In cases of production necessity, a teacher may be involved in conducting classes in excess of the mandatory amount of teaching load determined by the individual work plan within the limits of his/her working time. The additional number of credit hours is set by the University. It may not exceed 0.25 of the minimum mandatory workload.

Changes in the compulsory teaching load of the academic staff should be reflected in their individual work plan.

The schedule of working hours of the teacher is determined by the schedule of classroom training and consultations, the schedule or schedule of control measures and other types of work provided for in the individual work plan of the research and teaching staff. The research and teaching staff is obliged to adhere to the established working hours. It is forbidden to distract the research and teaching staff from conducting training sessions and control measures provided for in the schedule.

Section IX. CONDITIONS FOR FINANCING THE EDUCATIONAL PROCESS

The University is financed at the expense of the general and special funds in accordance with the Budget Code of Ukraine and other sources not prohibited by law.

The funds raised shall be used to carry out the statutory activities of the University in accordance with the procedure and under the conditions determined by the legislation and the Statute.

Funds received by the University as a fee for education, training, retraining or for the provision of educational services may not be withdrawn to the state or local budgets.

In accordance with the legislation and the Statute, the University may provide paid services to individuals and legal entities, provided that the provision of an appropriate level of educational services as the main statutory activity is ensured.

The list of paid educational and other services that the University may provide is approved by the Rector by a separate order.

The amount of the fee for the entire period of study for obtaining the relevant degree of higher education, advanced training, as well as the procedure for paying for an educational service (one-time, annually, semester, monthly) are set out in the agreement (contract) concluded between the University and an individual (legal entity) who orders a paid educational service for himself or herself or for another person, assuming financial obligations to pay for a particular service.

The University sets the amount of the fee for the entire period of study for obtaining the relevant degree of higher education, advanced training in the national currency.

The University has the right to change the tuition fee in the manner prescribed by the agreement, not more than once a year and not more than the officially determined inflation rate for the previous calendar year.

The amount of the fee for the entire period of study or for the provision of additional educational services is published on the official website of the University.

The transfer of higher education students from contractual to state education is carried out by order of the rector of the university on a competitive basis on the basis of the decision of the Academic Council and only if there are vacant places of state order and full payment for previously provided educational services within the specialty.

The number of vacant state order places is determined for each course and specialty/educational programme as the difference between the admission figure in accordance with the volume of the state order for training specialists for the relevant year approved by the Ministry of Education and Science of Ukraine and the actual number of students enrolled at the expense of the state budget in a particular course in a specialty/educational programme.

The transfer of higher education students from contract to state education is carried out during the academic year as state-funded places become available.

The competition is announced by the dean of the faculty/institute (by posting a message on the notice board of the faculty/institute). The competition is held within 10 days from the date of its announcement.

Applicants wishing to participate in the competition must submit an application to the Rector of the University at the Dean's Office of the Faculty/Institute within the specified time limit.

The candidacy of an applicant for a vacant place of the state order is discussed at a meeting of the academic group, a meeting of the student council of the faculty/institute. Proposals signed by the head of the academic group and the curator of the academic group (together with extracts from the minutes of the meetings) are submitted to the dean's office/directorate and considered by the academic council of the faculty/institute.

The Academic Council of the University shall be submitted by a student's application approved by the dean of the faculty/institute and an accounting specialist, an extract from the minutes of the academic group meeting, an extract from the minutes of the meeting of the student self-government of the faculty/institute, an extract from the minutes of the Academic Council of the faculty/institute.

Preferential right to transfer from contract to state form of education is granted to students of privileged categories, as well as those who have a higher average score according to the results of the last examination session. If the average grade point average is equal, students who take an active part in research work, public life of the university and have recommendations from academic advisors, leaders of amateur groups, sports sections, etc. have a priority right to transfer from contract to state education; have a longer work experience in the profile of the chosen speciality or in the education system outside the profile of the chosen speciality (for pedagogical specialities).

The transfer of higher education students from the state form of study to the contract form of study is carried out by order of the rector of the university on the basis of a decision of the academic council (the academic council of the university is submitted by the student's application approved by the dean of the faculty / director of the institute, an extract from the minutes of the meeting of the academic group, an extract from the minutes of the meeting of the student self-government of the faculty / institute, an extract from the minutes of the academic council of the faculty / institute).

AGREED:

First Vice-Rector

Andriy HEDZYK

Vice-Rector for Scientific Work

Tetiana GODOVANYUK

Vice-Rector for International Relations
and Strategic Development

Volodymyr MYKOLAIKO

Vice-Rector for Humanitarian Affairs

Natalia REVNIUK

Legal Counsel