

9

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

APPROVED:
by the decision of
S. Kuznets KhNUE Academic
Council,
dated on 27 August, 2024,
Minutes No. 9

ENACTED:
by the order of S. Kuznets KhNUE rector,
dated on 27 August, 2024, No 215
Volodymyr PONOMARENKO



**PROCEDURE FOR EVALUATING THE RESULTS
OF HIGHER EDUCATION APPLICANTS' TRAINING
BASED ON A CUMULATIVE POINT RATING SYSTEM
AT SIMON KUZNETS
KHARKIV NATIONAL UNIVERSITY OF ECONOMICS
(NEW EDITION)**

Kharkiv, 2024

CONTENT

| | |
|--|----|
| 1. General provisions | 3 |
| 2. Organization of educational process | 7 |
| 3. Control measures | 9 |
| 4. Current control | 11 |
| 5. Differentiated credit | 12 |
| 6. Examination | 14 |
| 7. Certification | 19 |
| 8. Course work (project) | 21 |
| 9. Training | 23 |
| 10. Practical training of a higher education applicant | 24 |
| 11. Rating of higher education applicants | 26 |
| 12. Conversion of the 100 point scale of the University to other scales | 28 |
| 13. Rights and obligations of higher education students in the organisation of educational process based on a cumulative point-rating system | 38 |
| 14. Final provisions | 39 |
| Appendices | 41 |

1. GENERAL PROVISIONS

1.1. The Procedure for Evaluating the Learning Outcomes of Higher Education Applicants (students) by the Cumulative Point-Rating System at Simon Kuznets Kharkiv National University of Economics (new edition) (hereinafter referred to as the CPRS Procedure) has been developed in accordance with the current legislation of Ukraine and internal regulatory documents that regulate the activities of Simon Kuznets Kharkiv National University of Economics (hereinafter referred to as the University), namely:

Law of Ukraine "On Education" No. 2145-VIII dated on 5 September, 2017;

Law of Ukraine "On Higher Education" No. 1556-VII dated on 1 July, 2014;

Resolution of the Cabinet of Ministers of Ukraine "On Approval of the National Qualifications Framework" No. 1341 dated on 23 November, 2011

Regulations on the organization of educational process at Simon Kuznets Kharkiv National University of Economics (new edition).

1.2. The CPRS procedure is used for all higher education applicants of all levels and forms of education, all structural subdivisions (chairs, institutes, faculties, departments).

1.3. For higher education applicants of the third (educational and scientific) level, the functions of the director (head) of the educational and scientific institute are performed by the head of the department of postgraduate and doctoral studies.

1.4. For applicants for higher education of the second (master's) level of the educational and professional program "Civil Service", the functions of the director (head) of the educational and scientific institute are performed by the head of the postgraduate education department.

1.5. The cumulative point-rating system is an element of educational process management and is intended for regular assessment of the quality of its results.

1.6. The University uses a 100-point cumulative system for evaluating the learning outcomes of higher education applicants.

1.6. A point is a unit of quantitative assessment of the success of mastering each component of the educational program. A point is an integer number. The maximum score is 100 points for each educational component (academic discipline, internship, course work (project), training, etc.)

1.7. The cumulative point-rating system for assessing academic performance allows *higher education applicants* to:

- realise the need for systematic work on the implementation of the individual curriculum;
- timely assess the state of their work on mastering the educational component, completing all types of academic workload before the examination session;
- develop the ability of higher education students to self-assess as a means of self-development and self-control;
- make adjustments to independent work during the semester.

1.8. The cumulative point-rating system for assessing academic performance allows ***lecturers*** to:

- plan the educational process in the discipline and stimulate the systematic work of higher education students throughout the semester (academic year);
- to increase competition among students to activate the personal factor based on the assessment of the real place (rating) occupied by a student among fellow students in accordance with their results;
- to make timely adjustments to the organisation of educational process, methods and means of teaching used.

1.9. The cumulative point-rating system for assessing academic performance ***at the level of the University*** contributes to:

- improvement of the education quality management system on the basis of streamlining and expanding the possibilities of applying various types of current control;
- introduction of modern technologies for assessing learning outcomes;
- development of a system for monitoring the quality of education to accumulate and present to all interested parties, including parents of higher education

applicants, information about the educational achievements of a higher education applicant, a group, a stream for any period of time.

1.10. The organization of educational process on the basis of the cumulative point-rating system *requires*:

- personal participation of each higher education applicant in the formation of his/her individual curriculum based on the free choice of educational components (academic disciplines);
- involvement of guarantors of the educational program, who help higher education students in the formation of an individual curriculum and educational trajectory in educational process;
- full provision of the educational process with all the necessary methodological and educational materials (including the use of personal learning systems);
- rating calculation and monitoring systems.

1.11. The introduction of the cumulative point-rating system contributes to the solution of such basic *issues* as:

- integration of the national higher education system into the single European educational space;
- strengthening control over the systematicity of educational activities of higher education applicants when mastering educational programs;
- increasing the objectivity and comparability of assessments of educational activities results of higher education applicants to obtain more complete information about the quality of educational outcomes in the quality management system of educational activities;
- increasing the competitiveness of the University graduates in the Ukrainian and international labour markets;
- increasing the motivation of educational activities of higher education applicants in the context of an increase in the number of individual training programs, the person-oriented nature of education, responsibility for the results of independent work on the

study of academic disciplines during the semester, motivation to perform research and social activity of higher education applicants;

- obtaining more complete information about the level and dynamics of professional and personal development of higher education applicants, personal educational and research achievements of higher education applicants for making informed decisions on various forms of incentives and improving the quality of education;

- increasing the performance of discipline by applicants higher education applicants in the educational process and reducing the number of unexcused absences;

- monitoring of learning outcomes as required by the Standard for the speciality and the University's educational programmes.

1.12. This Procedure of the CPRS is aimed at improving the system of assessment of learning outcomes and assimilation of knowledge, skills, communications, autonomy and responsibility of higher education applicants, promoting the formation of systematic knowledge and rhythmic independent work of higher education applicants during the semester (academic year) and the entire period of study, increasing the objectivity of assessment.

1.13. The CPRS Procedure regulates the organization of current and final control of learning outcomes of higher education applicants, their practices, trainings, defense of term papers (projects) and the methodology for transferring academic performance indicators based on the 100-point system to other grading systems.

1.14. Assessment of learning outcomes of higher education applicants based on the cumulative point-rating system *contributes to*:

- implementation of an approach to assessing the level of readiness of a University graduate for his/her future professional activity;

- increasing the motivation of higher education students to systematically work actively throughout the entire period of study at the appropriate level of higher education, reorienting their goals from obtaining a positive grade to the formation of

competencies and learning outcomes;

- compliance of the list, forms and content of control measures and tasks with the curriculum of an academic discipline;
- transparency of control, which is based on familiarization of higher education students at the beginning of the academic discipline study with its content, forms, types of control tasks, criteria and procedure for their assessment (*the curriculum of the academic discipline, the work plan (technological card) of the academic discipline, the syllabus of the academic discipline are placed in the personal learning system (PLS) of the educational component*);
- overcoming the elements of subjectivity in the assessment of learning outcomes, which is ensured by the introduction of other various forms of control, in addition to the traditional survey and by assessing all types of educational work of a higher education student during a semester (academic year);
- providing appropriate conditions for studying the material of all academic disciplines and preparing for control measures;
- expanding opportunities for the full disclosure of the abilities of higher education applicants, developing their creative thinking and increasing the efficiency of the educational process.

2. ORGANIZATION OF THE EDUCATIONAL PROCESS

2.1. **The educational process** is an intellectual, creative activity in the field of higher education and science, which is carried out at the University through a system of scientific, methodological and pedagogical activities and is aimed at transferring, assimilating, multiplying and using knowledge, skills and other competences of students, as well as forming a harmoniously developed personality.

2.2. The organization of educational process is carried out on the **following principles**:

- 1) autonomy and self-administration;

2) delimitation of rights, powers and responsibilities of the Ministry of Education and Science of Ukraine, administration of the University and its structural subdivisions;

3) a combination of collegial and unilateral principles;

4) independence from political parties, public and religious organizations;

5) accessibility of education by every citizen of Ukraine, its transparency and internationalization;

6) continuity of educational process, consistency and systematicity of education, continuity of updating knowledge, competencies on the basis of the integrity of formal, non-formal and informal lifelong learning;

7) humanism, democracy, affirmation of the priority of universal spiritual values, Ukrainian patriotism, harmonisation of the interaction between humans and the environment, society and nature;

8) academic integrity as a set of ethical principles and rules defined by law, which must be followed by participants of scientific and educational process;

9) interdisciplinarity of education and science based on a competence-based approach that ensures problem-orientation and focus of the research and education processes on final results, in accordance with the needs of innovative technologies market, products and educational services;

10) self-realization and self-regulation as key characteristics of the autonomy of a higher education institution and its innovative development.

2.3. The educational process at the University is organized taking into account the available scientific and pedagogical potential, educational and methodological, scientific, material and technical base using the capabilities of modern innovative technologies.

2.4. The educational process at the University is carried out in the following forms:

1) training sessions;

2) independent work;

3) practical training;

4) control measures.

2.5. The main types of training classes at the University are:

1) lectures;

2) laboratory, practical, individual classes, seminars;

3) consultations.

The University has the right to establish other forms of educational process and types of classes (training, round table, etc.) depending on the need, by decision of the department that teaches an academic discipline.

3. CONTROL MEASURES

3.1.. Control measures are a form of organising the educational process, which is a necessary element of feedback in the learning process.

3.2. Control measures include **current and final control**.

3.2.1. Current control is carried out during lectures, practical, laboratory and seminar classes and is aimed at checking the level of readiness of a higher education applicant to perform a specific task and is assessed by the amount of points scored:

– for disciplines with a form of semester control, an exam (examination): the maximum amount is 60 points; the minimum amount that allows a higher education applicant to take an exam (exam) is 35 points.

– for disciplines with the form of semester control, a credit: the maximum amount is 100 points; the minimum amount is 60 points.

3.2.2. Final control is carried out in order to assess the learning outcomes at a particular educational level or at its individual completed stages.

Final control includes *Semester control* and *Certification* of a higher education applicant.

3.2.2.1. Semester control is carried out in the form of a semester exam (examination) or a differentiated credit (test) for a specific educational component

determined by the educational program.

- Semester *examination (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 for a semester, which is carried out as a control measure. The maximum amount of points that a higher education applicant can get during the exam is 40 points. The minimum score for an exam (examination) to be considered passed is 25 points.

- Semester *Differentiated credit* (test) is a form of final control, which consists in assessing the competencies and learning outcomes acquired by a higher education applicant in a particular educational component (academic discipline, training) solely on the basis of accumulated points in accordance with the assessment criteria.

3.2.2.2. *Certification of higher education applicants* is the establishment of compliance of the learning outcomes (scientific or creative work) of higher education applicants with the requirements of the educational (professional, scientific) programme and/or the requirements of the programme of the Unified State Qualification Examination.

The form of certification of a higher education applicant (diploma project (thesis), qualification exam in the specialty, unified state qualification exam, dissertation) is determined by the educational program and is reflected in the relevant curriculum.

3.3. The results of current and final control are drawn up by the Academic Records and/or the student's progress sheet, which are formed using the software module 'Academic Records', which is integrated into the website of the PLS of S. Kuznets KhNUE.

4. CURRENT CONTROL

4.1. The forms of current control during training classes and the system for assessing the level of competencies formed are determined by a lecturer in the work program of an academic discipline (hereinafter referred to as the WPAD) and the

work plan (technological card) of the academic discipline (hereinafter referred to as the WP(TC)AD).

4.2. At the beginning of the study of an academic discipline, a higher education applicant is familiarized with the content of the WPAD and WP(TC)AD (Appendix A), including their electronic version posted on the website of the PLS.

4.3. At the current control, only control measures provided for in the WPAD and WP(TC)AD are subject to assessment.

4.5. The number of control measures for each academic discipline is determined by the work program of the academic discipline and depends on:

- the amount of credits in a given discipline;
- the number of hours allotted for seminars, practical and laboratory classes;
- the number of content modules;
- forms of semester control.

4.6. The results of current control of higher education applicants are put by a lecturer together with a teacher conducting the classes in the PLS assessment log (scorecard) of educational component.

4.7. If a higher education applicant, for objective reasons, started classes later than other applicants of an academic group, the director (head) of the educational and scientific institute / dean of the faculty / head of the department, together with a teacher of the academic discipline, establishes by his order, the schedule of independent mastery of bulk material posted on the website of the PLS, and the preparation / implementation of control measures provided for by the WPAD and the WP(TC)AD.

5. DIFFERENTIATED CREDIT

5.1. During the semester control in the form *of a differentiated credit (test)* (hereinafter referred to as the credit), the total number of points in the academic discipline (*maximum – 100 points*) is determined as the sum (*simple*) of points for the

results of the current performance of the higher education applicant.

5.2. Differentiated credit mark is given based on the results of the work of a higher education applicant during the semester.

5.3. The timing of the semester differentiated credit (test), according to the academic discipline, is determined by the schedule of the educational process (credit week / no credit week). If the schedule of the educational process does not contain a specific grading week, then the last week of classes is considered to be such a week.

5.4. The total result in points is entered in the 'Record of academic performance' of the academic discipline (Appendix B), which is preliminarily formed by the Directorate / Dean's Office / Department on the website of the PLS.

5.5. The academic record for the discipline, with credit as a form of semester control, is submitted to the directorate / dean's office / department no later than three working days from the date specified by the schedule of classes and the schedule of the educational process (credit week / no credit week). The statement can be submitted to the relevant directorate / dean's office / department in paper form (with original signatures) or in electronic form (signed by the Qualified electronic signature or QES).

5.6. The Director (Head) of the Educational and Scientific Institute / Dean of the Faculty / Head of the Department, after receiving the signed file of 'Academic Records', checks the QES of a lecturer using the integrated electronic identification system.

In case of signing Academic Records with the QES, the record must contain the phrase "I confirm the presence of a lecturer's QES in the electronic document:". The Director (Head) of the Educational and Scientific Institute / Dean of the Faculty / Head of the Department prints the statement and certifies the presence of a lecturer's QES with his/her own signature.

5.7. The term of storage of the paper version of the academic record corresponds to the term specified by the regulatory acts of Ukraine.

5.8. The academic record is a document of strict accountability.

5.9. A higher education applicant is considered to have successfully mastered an academic discipline, when the form of semester control is credit, if the sum of points obtained for the results of final performance is equal to or exceeds 60 points for the current control during the semester.

5.10. If a higher education applicant has accumulated less than 60 points based on the results of current academic performance for academic disciplines where the form of semester control is credit, a lecturer records the actual points received by a higher education applicant in the academic record. A higher education applicant accumulates additional points within the specified period of time, according to the schedule of retaking the examination session.

5.12. For higher education applicants of the first (bachelor's) and second (master's) level of higher education, two attempts to accumulate points of the current academic performance are provided (Appendix D). For higher education applicants of the third (educational and scientific) level, one attempt is given to accumulate points of the current academic performance. The results are recorded in the appropriate statement (Appendix D).

5.13. In case of failure to accumulate 60 points by a higher education applicant, after all the attempts made to accumulate additional points, the director (head) of the educational and scientific institute / dean of the faculty / head of the department makes a decision in accordance with the current legislation.

5.14. A higher education applicant may be offered to repeat a discipline during the next academic period.

The procedure for organizing the re-study of an academic discipline is determined by separate documents of the University and is carried out on the basis of concluded agreements at the expense of individuals or legal entities.

6. EXAMINATION

6.1. Semester control in the form *of an examination (exam)* is carried out in writing (in the classroom), using the PLS website or e-mail. The exam includes key

questions, typical and complex tasks, tasks requiring creative answers and the ability to synthesise the knowledge gained and apply it to solve practical problems.

6.2. The list of examination questions and tasks, the criteria for their evaluation are determined by the department and approved at its meeting.

6.3. Examination questions and tasks must be specific, understandable to a higher education applicant and must necessarily correspond to the learning outcomes being tested.

6.4. The examination (exam) and its retaking are conducted by the subject examination committee, consisting of the chairman and members of the committee, which is approved by the order of the rector, at the request of directors (heads) of educational and scientific institutes / dean of the faculty / heads of departments.

6.5. The term of taking / retaking a certain exam is determined by the schedule of the examination session / the schedule of retaking the exam session.

6.6. The director (head) of the educational and scientific institute/ dean of the faculty / head of the department draws up the examination session / retaking schedule in accordance with the schedule of the educational process, coordinates it with the head of the educational and methodological department, vice-rector in accordance with the distribution of functional responsibilities. The agreed and approved schedule is signed by the Rector of the University.

6.7. The schedule of the examination session / schedule of retaking the examination session is published by the director (head) of the educational and scientific institute / dean of the faculty / head of the department on the official website no later than one month before the beginning of the examination session / first and/or second retaking.

6.8. The academic record sheet for the discipline, the form of semester control of which is an examination (exam), is filled in twice. The first time is during the test week. The lecturers fill in the column "Sum of points for the current control as of" ____202__". The second time is after passing the exam, filling in the column "Points received during the exam" ____202__". Based on the results of filling in

the points for the current control, the grade report is not printed or signed, but is exclusively stored in the PLS.

6.9. The result *of the exam* is assessed in points (the maximum number is 40 points, the minimum number is 25 points), which are put in the corresponding column "Records of academic performance" (Appendix B), which is preliminarily formed by the directorate / dean's office / department on the website of the PLS.

6.10. If a higher education applicant fails to attend an exam (if the minimum score for taking an exam is available), the grade record in the column 'Points obtained during the exam' is recorded as 'failed', and in the column 'Final grade on a 100-point scale' - 'unsatisfactory'.

6.11. In case of receiving less than 25 points during the exam (if there is a minimum score for taking an exam, the amount of points accumulated by an applicant is indicated in the column 'Amount of points for current control', the actual amount received by an applicant for the exam is recorded in the column 'Points received during the exam', and the final grade on a 100-point scale is 'unsatisfactory'.

6.12. Higher education applicants who have not received the minimum acceptable score for taking an exam, namely 35 points, are not allowed to take an exam. The Director (Head) of the Educational and Scientific Institute / Dean of the Faculty / Head of the Department informs higher education applicants about the non-admission to the exam, On the day of examination, the higher education applicant's academic record is recorded as 'not admitted'.

If an exam is conducted using the PLS website and the higher education applicant has completed the tasks of the examination paper without having the minimum acceptable score for taking an exam, the paper is not checked and after the additional accumulation of points for the current performance, the exam is taken again in accordance with the schedule of retaking the examination session.

6.13. The academic record for the discipline, the form of semester control of which is an examination, is submitted to the directorate / dean's office / department after the students have passed the exam. The lecturer adds the points for the exam to

the grade record, sums the points for the current control and the examination and receives the final grade on a 100-point scale. The completed report card is submitted to the relevant directorate / dean's office / department in paper form (with original signatures) or in electronic form (signed by the QES) no later than three working days from the date specified in the examination schedule and the schedule of the educational process.

6.14. The Director (Head) of the Educational and Scientific Institute / Dean of the Faculty / Head of the Department, upon receipt of the signed "Records of Academic Performance" file, checks the QES of a lecturer using the integrated electronic identification system.

In the case of signing performance record with the QES, the record sheet must contain the phrase "I confirm the presence of the lecturer's QES in the electronic document:". The director (head) of the educational and scientific institute / dean of the faculty / head of the department prints the record and certifies the presence of the lecturer's QES with his/her own signature.

6.15. A higher education applicant of the first (bachelor's) and second (master's) level has the right to retake the exam 2 times. The results of these two attempts are documented with appropriate information for full-time education (Appendix D).

6.16. A higher education applicant of the third (educational and scientific) level has the right to 1 attempt to retake the exam (exam) – to the subject committee. The results are drawn up in the appropriate record for full-time education (Appendix D).

6.17. In case of failure to pass the exam (receiving less than 25 points) after all attempts, the director (head) of the educational and scientific institute / dean of the faculty / head of the department makes a decision in accordance with the current legislation.

6.18. A higher education applicant may be offered to repeat the study of an academic discipline during the next academic period on their own.

The re-study of an academic discipline can be carried out both at the university (together with applicants for higher education of correspondence (part-time) form of

study, remotely, receiving advisory assistance from the department lecturers) and in another higher education institution. The director (head) of the educational and scientific institute / dean of the faculty / head of the department prepares a draft order on the re-study of the academic discipline by a higher education applicant, sets the deadlines for the liquidation of academic failure, leaving a student in the student body of the Institute / faculty / department.

6.19. **The final grade** in the academic discipline is calculated taking into account the points obtained for the exam and the points received during the current control over the cumulative system.

Example. The academic discipline "Marketing". The form of semester control is an exam. The results of a higher education applicant's performance are the following: 30 points were obtained for the exam (out of 40 possible points); 52 points – for current performance (out of 60 possible points). The final grade is 82 points (30 + 52).

6.20. A higher education applicant is considered to have successfully mastered an academic discipline (form of semester control is an exam), if the sum of points obtained for the results of the final performance is equal to or exceeds 60 points: for the current control during the semester (academic year) (minimum – 35 points) and the minimum possible number of points scored at the exam is 25 points.

6.21. In an academic discipline that is studied for two or more semesters, semester control is carried out each semester in the form provided in the curriculum. **The final grade is assigned based on the results of the last semester, which is included in the appendix to the diploma.** Semester grades are taken into account when determining the semester rating of a higher education applicant.

6.22. For higher education applicants of correspondence (part-time) form of study, the student's progress sheet is used to register the retake of disciplines, regardless of the form of final control (test or exam). (Appendix K).

The student's progress sheet is generated using the website of the PLS and

submitted to the relevant directorate / dean's office / department in paper (with original signatures) or in electronic form (signed with QES) no later than three working days from the date specified in the sheet.

6.23. A higher education applicant may not pass a certain exam and receive the maximum score (40 points) if he is the winner of Olympiads in disciplines or specialities or the winner of competitions of scientific papers.

6.24. The department provides the relevant directorate / dean's office / department with an extract from the minutes of its meeting regarding the recommendation to give a the maximum grade for an exam to a particular applicant(s) of higher education. Certificates or other supporting documents are attached to the extract from the minutes of the department meeting.

6.25. The procedure for conducting examinations (exams) at the University is determined by the "Regulations on the organization and conduct of examinations (exams) at Simon Kuznets Kharkiv National University of Economics".

6.26. The procedure for organizing the re-study of the academic discipline is determined by particular documents of the University and is carried out on the basis of concluded agreements at the expense of individuals or legal entities.

7. ATTESTATION

7.1. Attestation of the students obtaining a bachelor's or master's degree is carried out by an examination commission, which includes scientific and pedagogical workers, representatives of employers and their associations.

On the basis of the decision of the examination commission, the university awards the appropriate degree of higher education to the applicant for higher education who has successfully completed the educational program at a certain level of higher education and assigns the appropriate qualification.

7.2. Attestation in the form of a unified state qualification exam conducted in specialties and in the manner determined by the Cabinet of the Ministry of Ukraine.

7.3. The decision to award a higher education degree and assign the appropriate

qualification is canceled by the University in case of detection of facts of academic integrity violation by the applicant for higher education, in particular, the presence of academic plagiarism, fabrication, falsification in the diploma work (project), in the manner established by the Cabinet of the Ministry of Ukraine.

7.4. Assessment of the results of passing qualification exams in the specialty and/or defense of diploma work (project) is carried out according to the 100-point system of assessment of learning outcomes established at the University, and is reflected in the relevant information (Annex I) and protocols of the examination commission (EC).

7.5. The qualification exam in the specialty should check the level of mastery of the learning outcomes defined in the Standard for the specialty and/or the Educational Program of the University.

7.6. The graduating chair independently determines the structure of the card, as a rule, it contains a theoretical part (tests) and a practical part (tasks of different levels of complexity) and evaluation criteria.

7.7. The final grade is set as the sum of all tasks contained in the exam card.

7.8. Retaking (resitting) of the qualification exam in the specialty and defending the diploma work (project) in order to increase the number of points received is not allowed.

7.9. The diploma work (project) of a bachelor's or master's degree is the final individual written work of a higher education applicant, which allows to get a comprehensive idea of the level of theoretical knowledge assimilation and practical training, the ability to work independently in the chosen specialty.

7.10. In the diploma work (project), the applicant for higher education must demonstrate the level of competence formation in a certain specialty, possession of scientific research skills, the ability to think, analyze, generalize and draw conclusions.

7.11. The number of points received for the thesis (project) is formed on the basis of the reviewer's assessment, the feedback of the supervisor and the defense of

the thesis in the EC.

7.12. Requirements for writing and design, criteria for evaluating diploma work (project) are determined by the graduate chair.

7.13. All theses (projects) must be checked for the uniqueness of academic texts before their defense.

7.14. Defense of a diploma work (project) is a mandatory procedure for obtaining the appropriate level of higher education. Applicants for higher education who have completed an individual curriculum (do not have debts from any educational component) are allowed to carry out the defense . By the decision of the chair, a preliminary defense of diploma work (project) can be carried out at a meeting of the department.

7.15. When defending diploma theses (projects) by the decision of the EC, a higher education applicant can receive a diploma with honors. The procedure for obtaining and the criteria for obtaining are defined in the "Regulations on ordering, filling out, issuing and accounting for documents on higher education (scientific degree) and their appendix, academic certificate at SIMON Kuznets Kharkiv National University of Economics " (new edition).

7.16. The procedure for attestation of applicants for higher education of the first (bachelor's) and second (master's) levels is defined in more detail in the "Regulations on the certification of applicants for higher education of SIMON Kuznets Kharkiv National University of Economics (new edition)".

7.17. Attestation of applicants for higher education at the third (educational-scientific) and scientific level of higher education is determined by other regulatory legal acts of Ukraine and the University.

8. COURSEWORK (PROJECT)

8.1. *Coursework (project)* is one (one) of the types of individual tasks of educational and research, creative or design nature, which is aimed at applying knowledge in one or more academic disciplines when solving a specific professional

task and acquiring the ability to independently work with educational and scientific literature, electronic and computer equipment, laboratory equipment, using modern information tools and technology.

8.2. Coursework (project) is a separate educational component, and the mastering results are recorded in the supplement to the diploma.

8.3. The final stage of the coursework (project) is its defense.

8.4. The defense of the coursework (project) is carried out by a commission of three people appointed by the chair.

8.5. The chair determines the term of defense of the coursework (projects). The term of defense of the course work (projects) cannot be later than the end of the examination session.

8.6. If there are valid reasons confirmed by documents, a higher education applicant may be assigned a different term for the defense of the coursework (project).

8.7. The coursework (project) is evaluated by the members of the commission after its defense by the applicant for higher education on a 100-point scale. The results of the defense are reflected in the record of success (Appendix E). The statement can be submitted to the relevant directorate / dean's office / department in paper (with original signatures) or in electronic form (signed by QES) no later than the last day of the examination session.

8.8. When evaluating a coursework (project), it is recommended to take into account the following components, in particular:

formulation of the object and subject of research;

compliance of structural sections and paragraphs with the defined topics and requirements for this type of work;

compliance with the requirements for the registration of work;

the presence of links;

compliance with grammatical and stylistic rules;

the ability of a higher education applicant to present his research results and logically structure the report.

8.9. Requirements for the coursework (project), the procedure for defense and evaluation criteria are established by the relevant methodological recommendations developed by the corresponding chair.

8.10. All coursework (projects) must be checked for the uniqueness of academic texts before they are defended.

8.11. In case of receiving from 1 to 59 points for the coursework (project) or in case of failure to appear for defense, the applicant for higher education has the right to two re-defenses in the commission.

Instead of re-defense, a higher education applicant can choose to re-complete it (defense) in the next academic period.

8.12. Re-completion of coursework (projects) is planned at the expense of the applicant's own time on the basis of concluded agreements out of the funds of individuals or legal entities. In case of repeated study, the corresponding educational component is included in the individual curriculum of the next academic period.

9. TRAINING

9.1. Training is a type of learning sessions, during which all its participants master the tools for performing a certain job from their own experience, as a result of which the applicant for higher education moves from conscious ignorance to conscious competence.

9.2. Training is a separate educational component, the results of mastering which are recorded in the supplement to the diploma.

9.3. The form of final control of the training can be a test or a report.

9.4. The form of final control is determined by the guarantor of the educational program.

9.5. The requirements for the report, the procedure for its protection and evaluation criteria are established by the relevant methodological recommendations developed by the corresponding chairs.

9.6. If the form of final control is a test, the methodological recommendations

developed by the chair should contain information on the possibility of accumulating points.

9.7. The term of defense of the training report, the accumulation of points is determined by the chair. The deadline cannot be later than ten working days after the end of the training and/or cannot be later than the end of the examination session.

9.8. If there are valid reasons confirmed by documents, a higher education applicant may be assigned a different term for defending the report or accumulating points.

9.9. The training is evaluated on a 100-point scale. The results of the defense are reflected in the record of success (Appendix G). The statement can be submitted to the relevant directorate / dean's office / department in paper (with original signatures) or in electronic form (signed QES).

9.10. The chair decides on the need to check the training reports for the uniqueness of academic texts and determines the percentage of uniqueness. Reports must be checked for the level of uniqueness of academic texts before they are defended.

9.11. In case of receiving from 1 to 59 points for the training or in case of failure to appear for defense, the applicant for higher education has the right to two re-defenses in the commission or additional accumulation of points.

Instead of re-defense, a higher education applicant can choose to re-complete the training in the next academic period.

9.12. Re-completion of trainings is planned at the expense of the applicant's own time on the basis of concluded agreements out of the funds of individuals or legal entities. In case of repeated study, the corresponding educational component is included in the individual curriculum of the next academic period.

10. PRACTICAL TRAINING OF A HIGHER EDUCATION APPLICANT

10.1. Practical training of a higher education applicant is one of the forms of organization of the educational process, which is an obligatory component of the

educational program for obtaining a certain degree of higher education.

10.2. Reports on practical training are a form of assessment of the final assimilation by applicants for higher education of practical knowledge, skills and abilities acquired in the process of practical training.

10.3. Assessment of the results of the internship and defense is carried out according to the 100-point system of assessment of learning outcomes established at the University.

The final number of points received by the applicant for higher education based on the results of the internship takes into account:

- feedback from the head of the practice base;
- feedback from the head of the chair;
- presentation by the applicant of higher education of the results of the internship during the defense of the report;
- answers to questions.

10.4. Additional conditions for the organization, defense and evaluation of the results of the relevant practice are determined by the graduate chair taking into account the specifics and features of the specialty of specialists, types of practice that applicants for higher education undergo and are indicated in the methodological recommendations of the department.

10.5. All practice reports must be checked for the uniqueness of academic texts before their defense.

10.6. The report of the internship is defended by the applicant for higher education before the commission of three people, which is appointed by the meeting of the chair. The commission consists of practice supervisors from the chair, teachers of the chair who taught special disciplines, and, if possible, practice supervisors from practice bases.

10.7. The Commission accepts the defense of the report within ten working days after the end of the practice.

10.8. The final number of points on the results of the internship on a 100-point

scale is indicated in the statement (Appendix C). The statement can be submitted to the relevant directorate / dean's office / department in paper (with original signatures) or in electronic form (signed QES).

10.9. If applicants for higher education, in the presence of valid reasons, did not pass the internship within the specified period, they may be assigned other terms of internship.

10.10. In case of receiving from 1 to 59 points for the defense of the report on practice or failure to appear for defense, the applicant for higher education has the right to two re-defenses in the commission.

Instead of re-defense, a higher education applicant can choose to re-take it or write (defend) a report in the next academic period.

10.11. Repeated completion or writing (defense) of the internship report is planned at the expense of the higher education applicant's own time and is not financed from budget funds. When completing or writing (defending) again, the corresponding educational component is included in the individual curriculum of the next academic period.

11. RATING OF HIGHER EDUCATION APPLICANTS

11.1. **Rating** is an estimated value that makes it possible to compare the final performance indicators of higher education applicants. It consists of two options: semester rating and final rating.

The semester rating is an estimated value that determines the performance indicators of a higher education applicant only for the last semester.

The final rating is an estimated value that determines the overall performance of a higher education applicant for all previous semesters.

11.2. The semester rating includes all educational components that are provided for in a particular semester. Points received by a higher education applicant from extra-credit (optional) educational components are not included in the semester ranking.

11.3. If the educational component (academic discipline) is studied for more than one semester, then the calculation of rating points is carried out for each semester separately (the maximum score is 100 for each semester for disciplines ending with both a test and an exam).

11.4. The semester rating is determined separately for each institute / faculty / department, course and specialty.

11.5. The semester rating includes all applicants for higher education who do not have academic debt.

11.6. The semester rating score of a higher education applicant is determined as the arithmetic mean (simple) sum of points received for all educational components divided by the number of educational components in the semester.

11.7. The semester rating of higher education applicants is an information base for compiling a scholarship rating of academic performance.

11.8. The Directorate/Dean's Office/Department is obliged to publish the semester rating of applicants for higher education on the pages of the official website of the University.

11.9. The final rating is determined separately for each institute / faculty / department, course and specialty.

11.10. The final rating includes all applicants for higher education who do not have academic debt.

11.11. The final rating score of a higher education applicant is determined as the arithmetic mean (simple) sum of points received for all educational components for the entire period of study divided by the number of educational components.

11.12. The final rating of higher education applicants is an information base for compiling a competitive rating of academic performance when transferring higher education applicants to vacant places of state order.

11.13. The Directorate/Dean's Office/Department is obliged to publish the final rating of higher education applicants on the pages of the official website of the University.

11.14. For applicants for higher education who have an extension of the session for good reasons, the calculation of the semester and final ratings is carried out after the expiration of the term for the extension of the examination session established by the rector.

11.15. The semester and final rating score of higher education applicants is calculated with three decimal places.

11.16. Responsibility for the timeliness and reliability of the information contained in the semester and final rating is borne by the director (head) of the educational and scientific institute / dean of the faculty / head of the department.

12. UNIVERSITY 100 POINT SCALE CONVERSION INTO OTHER SCALES

12.1. Transfer of learning outcomes to the 100-point scale of the University may occur in the following cases:

- renewal of a higher education applicant from another higher education institution;
- transfer of a higher education applicant from another higher education institution;
- recognition of learning outcomes obtained under academic mobility programs;
- recognition of learning outcomes obtained under the programs of two diplomas;
- recognition of learning outcomes obtained in other educational institutions;
- other cases provided for by law.

12.2. If there are marks on the national scale in the provided documents (academic certificate, diploma supplement, etc.) the transfer to the 100-point scale of the University is carried out in accordance with Table 2.

Table 2

Scale for the transfer of grades indicated on the national scale,
in the 100-point scale of the University

| <i>Score on a 5-point scale</i> | 100-point scale of the University |
|---------------------------------|-----------------------------------|
| 5 | 95 |
| 4 | 78 |
| 3 | 67 |
| 2-1 | unsatisfactory |
| <i>Score on a 2-point scale</i> | 100-point scale of the University |
| passed | 80 |

12.3. If there are grades on the national scale in the provided documents (academic certificate, diploma supplement, etc.) the transfer to the 100-point scale of the University is carried out in accordance with Table 3.

Table 3

Conversion scale of grades indicated on a 4-point scale,
into the 100-point scale of the University

| <i>Score on a 4-point scale</i> | 100-point scale of the University |
|---------------------------------|-----------------------------------|
| excellent | 95 |
| good | 78 |
| satisfactory | 67 |
| <i>unsatisfactory</i> | unsatisfactory |

12.4. If there are marks on a 12-point scale in the provided documents (academic transcript, diploma supplement, etc.) the transfer to the 100-point scale of the University is carried out in accordance with Table 4.

Table 4

Scale of transfer of grades indicated on a 12-point scale,
into the 100-point scale of the University

| <i>Score on a 12-point scale</i> | 100-point scale of the University |
|----------------------------------|-----------------------------------|
| 12 | 99 |
| 11 | 96 |
| 10 | 93 |

| | |
|-----|------|
| 9 | 86 |
| 8 | 81 |
| 7 | 75 |
| 6 | 70 |
| 5 | 66 |
| 4 | 62 |
| 3-1 | 1-59 |

12.5. If there are marks on the ECTS scale in the provided documents (academic certificate, diploma supplement, etc.), the transfer to the 100-point scale of the University is carried out in accordance with Table 5.

Table 5

ECTS Performance Assessment Conversion Scale ("A" – "E")
into the 100-point scale of the University

| <i>ECTS Scale</i> | 100-point scale of the University |
|-------------------|-----------------------------------|
| A | 95 |
| B | 86 |
| C | 78 |
| D | 69 |
| E | 62 |

12.6. If the documents provided (academic transcript, diploma supplement, etc.) contain grades on a 20-point scale used in France (in particular, Lyon 2), the transfer to the 100-point scale of the University is carried out in accordance with Table 6.

Table 6

Scale of conversion of grades on the 20-point scale used in France (in particular Lyon 2) to the 100-point scale of the University

| <i>Score on a 20-point scale</i> | 100-point scale of the University |
|----------------------------------|-----------------------------------|
| 20-17 | 100 |
| 16,5 | 98 |
| 16 | 96 |
| 15,5 | 95 |

| | |
|-------|------|
| 15 | 93 |
| 14,5 | 91 |
| 14 | 90 |
| 13,5 | 88 |
| 13 | 86 |
| 12,5 | 85 |
| 12 | 83 |
| 11,5 | 81 |
| 11 | 80 |
| 10,5 | 78 |
| 10 | 76 |
| 9,5 | 75 |
| 9 | 73 |
| 8,5 | 71 |
| 8 | 70 |
| 7,5 | 68 |
| 7 | 66 |
| 6,5 | 65 |
| 6 | 63 |
| 5,5 | 61 |
| 5 | 60 |
| 1-4,9 | 1-59 |

12.7. If the submitted documents (academic transcript, diploma supplement, etc.) contain grades on the 6-point scale used in Germany (in particular, Friedrich-Alexander-Universität Erlangen-Nürnberg), the transfer to the 100-point scale of the University is carried out in accordance with Table. 7

Table 7

Grading scale on a 6-point scale used in Germany (in particular Friedrich-Alexander-Universität Erlangen-Nürnberg) in
100-point scale of the University

| <i>Score on a 6-point scale</i> | 100-point scale of the University |
|---------------------------------|-----------------------------------|
| 1,0 | 100 |
| 1,1 | 98 |
| 1,2 | 96 |
| 1,3 | 94 |
| 1,4 | 92 |
| 1,5 | 90 |
| 1,6 | 89 |
| 1,7 | 88 |
| 1,8 | 87 |
| 1,9 | 86 |
| 2,0 | 84 |
| 2,1 | 82 |
| 2,2 | 80 |
| 2,3 | 78 |
| 2,4 | 76 |
| 2,5 | 74 |
| 2,6 | 73 |
| 2,7 | 72 |
| 2,8 | 71 |
| 2,9 | 70 |
| 3,0 | 69 |
| 3,1 | 68 |
| 3,2 | 67 |
| 3,3 | 66 |
| 3,4 | 65 |
| 3,5 | 64 |
| 3,6 | 63 |
| 3,7 | 63 |
| 3,8 | 62 |
| 3,9 | 61 |
| 4,0 | 60 |
| 4,1-6,0 | 59-1 |

12.8. If the submitted documents (academic transcript, diploma supplement, etc.) contain grades on the 20-point scale used in Portugal (in particular, the Polytechnic Institute of Bragança), the transfer to the 100-point scale of the University is carried out in accordance with Table 8.

Table 8

Scale of conversion of grades on a 20-point scale used in Portugal (in particular the Polytechnic Institute of Bragança) into a 100-point scale of the University

| <i>Score on a 20-point scale</i> | 100-point scale of the University |
|----------------------------------|-----------------------------------|
| 20 | 100 |
| 19 | 95 |
| 18 | 90 |
| 17 | 86 |
| 16 | 82 |
| 15 | 78 |
| 14 | 74 |
| 13 | 70 |
| 12 | 66 |
| 11 | 62 |
| 10 | 60 |
| 0-9 | 1-59 |

12.9. If the submitted documents (academic transcript, diploma supplement, etc.) contain grades on the 10-point scale used in Lithuania (in particular, Mykolas Romeris University), the transfer to the 100-point scale of the University is carried out in accordance with Table 9.

Table 9

Scale of conversion of grades on a 10-point scale used in Lithuania (in particular Mykolas Romeris University) to a 100-point scale of the University

| <i>Score on a 10-point scale</i> | 100-point scale of the University |
|----------------------------------|-----------------------------------|
| 10 | 95 |
| 9 | 86 |

| | |
|-----|------|
| 8 | 78 |
| 7 | 71 |
| 6 | 64 |
| 5 | 62 |
| 4-1 | 1-59 |

12.10. If the submitted documents (academic transcript, diploma supplement, etc.) contain grades on a 6-point scale used in Switzerland (in particular Universität Zürich), the transfer to the 100-point scale of the University is carried out in accordance with Table 10.

Table 10

Scale of conversion of grades on a 6-point scale used in Switzerland (in particular Universität Zürich) to a 100-point scale of the University

| <i>Score on a 6-point scale</i> | 100-point scale of the University |
|---------------------------------|-----------------------------------|
| 6 | 97 |
| 5,5 | 93 |
| 5 | 86 |
| 4,5 | 78 |
| 4 | 67 |
| 3-1 | 1-59 |

12.11. If the submitted documents (academic transcript, diploma supplement, etc.) contain grades on a 5-point scale used at the University of Applied Sciences of South Westphalia (Fachhochschule Südwestfalen, University of Applied Sciences), the transfer to the 100-point scale of the University is carried out in accordance with Table 11.

Table 11

Scale of conversion of grades on a 5-point scale used at the University of Applied Sciences of South Westphalia into a 100-point scale of the University

| <i>Score on a 5-point scale</i> | 100-point scale of the University |
|---------------------------------|-----------------------------------|
|---------------------------------|-----------------------------------|

| | |
|---------|------|
| 1,0 | 100 |
| 1,1 | 98 |
| 1,2 | 96 |
| 1,3 | 94 |
| 1,4 | 92 |
| 1,5 | 90 |
| 1,6 | 89 |
| 1,7 | 88 |
| 1,8 | 87 |
| 1,9 | 86 |
| 2,0 | 85 |
| 2,1 | 84 |
| 2,2 | 83 |
| 2,3 | 83 |
| 2,4 | 82 |
| 2,5 | 82 |
| 2,6 | 81 |
| 2,7 | 79 |
| 2,8 | 77 |
| 2,9 | 75 |
| 3,0 | 74 |
| 3,1 | 73 |
| 3,2 | 71 |
| 3,3 | 69 |
| 3,4 | 67 |
| 3,5 | 64 |
| 3,6 | 63 |
| 3,7 | 62 |
| 3,8 | 61 |
| 3,9 | 61 |
| 4,0 | 60 |
| 4,1-5,0 | 1-59 |

12.12. If the submitted documents (academic transcript, diploma supplement, etc.) contain grades on a 4-point scale used by the University of Economics and Management in Bratislava (BUEM), the transfer to the 100-point scale of the University is carried out in accordance with Table 12.

Table 12

The scale of converting grades on a 4-point scale used at the University of Economics and Management in Bratislava into a 100-point scale of the University

| <i>Score on a 4-point scale</i> | 100-point scale of the University |
|---------------------------------|-----------------------------------|
| 1,0 | 100 |
| 1,1 | 97 |
| 1,2 | 95 |
| 1,3 | 93 |
| 1,4 | 90 |
| 1,5 | 89 |
| 1,6 | 87 |
| 1,7 | 85 |

Continuation of Table. 12

| <i>Score on a 4-point scale</i> | 100-point scale of the University |
|---------------------------------|-----------------------------------|
| 1,8 | 83 |
| 1,9 | 82 |
| 2,0 | 81 |
| 2,1 | 79 |
| 2,2 | 77 |
| 2,3 | 75 |
| 2,4 | 74 |
| 2,5 | 73 |
| 2,6 | 71 |
| 2,7 | 68 |
| 2,8 | 66 |
| 2,9 | 64 |
| 3,0 | 64 |
| 3,1 | 63 |
| 3,2 | 63 |
| 3,3 | 63 |

| | |
|-----|------|
| 3,4 | 62 |
| 3,5 | 62 |
| 3,6 | 61 |
| 3,7 | 61 |
| 3,8 | 60 |
| 3,9 | 60 |
| 4,0 | 1-59 |

12.13. If the provided documents (academic transcript, diploma supplement, etc.) contain grades on a 10-point scale used in Latvia (in particular, ISMA University), the transfer to the 100-point scale of the University is carried out in accordance with Table 13.

12.14. If the documents provided by the applicant for higher education contain grades (points) on other scales, then the University recognizes the results of education at the middle limit.

12.15. For an objective and reasonable decision on the comparison of Scales, the Directorate / Dean's Office or the International Department may send a written request to another educational institution.

Table 13

Scale of conversion of grades on a 10-point scale used in Latvia (including ISMA University) into a 100-point scale of the University

| Score on a 10-point scale | 100-point scale of the University |
|---------------------------|-----------------------------------|
| 10 | 100 |
| 9 | 95 |
| 8 | 86 |
| 7 | 78 |
| 6 | 69 |
| 5 | 62 |
| 4 | 60 |
| 1-3 | 1-59 |

13. RIGHTS AND OBLIGATIONS OF HIGHER EDUCATION APPLICANTS IN

THE ORGANIZATION OF THE EDUCATIONAL PROCESS ON THE BASIS OF THE CUMULATIVE POINT-RATING SYSTEM

13.1. Applicants for higher education are obliged to familiarize themselves with the rules of organization of the educational process using the cumulative point-rating system, before the beginning of the academic year.

13.2. In the process of studying, the applicant for higher education is obliged to strictly adhere to the rules set forth in this Procedure of the CRS.

13.3. In the process of studying, the applicant for higher education is obliged to master the educational components in accordance with the approved individual curriculum, to perform all planned work within the established timeframe.

13.4. A higher education applicant must attend and actively work in classes.

13.5. Applicants for higher education are obliged to adhere to the principles of academic integrity, namely:

independent performance of educational tasks, tasks of current and final control of learning outcomes (for persons with special educational needs, this requirement is applied taking into account their individual needs and capabilities);

references to sources of information in case of using ideas, developments, statements, information;

compliance with the norms of legislation on copyright and related rights;

providing reliable information about the results of their own educational (scientific, creative) activities, research methods used and sources of information.

13.6. A higher education applicant has the right to receive information:

about the conditions for studying the academic discipline;

about the types of educational tasks and control measures;

on criteria and procedures for assessing learning outcomes in educational components;

about the results of each control measure;

about the final test program;

on the results of current and final control for the semester and academic year.

14. FINAL PROVISIONS

14.1. The Regulations are adopted by the decision of the Academic Council of the University and put into effect by the order of the Rector of the University.

14.2. All changes and additions to these Regulations are considered and adopted at the meeting of the Academic Council of the University and put into effect by the order of the Rector.

The head of the
educational-
methodological
department

Hanna CHUMAK

AGREED:

Vice-Rector for
Educational and
Methodological Work

Karina NEMASHKALO

Counsel of the
1 category

Yanina CHUPRYNA

APPENDICES

Appendix A

ЗАТВЕРДЖУЮ

Директор (керівник) навчально-
наукового інституту /Декан факультету /
Керівник підрозділу _____
« ____ » _____ 20 ____ р.

РОБОЧИЙ ПЛАН
(ТЕХНОЛОГІЧНА КАРТА)
з навчальної дисципліни
« ____ »

для здобувачів вищої освіти
інституту /факультету / відділу _____
спеціальність _____
ОПП (ОНП) _____
курс (рік навчання) _____
група (и) _____
кафедра, що викладає: _____
лектор : _____

навчальний рік : **20__ - 20__** семестр : ____
загальний обсяг годин за
навчальною дисципліною: ____
форма підсумкового контролю: _____

1. РОЗПОДІЛ ГОДИН ЗА ТИЖДНЯМИ НАВЧАННЯ

| Форми організації освітнього процесу | | Навчальні тижні | | | | | | | | | | | | | | | | | Сесія | Σ |
|---|--|-----------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|-------|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| Загальне навантаження здобувача вищої освіти, години на тиждень | | | | | | | | | | | | | | | | | | | | |
| Види навчальних занять (НЗ) | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Навчальні заняття | | | | | | | | | | | | | | | | | | | | |
| Самостійна робота (СР) | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Самостійна робота | | | | | | | | | | | | | | | | | | | | |
| Підсумковий контроль (ПК) | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Загальний обсяг годин | | | | | | | | | | | | | | | | | | | | |

* поточні консультації проводяться викладачем за графіком, для здобувача вищої освіти години на консультації відводяться за рахунок самостійної роботи

2. НАКОПИЧУВАННЯ БАЛІВ З НАВЧАЛЬНОЇ ДИСЦИПЛІНИ

| Контрольні заходи | | Навчальні тижні | | | | | | | | | | | | | | | | | Сесія | Σ |
|-------------------------|--|-----------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|-------|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| Кількість балів | | | | | | | | | | | | | | | | | | | | |
| Поточний контроль | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Підсумковий контроль | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| ВСЬОГО балів на тиждень | | | | | | | | | | | | | | | | | | | | |
| НАКОПИЧЕННЯ балів | | | | | | | | | | | | | | | | | | | | |

Затверджено на засіданні кафедри « ____ » ____ 20__ р.

Протокол № _____

Завідувач кафедри _____

| Навчальний тиждень | Години | Форми організації освітнього процесу | | Контрольні заходи | Кількість балів |
|--------------------|--------|--|--|-------------------|-----------------|
| 1 | НЗ | | | | |
| | | | | | |
| | СР | | | | |
| 3 | НЗ | | | | |
| | | | | | |
| | СР | | | | |
| 4 | НЗ | | | | |
| | | | | | |
| | СР | | | | |
| ... | | | | | |
| | | | | | |
| | | | | | |
| 17 | НЗ | | | | |
| | | | | | |
| | СР | | | | |
| Сесія | СР | | | | |
| | | | | | |
| | | | | | |
| | | <div> <div>годин</div> <div>Максимальна кількість балів по дисципліні</div> </div> | | | |
| Лектор _____ | | | | _____ | |
| | | | | _____ | |

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

Unit _____
 Speciality _____
 Educational program _____
 Course (year of study) _____ Group _____
 20__ - 20__ academic year

RECORD OF ACADEMIC PERFORMANCE No. _____

« __ » _____ 20__

with _____

for __ academic semester

Form of semester control -

PASSED

Total Hours _____

Lecturer _____

Teacher _____

| No. s /p | Last name First name Patronymic | Final score on a 100-point scale | Date | Signature of teachers |
|----------|---------------------------------|----------------------------------|------|-----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |

Head of Unit

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

Unit _____
 Speciality _____
 Educational program _____
 Course (year of study) _____ Group _____
 20__ - 20__ academic year

RECORD OF ACADEMIC PERFORMANCE No.

« __ » _____ 20__

with _____

for __ academic semester

Form of semester control -

EXAM

Total Hours ____

Lecturer _____

Teacher _____

| No. s /p | Last name First name Patronymic | Sum of points for current control as of « __ » 202__ | Points obtained during the exam « __ » 202__ | Final score on a 100- point scale | Signature of teachers |
|-------------|---------------------------------|---|---|--------------------------------------|-----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |

Head of Unit

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

Unit _____
 Speciality _____
 Educational program _____
 Course (year of study) _____ Group _____
 20__ - 20__ academic year

STATEMENT OF ACCOUNTING FOR SUCCESS (recalculation of debt) No. _____

« __ » _____ 20__

with _____

for __ academic semester

Form of semester control -

PASSED

Total Hours _____

Lecturer _____

Teacher _____

| No. s /p | Last name First name Patronymic | Final score on a 100-point scale | Date | Signature of teachers |
|-------------|---------------------------------|-------------------------------------|------|-----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |

Head of Unit

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

Unit _____
 Speciality _____
 Educational program _____
 Course (year of study) _____ Group _____
 20__ - 20__ academic year

STATEMENT OF ACCOUNTING FOR SUCCESS (recalculation of debt) No.

« __ » _____ 20__

with _____

for __ academic semester

Form of semester control -

EXAM

Total Hours ____

Lecturer _____

Teacher _____

| No. s /p | Last name First name Patronymic | Sum of points for current control as of « __ » ____ 202__ | Points obtained during the exam « __ » ____ 202__ | Final score on a 100- point scale | Signature of teachers |
|-------------|---------------------------------|--|--|--------------------------------------|-----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |

Head of Unit

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

Unit _____
 Speciality _____
 Educational program _____
 Course (year of study) _____ Group _____
 20__ - 20__ academic year

RECORD OF ACADEMIC PERFORMANCE No.

« __ » _____ 20__

with _____
 for __ academic semester
 Teacher _____
 Course work (project) _____

| No. s /p | Last name First name Patronymic | Final score on a 100-point scale | Date | Signature of teachers |
|-------------|---------------------------------|----------------------------------|------|-----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |

Head of Unit

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

Unit _____
 Speciality _____
 Educational program _____
 Course (year of study) _____ Group _____
 20__ - 20__ academic year

RECORD OF ACADEMIC PERFORMANCE No.

with _____ « __ » _____ 20__
 for __ academic semester _____ Training _____
 Teacher _____

| No. s /p | Last name First name Patronymic | Final score on a 100-point scale | Date | Signature of teachers |
|-------------|---------------------------------|----------------------------------|------|-----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |

Head of Unit

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

Unit _____
 Speciality _____
 Educational program _____
 Course (year of study) _____ Group _____
 20__ - 20__ academic year

RECORD OF ACADEMIC PERFORMANCE No.

with « __ » _____ 20__
 for __ academic semester _____ practice
 Teacher _____

| No. s /p | Last name First name Patronymic | Final score on a 100-point scale | Date | Signature of teachers |
|-------------|---------------------------------|----------------------------------|------|-----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |

Head of Unit

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

Unit _____
 Speciality _____
 Educational program _____
 Course (year of study) _____ Group _____
 20__ - 20__ academic year

RECORD OF ACADEMIC PERFORMANCE No.

« __ » _____ 20__

with _____ Qualification exam in the specialty / Diploma work (project)

Chairman of the EC _____
 Members of the EC _____

| No. s /p | Last name First name Patronymic | Final score on a 100-point scale | Date | Signature of teachers |
|-------------|---------------------------------|----------------------------------|------|-----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |

Head of Unit

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

APPLICANT'S PERFORMANCE SHEET
HIGHER EDUCATION No _____

Unit _____, Group _____ Course (year of study) _____
Pulpit _____
Educational component _____

The teacher submits the sheet in person to the institute, dean's office, or department on the day of final control acceptance. It is strictly forbidden to transfer the sheet to other persons.

The sheet is valid until " ____ " _____ 20 ____

| Surname First name Patronymic of the applicant for higher education | Number of points on the scale of KhNEU Them. S. Kuznets | Date | Teacher's signature |
|---|---|------|---------------------|
| | | | |
| | | | |

Head of the _____ Unit
Lecturer (lecturer) _____ (academic title, surname and initials)
" ____ " _____ 20 ____

Переклад затверджую на 51 стор.

Директор
ТОВ «Наукові публікації» _____
Лілія П. ОМІН

