

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

APPROVED

Decision of the Academic Council  
S. Kuznets KhNUE  
Protocol No. 10 dated 30.09.2024

PUT INTO EFFECT

Order of the rector of S. Kuznets KhNUE  
No. 293 dated 30.09.2024



Volodymyr PONOMARENKO

**REGULATIONS  
ON THE ORGANIZATION OF ASSESSMENT OF LEARNING  
OUTCOMES AND QUALITY OF HIGHER EDUCATION USING  
DISTANCE TECHNOLOGIES  
AT SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF  
ECONOMICS  
(new edition)**

Kharkiv  
2024

## 1. GENERAL PROVISIONS

1.1. This Regulation defines the basic principles of organizing current and final control using distance learning technologies at Simon Kuznets Kharkiv National University of Economics (hereinafter referred to as S. Kuznets Kharkiv National University of Economics).

1.2. The purpose of this Regulation is to normalize the actions of participants in the educational process during current, semester control and certification using distance learning technologies at S. Kuznets KhNUE.

1.3. Distance learning technologies are one of the forms of individualization of the educational process, which is based on the principles of open learning with the widespread use of computer curricula for various purposes and creates with the help of modern telecommunications an information educational environment for the transfer of web resources of academic disciplines and interaction between participants.

1.4. Distance learning technologies provide for the implementation of interaction between participants in the educational process, which both asynchronously and synchronously in time rely on the use of modern information and communication technologies and other means.

1.5. This Procedure is developed in accordance with:

the Law of Ukraine "On Education" of 05.09.2017, No 2145-VIII (current version);

the Law of Ukraine "On Higher Education" of 01.07.2014, No 1556-VII (current version);

Regulations on electronic educational resources, approved by the Order of the Ministry of Education and Science of Ukraine of 01.10.2012, No 1060;

Charter of S. Kuznets KhNUE (new edition);

Development Strategy of Simon Kuznets Kharkiv National University of Economics for 2020 - 2027;

Recommendations on the organization of current, semester control and certification of applicants for professional pre-higher and higher education using distance learning technologies, sent by letter of the Ministry of Education and Science of Ukraine on 14.05.2020, No. 1/9-249.

Regulations on the organization of the educational process at S. Kuznets KhNUE (new edition);

The Procedure for Evaluating the Learning Outcomes of Higher Education Applicants by the Cumulative Point-Rating System at Simon Kuznets Kharkiv National University of Economics (new edition);

Regulations on Planning and Accounting of Work, Scientific and Pedagogical Staff of Simon Kuznets Kharkiv National University of Economics (new edition);

Regulations "On Personal Educational Systems at S. Kuznets KhNUE " (new edition).

1.6. To ensure the educational process using distance learning technologies at the university, the site of personal educational systems of S. Kuznets KhNUE (<https://PLS.hneu.edu.ua>) is used. It hosts web resources of electronic courses of academic disciplines (programs), which must meet the mandatory requirements and have a clearly defined visualization on the course page.

1.7. The personal educational system (PLS) is an integral part of the educational process, has an educational and methodological purpose, is used to ensure the educational activities of higher education applicants during classroom and extracurricular work and is considered one of the main elements of the information and educational environment of S. Kuznets KhNUE .

1.8. Personal learning systems at the university are developed in the form of electronic courses of the Moodle learning management information system (LMS), which is organized as a site of personal learning systems of S. Kuznets KhNUE in the computer network Internet, and additionally can be created in other information systems.

## 2. BASIC TERMS AND THEIR DEFINITIONS

2.1. In this Procedure, the terms are used in the following meaning:

**asynchronous mode** – interaction between distance learning subjects, during which participants interact with each other with a time delay, using e-mail, forum, social networks, etc.;

**web resources of academic disciplines (programs)** – a systematic collection of information and means of educational and methodological nature necessary for mastering academic disciplines (programs), which is accessible via the Internet (local network) using a web browser and/or other software tools available to the user;

**web environment of distance learning** – a systematically organized set of web resources of academic disciplines (programs), web resource management software, means of interaction of distance learning subjects and distance learning management;

**distance learning** is an individualized process of transferring and assimilating knowledge, skills and methods of cognitive activity of an individual, which occurs through indirect interaction of remote learning participants in a specialized environment created on the basis of modern psychological, pedagogical and information and communication technologies;

**an electronic course** is a set of electronic educational and methodological materials created for the organization of individual and group learning using distance learning technologies (DT), based on Internet technologies, in accordance with the schedule of the educational process of the University;

**electronic educational resources** are educational, scientific, informational, reference materials and tools that are developed in electronic form and presented on media of any type or placed in computer networks, which are reproduced using electronic digital technical means and are necessary for the effective organization of the educational process, for its filling with high-quality educational and methodological materials;

**information and communication technologies of distance learning** are technologies for creating, transmitting and storing educational materials, organizing and supporting the educational process of distance learning using telecommunication, in particular, electronic local, regional and global (Internet) networks;

**personal educational system (PLS)** is an automated educational system with an emphasis on its personal nature and focus on independent learning. Personal educational system at S. Kuznets KhNUE is an information environment that consists of educational, scientific, informational materials and tools developed in electronic form, and is sufficient for teaching individual academic disciplines through indirect interaction of those remote from each other participants in the educational process. It is set up for the effective organization and management of independent work of higher education applicants.

**psychological and pedagogical technologies of distance learning** – a system of means, techniques, steps, the consistent implementation of which ensures the fulfillment of the tasks of training, education and personal development;

**synchronous mode** – interaction between distance learning subjects, during which all participants are simultaneously in the web environment of distance learning (chat, audio, video conferences, social networks, etc.);

**management system for web resources of academic disciplines (programs)** – software for creating, saving, accumulating and transferring web resources, as well as for ensuring authorized access of distance learning subjects to these web resources;

**Educational process management system** (eng. Learning Management System (LMS)) is a system that allows all subjects of the educational process, namely: University administration, teachers, higher education students to manage learning in interactive, on-line and off-line modes, share professional experience using personal blogs and portfolios, track the dynamics of higher education students' academic performance, etc.;

**subjects of distance learning** – persons who study (applicants for higher education, listeners) and persons who provide the educational process in distance learning and/or with

the use of distance learning technologies (pedagogical and scientific-pedagogical workers, methodologists, etc.);

**distance learning technologies** – a complex of educational technologies, including psychological-pedagogical and information-communication technologies, which provide an opportunity to implement the process of distance learning at the University;

**Moodle** The Modular Object-Oriented Dynamic Learning Environment is a system distributed under the GNU GPL license and allows you to automate the management of the learning process and independent work of higher education applicants.

### **3. FEATURES OF THE ORGANIZATION OF THE EDUCATIONAL PROCESS USING DISTANCE LEARNING TECHNOLOGIES**

3.1. The use of distance learning technologies is focused primarily on the following categories of higher education applicants:

- persons living in geographically remote and hard-to-reach settlements;
- persons with special needs;
- persons who are on sick leave or quarantine;
- foreign citizens;
- citizens of Ukraine who temporarily or permanently reside abroad.
- persons wishing to receive additional (postgraduate) education in parallel with studying at other universities;
- persons preparing for admission to the university;
- other cases that make it impossible for a higher education applicant to be present during classroom classes or certification, including studies during martial law.

3.2. Distance learning technologies can be used in conducting training sessions via the Internet; study of additional (optional, extra-credit) academic disciplines; receiving consultations; carrying out current and final control (semester control and certification), etc.

3.3. At the university, when organizing the educational process in any form of education, distance learning technologies can be used for methodological and didactic support of independent work and control measures (current and semester control, certification).

3.4. Control measures of the educational process using distance learning technologies must provide the following requirements:

- authorized access to information and communication technologies for distance learning;

- the ability to determine availability by time and time of execution;
- objectivity of criteria for verifying the results of performance with the active use of automated tools for assessing knowledge;
- variability in the formation of control measures using algorithms for random selection of tasks.

## **4. FORMS OF ORGANIZATION OF TRAINING USING DISTANCE LEARNING TECHNOLOGIES**

4.1. Distance learning technologies can be used in all forms of education in all main types of training sessions and are carried out with the help of modern information communication technologies: Internet, e-mail, chat, forum, teleconference, videoconference, audio conference, etc.

4.2. The main types of training sessions using distance learning technologies are: lecture, practical (seminar) classes, laboratory classes, consultations and others.

4.3. Lecture, practical (seminar) lesson, laboratory lesson, consultation with the use of distance learning technologies are conducted with higher education applicants remotely in synchronous or asynchronous mode in accordance with the needs of the educational process.

4.4. Lectures using distance learning technologies are held in real and asynchronous mode, frontally and individually. They can be implemented in two main versions: computer video conferencing and video recording of the lecture with synchronous or asynchronous transmission of it via computer measure.

4.5. Practical (seminar) classes with the use of distance learning technologies are conducted in real and asynchronous mode with the help of computer video conferencing with visual contact between teachers and higher education applicants, or in the form of text message exchange, which can take place in synchronous mode (video conference, chat) or in asynchronous mode (teleconference, mail forum).

4.6 Consultations with the use of distance learning technologies can be individual or group. To conduct them, such means as e-mail, video and teleconferences, chat are used.

4.7. Independent work of applicants for higher education is provided by the materials of the PLS, developed using the management systems of web resources of academic disciplines, which include the content part, questions for self-examination, control tasks, etc.

4.8. Current control of the knowledge of higher education applicants with the help of distance learning technologies is carried out during practical (seminar, lab) classes or

remotely using the capabilities of information and communication technologies of distance learning in the form of tests and individual and group tasks performed by higher education applicants in electronic form.

4.9. Semester control of the knowledge of higher education applicants using distance learning technologies is carried out during semester differential tests and exams or remotely using the capabilities of information and communication technologies in the form of tests and individual tasks performed by higher education applicants in electronic form by means of PLS and/or videoconferencing systems.

4.10. The list of control measures is established by the work program of the academic discipline. The results of current and semester control are drawn up in the relevant statements, and are the basis for making a decision on the implementation of an individual plan by higher education applicants.

## **5. CURRENT CONTROL**

5.1. At the beginning of the study of the relevant discipline the applicant for higher education is informed about the availability of the work program of the academic discipline, the "Work plan (technological map) for the academic discipline", including their electronic versions in the content block of the PLS.

5.2. Current control in the PLS environment ensures the determination of current learning outcomes by the teacher and the implementation of self-control of the quality of education by higher education applicants.

5.3. When assigning points for current control, the following are subject to assessment: the level of assimilation of theoretical knowledge and practical skills and abilities on topics included in the content modules; independent study of topics; carrying out calculations, laboratory and control work; performing interactive tasks for in-depth study or control testing of knowledge; performance of individual or group tasks of a certain form of reporting with the provision of feedback; formation of the conceptual apparatus of the academic discipline; discussion of debatable issues in asynchronous mode; independent or mutual assessment of the performance of individual or group tasks; preparation of encyclopedic or abstract articles on given or arbitrary issues; formation of a database of the academic discipline according to the principles of hierarchical systematization of the conceptual apparatus; assessment of the quality of the academic discipline.

5.4. Current control in the PLS can be carried out by the following means:

automated tests for control and self-control of educational achievements of higher education applicants;

multi-level individual and group tasks of a certain form of reporting (report, presentation, project, video, etc.) with feedback on the verification of the educational achievements of higher education applicants based on the material being studied;

assessment by the teacher of interaction and communication between distance learning subjects in asynchronous and synchronous modes using chat, forum, survey, questionnaire, etc.;

the task of mutual assessment of knowledge carried out by the subjects of distance learning in relation to each other;

evaluation by the teacher of the results of collective cooperation between subjects of distance learning using glossaries, wikis, databases of academic disciplines, etc.

5.5. Current control, carried out in the form of a colloquium or a comprehensive control work, is aimed at an integrated assessment of the learning outcomes of a higher education applicant after studying the material from the logically completed part of the discipline - the content module.

5.6. Colloquium or complex control work can be carried out by means of PLS. In this case, they should be created as part of the PLS as a complex task in the form of a separate section (topic/week) of the PLS, containing all the tasks of such knowledge control.

5.7. The results of the current assessment of the level of formed competencies and learning outcomes of higher education applicants by means of PLS, for each control measure, are put by the lecturer together with the teacher conducting the class in the "Grade Log" of the PLS in an automated or manual way, depending on the chosen tool.

## **6. SEMESTER CONTROL**

6.1. Semester control over the academic discipline can be carried out in the form of a differentiated test or exam, which is determined by the curriculum.

6.2. In the case of semester control with the use of PLS in the form of credit, the final number of points in the academic discipline (maximum – 100 points) is determined as the sum of (simple) points for the results of the higher education applicant's performance during the current control, including colloquium or comprehensive control work.

6.3. Pre-examination consultation under the conditions of using distance learning technologies is carried out by means of videoconferencing systems according to the approved schedule of consultations of the examination session.

6.4. Semester control of applicants for higher education in the form of an exam is carried out in electronic form by means of the PLS according to the approved schedule of the examination session. The exam includes test questions, typical and complex tasks, tasks



that require a creative answer and the ability to synthesize the knowledge gained and apply it in solving practical problems.

6.5. The list of examination questions and tasks, the criteria for their evaluation are determined and approved by the department. Exam questions and tasks must be specific, understandable to the applicant for higher education and must necessarily correspond to the learning outcomes and competencies being tested.

6.6. Semester control of higher education applicants in the form of an exam should be created as a complex task in the form of a separate section (topic/week) of the PLS, containing evaluation criteria, a link to a videoconference and an exam task in the form of an element of the PLS "Test". The teacher must inform the person responsible for the PLS at the institute / faculty the full name of the PLS, in which the semester control of knowledge will take place no later than 3 (three) working days before its conduct.

6.7. At the beginning of the exam, the first 30 minutes, of the exam for full-time higher education applicants, their personal identification is carried out using a videoconference, the link to which is located in the relevant section of the PLS.

6.8. The examination task is compiled randomly by means of the PLS from practical situations (stereotyped, diagnostic and heuristic tasks), which provide for the solution of typical professional tasks of a specialist at the workplace and allow diagnosing the level of theoretical and practical training of a higher education applicant and the level of his competence in the academic discipline.

6.9. It is recommended to determine the complexity of the examination task using PLS means taking into account the time allotted for the exam.

6.10. The total duration of the exam in the PLS cannot exceed four academic hours (three astronomical hours) per day.

6.11. The result of the exam of applicants for higher education is evaluated in points (maximum number – 40 points), which are put in the "Grade Book" of the PLS in an automated or manual way, depending on the chosen means. When checking heuristic tasks (open-form test questions), the teacher must provide a comment by means of PLS to the result of checking the task.

6.12. In the absence of technical capabilities to use the PLS website to pass the exam, as an alternative, e-mail can be used.

6.13. On the day of the exam, the teacher sends each higher education applicant a separate exam ticket by e-mail. A higher education applicant sends a photocopy of his/her handwritten answer to the teacher's e-mail address within the specified period. If necessary, other files can be added that are executed in certain software products.

6.14. The final grade in the academic discipline is calculated taking into account the points received during the exam and the points received during the current control over the

accumulative system, and is entered into the appropriate column "Records of academic performance".

## **7. CERTIFICATION OF HIGHER EDUCATION APPLICANTS**

7.1. Attestation of higher education applicants is the final form of control over a certain level of higher education, and is aimed at establishing the compliance of the learning outcomes (scientific or creative work) of higher education applicants with the requirements of the educational (scientific, educational and creative) program and/or the requirements of the qualification exam program in the specialty.

7.2. Attestation of persons at the first (bachelor's) and/or second (master's) levels of higher education in the form of a qualification exam in the specialty under the conditions of using distance learning technologies is carried out in the web environment of the PLS in electronic form.

7.3. Attestation in the form of a qualification exam with the use of PLS should be created as a separate PLS, the name of which is formed as follows: "Attestation according to the OP Economic Cybernetics (special. 051 Economics), 2024-25 academic year" (example). The corresponding PLS are located in a separate section of the general catalog of courses on the website of PLS of S. Kuznets KhNUE.

7.4. The PLS for certification must contain:

- work programs of academic disciplines submitted for the qualification exam in the specialty;
- criteria for evaluating the answers of higher education applicants;
- reference materials provided for use by higher education applicants in preparation for the qualification exam;
- a link to a video conference for personal identification;
- complex examination tasks provided with variability by means of PLS.

7.5. Verification of PLS for attestation and enrollment of applicants for higher education is carried out by specialists of the Department of Digital and Inclusive Education according to the submitted lists of institutes / dean's offices / department no later than 2 (two) working days before the pre-certification consultation.

7.6. Pre-certification consultation under the conditions of using distance learning technologies is carried out by means of videoconferencing systems according to the approved schedule of consultations.

7.7. 30 minutes before the start of the certification of applicants for higher education in the form of a qualification exam in the specialty, their personal identification is carried out using a videoconference, the link to which is located in the relevant section of the PLS.

7.8. The duration of the qualification exam in the specialty is 3 astronomical hours.

7.9. The final grade of the qualification exam in the specialty is the sum of points for each component of the exam ticket (task).

7.10. Attestation of persons at the first (bachelor's) and/or second (master's) levels of higher education in the form of a diploma work (project) under the conditions of using distance learning technologies is carried out purely synchronously (videoconference).

7.11. Electronic versions of diploma works (projects) and documents to them are posted and stored on the website of the PLS.

7.12. Assessment of the results of passing qualification exams and/or defense of diploma works (projects) is carried out according to the 100-point system of evaluating learning outcomes adopted at the University.

7.13. Retaking the qualification exam in the specialty and defending the thesis (project) in order to increase the grade are not allowed.

## **8. VARIABILITY OF TASK FORMATION BY MEANS OF PLS**

8.1. Control of knowledge and certification of applicants for higher education by means of PLS is provided by the control component of the content block of PLS, which contains banks of test questions and multi-level tasks.

8.2. The PLS Questions Bank has a hierarchical structure by categories, which contains test questions by academic discipline. The categories of the PLS Questions Bank correspond to the topics of the academic discipline, the type and complexity of the test tasks.

8.3. Test tasks in PLS are automated tests with closed, semi-open and open questions.

8.3.1. Closed-form test questions provide for the choice of one correct answer from the proposed set of answers:

- right/wrong;
- multiple choice with one correct answer;
- multiple choice with the correct answer, formed by a set of proposed options;
- establishing a correspondence or sequence.

8.3.2. Test questions of semi-open form will involve the introduction of the correct answer and have a predetermined method of automatic verification of the correctness of the answer:

- short answer (word or phrase);
- numerical answer.

8.3.3. Open-form test questions provide for the possibility of providing an answer in a free form. In the PLS, open-form test questions are implemented with the help of questions such as Essay:

- Questions whose answers contain text and numeric characters without complex formatting elements are recommended to be created with a text field for entering an answer;
- Questions whose answers contain text and numeric characters, as well as complex formatting elements (figures, diagrams, formulas), are recommended to be created with a field for providing an answer in the form of a file and a text field for a possible comment on it.

8.3.4. A separate group of test questions is formed by linguistic questions of closed and semi-open form, which involve the selection or introduction of missing words in the proposed text.

8.4. Test questions can be created using multimedia tools, computer simulators and simulations. Creating such test questions is a more difficult task and requires appropriate qualifications.

8.5. Test questions of closed and semi-open form are evaluated automatically by means of PLS according to predetermined verification criteria determined during the creation of questions.

8.6. Open-form test questions are evaluated manually by the teacher using PLS tools according to predetermined verification criteria.

8.7. Semester control and attestation by means of PLS are carried out using test tasks containing closed, semi-open and open questions, which correspond to stereotyped, diagnostic and heuristic tasks. The set of questions of the test task should be formed randomly with the choice of questions of the corresponding categories of the PLS Questions Bank.

8.8. A set of questions of the test task in the PLS can have different values of weighting factors that are taken into account when determining the final score of the test task as a weighted average amount.

## **9. ENSURING THE ASSESSMENT OF THE QUALITY OF KNOWLEDGE USING DISTANCE LEARNING TECHNOLOGIES**

9.1. The administration of the PLS is carried out by the Department of Digital and Inclusive Education, which ensures the holistic operation of the site of personal educational systems of S. Kuznets KhNUE , general information protection, exercises control and current management of the site, i.e. creates user accounts, assigns roles to users, creates,

deletes and edits electronic courses, determines the composition of the site's services, its structure and appearance, allows or prohibits access to the site.

9.2. Management of the functioning and development of the PLS is provided by employees of the structural subdivisions of S. Kuznets KhNUE. (Table 9.1).

Table 9.1

**Organization of remote support of educational processes using the capabilities of the PLS (by management entities)**

<b>Forms of training, training</b>	<b>Subjects of management of PLS</b>
Organization of distance support of educational activities of applicants for higher education of all forms of education	Lecturers of departments Educational and Scientific Institute Dean's Office Educational and Methodological Department Department of Postgraduate and Doctoral Studies Department of Digital and Inclusive Education Department of Postgraduate Education Department of Quality Assurance of Education
Organization of Distance Support of Practical Training of Higher Education Applicants	Lecturers of departments Educational and Scientific Institute Dean's Office Educational and Methodological Department Department of Digital and Inclusive Education
Organization of remote support for the implementation of retraining and advanced training programs	Lecturers of departments Department of Digital and Inclusive Education Department of Quality Assurance of Education Department of Postgraduate Education

**9.3. Lecturers of the departments:**

9.3.1. Organize the development of elements of the content of the PLS and individual materials in accordance with the approved requirements.

9.3.2. Determine and agree, if necessary, with the Department of Digital and Inclusive Education the necessary software, information and hardware.

9.3.3. Initiate training and/or advanced training of teachers conducting training sessions using distance learning systems.

9.3.4. Systematically report on the state of development, quality and use of PLS in teaching academic disciplines at the department.

**9.4. Directorate/Dean's Office:**

9.4.1. Monitors the status of implementation and use of PLS in Educational process

of the relevant institute / faculty of S. Kuznets KhNUE, decides on further modernization.

9.4.2. Organizes the educational process with the provision of interaction between teachers and applicants for higher education in synchronous and asynchronous modes.

9.4.3. Carries out organizational work to ensure the assessment of the quality of knowledge of higher education applicants.

9.4.4. Controls the availability of means of PLS for the implementation of semester control over academic disciplines and forms records of academic performance.

9.4.5. Draws up a schedule of the examination session and certification.

#### **9.5. Department of Postgraduate Education:**

9.5.1. Organizes the educational process with the provision of interaction between teachers and applicants for higher education of the OPP "Civil Service" in synchronous and asynchronous modes.

9.5.2. Monitors the availability and status of the use of PLS by applicants for higher education of the OPP "Civil Service".

9.5.3. Monitors the needs of applicants for higher education of the OPP "Public Service" regarding the structure and content of the content block of the PLS.

9.5.4. Controls the availability of PLS means for the implementation of semester control over the academic disciplines of the OPP "Civil Service" and generates information on the PLS website.

9.5.5. Draws up the schedule of the examination session and certification of the OPP "Civil Service".

9.5.6. Develops, together with the Department of Digital and Inclusive Education, advanced training programs for teachers who use distance learning technologies, and provides training according to them. Provides educational and methodological support for advanced training programs.

#### **9.6. Department of Digital and Inclusive Education:**

9.6.1. Performs a set of works on the development, implementation, maintenance and updating of software and information support of the site of personal educational systems of S. Kuznets KhNUE. Organizes authorized access of users to the site of personal educational systems of KhNUE ([www.PLS.hneu.edu.ua](http://www.PLS.hneu.edu.ua)) in the computer network of S. Kuznets KhNUE and on the Internet.

Supports the uninterrupted operation of the software and information support of the site of personal educational systems of S. Kuznets KhNUE. Carries out the administration of databases and software, namely: data backup, protection against unauthorized access and computer viruses.

9.6.2. Develops educational and methodological recommendations for users of PLS, in particular, methodological support for the development of PLS by teachers and places

them on the website of personal educational systems of S. Kuznets KhNUE for use in authorized access.

9.6.3. Conducts consulting services for all users of the PLS. Carries out administration and moderation of messages of PLS users, summarizes the experience of use and places additional information materials on the PLS website of S. Kuznets KhNUE.

9.6.4. In case of changes in the work of the site of personal educational systems of S. Kuznets KhNUE. (due to software updates, etc.) during the day carries out mandatory informing of PLS users in the news block on the website of personal educational systems of S. Kuznets KhNUE.

9.6.5. Provides software, technological and consulting assistance to teachers in the development and placement of components of the content block of PLS for the site of personal educational systems of S. Kuznets KhNUE, namely electronic educational and methodological complexes and courses for the e-learning system.

9.6.6. Conducts examination and evaluation of PLS together with the educational and methodological department.

9.6.7. Develops, together with the Department of Postgraduate Education, advanced training programs for teachers who use distance learning technologies, and provides training according to them. Provides educational, methodological and programmatic and technological support of advanced training programs.

9.6.8. Makes proposals for changes to the Time Standards for planning and accounting of the methodological work of pedagogical and scientific-pedagogical workers regarding the creation/updating of content and the use of PLS.

9.6.9. Systematically reports on the state of development and use of PLS in the educational process to the Academic Council of S. Kuznets KhNUE.

#### **9.7. Educational and methodological department:**

9.7.1. Coordinates the educational process with the provision of interaction between structural units, directorates / dean's offices and teachers of departments in synchronous and asynchronous modes.

9.7.2. Carries out coordination work to ensure the assessment of the quality of knowledge of higher education applicants.

9.7.3. Conducts, together with the Department of Digital and Inclusive Education, the Department of Quality Assurance of Education, seminars on the modernization of the structure and content of the PLS, round tables and master classes on the exchange of experience on the problems of using PLS in the educational process.

9.9.4. Agrees on the schedule of the examination session and certification based on the technical capabilities of the PLS website.

9.9.5. Develops, together with the Department of Digital and Inclusive Education,

requirements for the structure and content of educational and methodological materials - elements of filling the content of the PLS.

9.7.2. Together with the Department of Digital and Inclusive Education, conducts the examination and evaluation of the PLS.

#### **9.8. Department of Quality Assurance of Education:**

9.8.1. Monitors development trends, international and domestic experience in the use of information and communication technologies in the information and educational environment of higher education institutions.

9.8.2. Participates in the modernization of the structure and content of the PLS for the introduction of educational innovative technologies.

9.8.3. Advises scientific and pedagogical staff of S. Kuznets KhNUE on the implementation of educational innovative technologies in the practice of PLS.

#### **9.9. Department of Postgraduate and Doctoral Studies:**

9.9.1. Monitors the state of implementation and use of PLS in the educational process of training applicants for higher education of the third (educational and scientific) level, makes decisions on further modernization.

9.9.2. Organizes the educational process with the provision of interaction between teachers and applicants for higher education of the third (educational and scientific) level in synchronous and asynchronous modes.

9.9.3. Carries out organizational work to ensure the assessment of the quality of knowledge of higher education applicants.

9.9.4. Controls the availability of PLS facilities for semester control over full-time and part-time academic disciplines and generates records of progress on the PLS website.

9.9.5. Draws up a schedule of the examination session.

### **10. FINAL PROVISIONS**

10.1. The Regulations are adopted by the decision of the Academic Council of S. Kuznets KhNUE. and are put into effect by the order of the Rector of the University.

10.2. All changes and additions to this Regulation are considered and approved at the meeting of the Academic Council of the University and put into effect by the order of the Rector.

The head of educational  
and methodological department      Hanna CHUMAK



AGREED:

Legal adviser of the 1st category      Yanina CHUPRYNA