

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

APPROVED:

Decision of the Academic Council
of S. Kuznets KhNUE
dated January 21, 2025,
Protocol No. 2

ENACTED:

Order of the rector of S. Kuznets KhNUE No 37
dated January 23, 2025,



Volodymyr PONOMARENKO

REGULATIONS
ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS
AT SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY
OF ECONOMICS (new edition)

Kharkiv, 2025

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1. GENERAL PROVISIONS

1.1. Simon Kuznets Kharkiv National University of Economics (hereinafter referred to as the University) is an autonomous and self-governing higher education institution with the status of a national one.

1.2. Regulations on the Organization of the Educational Process at Simon Kuznets Kharkiv National University of Economics (new edition) (hereinafter referred to as the Regulations) is the main normative document regulating the organization and implementation of educational activities at the University and is developed in accordance with the Law of Ukraine "On Higher Education" taking into account the requirements of the Laws of Ukraine "On Education", "On Professional Development of Employees" and other Laws of Ukraine, Decrees of the President of Ukraine, Acts of the Cabinet of Ministers of Ukraine, the Statute of the University, the University's development strategy, other regulatory legal acts in the field of higher education, employment, social and labor relations, as well as recommendations and standards determined by the documents used in the single European educational space by the countries participating in the Bologna Process and recognized by Ukraine.

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

1.4. The Academic Council of the University has the right to make a decision on teaching one, several or all disciplines, performing individual tasks and/or putting control measures into effect in English, other official languages of the European Union, provided that all students who study the relevant disciplines speak this language. If there is a written request from one or more students, the University provides translation into the state language.

2. BASIC TERMS AND THEIR DEFINITIONS

In these Regulations, the following terms used herein have the following meanings:

Academic recognition is the acceptance of educational components (learning

outcomes), qualifications or diplomas of one (Ukrainian or foreign) higher education institution by another institution for certain purposes.

Academic leave is the interruption of studies by a student for reasons determined by these Regulations which make it impossible to complete a study program. For the period of academic leave, the rights and obligations of a student as well as the implementation of an individual learning plan (individual plan of scientific work) are suspended. For the period of academic leave, persons belonging to certain categories specified by law retain certain rights of a student in accordance with these Regulations.

Academic hour is a minimum accounting unit of study time used as the basis for planning and accounting of classes. An academic hour typically lasts 45 minutes. Two academic hours form a double period (hereinafter referred to as a double period). One double period at the University lasts 95 minutes taking into account a break which lasts five minutes.

Academic integrity is a set of ethical principles and rules defined by law, which should be followed by participants in the educational process during study, teaching and scientific (creative) activities in order to ensure trust in learning outcomes and/or scientific (creative) achievements. Violations of academic integrity include academic plagiarism; self-plagiarism; fabrication; falsification; cheating; deception; bribery; biased assessment; providing assistance to students during learning outcomes assessment or creating obstacles not provided for by the terms and/or procedures for such assessment; influencing in any form (request, persuasion, instruction, threat, coercion, etc.) academic staff with the purpose of undue assessment of learning outcomes.

Academic debt is the presence of educational components for which credits were not awarded. An academic debt arises if:

1) during the academic semester before the beginning of the current semester control, which is determined by the learning plan, a student for any educational component received a grade lower than the limit of unsatisfactory study defined by the University.

2) during the semester control of any educational component a student received a grade lower than the limit of unsatisfactory study determined by the University.

Academic mobility is the ability of participants in the educational process to study, teach, train, or conduct scientific activities in another higher education institution (scientific institution) on the territory of Ukraine or abroad.

Academic difference is the presence of educational components (academic disciplines, practices, etc.) provided for by the mandatory part of the learning plan of the relevant study program, for which credits were not awarded.

Academic plagiarism is the publication (partially or fully) of scientific (creative) results obtained by other persons as the results of their own research (creativity) and/or reproduction of published texts (published works of art) of other authors without indicating authorship.

Accreditation of a study program is an evaluation of a study program and/or educational activities of a higher education institution according to this program for the purpose of ensuring and improving the quality of higher education.

Assessment/Attestation is the establishment of compliance of the learning outcomes (scientific or creative work) of students with the requirements of the study program and/or the requirements of the program of the unified state qualification exam.

Bachelor's degree is an academic degree obtained at the first level of higher education and awarded by a higher education institution upon successful completion of a higher education program of 180-240 ECTS credits. If the entry qualification to the Bachelor's degree is the Junior Bachelor's or Professional Junior Bachelor's degree, a higher education institution may transfer the ECTS credits from these programs, the maximum amount of which is determined by the state standard of higher education. The entry level to the Bachelor's degree is complete general secondary education.

Expulsion from the list of students (hereinafter referred to as expulsion) is the loss of student status by a person in the manner specified by these Regulations, which results in the termination of the rights and obligations of a student.

Teaching activity is an activity that is aimed at the formation of knowledge, other competencies, worldview, development of intellectual and creative abilities, emotional, volitional and/or physical qualities of students (lecture, seminar, training, courses, master class, webinar, etc.), and which is carried out by academic staff, a self-employed person (except to the extent prohibited by law) or another individual on the

basis of an appropriate employment or civil law contract;

Requirements for entrants to the relevant educational program - previously obtained educational degree, specialty (specialties), on the basis of which admission to study is carried out, the results of entrance tests, the list of which is determined by the Terms (Rules) of Admission for obtaining higher education and the Rules of Admission to a higher education institution when entering the relevant competitive offer (in the form of an appropriate set of certificates and results of external independent assessment, national multi-subject test, creative competitions and tests, entrance exams, unified professional entrance test, unified entrance exam, unified state qualification exam, interview, taking into account the minimum value of the number of points of entrance tests (competitive score), sources of funding for obtaining higher education, citizenship and special conditions for participation in the admission campaign, etc.).

Field of knowledge is a broad subject area of education and science, harmonized with the International Standard Classification of Education, which includes a group of related specialties.

Schedule of the educational process is a regulatory document of the University, which determines the calendar terms of theoretical training, practical training, semester control (examination sessions), preparation of qualification papers, attestation of students, vacations, research work, design and defense of a dissertation (for the third (educational and scientific) level).

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

Study Agreement is a contract concluded between the University and the entrant (with the participation of parents or legal representatives - for underage entrants), which may outline the rights and obligations of the parties in accordance with the standard form approved by the Cabinet of Ministers of Ukraine. The Agreement, as a rule, is signed before the start of study, but no later than 10 working days from the date of the start of study. After signing, if necessary, the Agreement can be amended

with the consent of all parties.

Doctor of Sciences is a research degree which is obtained by a person on the basis of Doctor of Philosophy degree (Candidate of Sciences) in a scientific specialty and stipulates the acquisition of the highest competencies in the area of development and implementation of research methodology, engagement in original research, achievement of scientific results that provide solutions to an important theoretical or applied problem, have nationwide or global significance and are published in academic journals. Doctor of Sciences degree is awarded by a specialized Academic Council established in accordance with the law on the basis of results of public defense of a dissertation (or a scientific report - in the case of defense of research achievements published in the form of a monograph or articles published in the national and/or international peer-reviewed specialized journals), the requirements for which are approved by the central executive body that ensures the formation and implementation of the state policy in the field of scientific, scientific and technical activities.

Doctor of Philosophy is an educational and at the same time the first scientific degree obtained at the third level of higher education after the Master's degree. The degree of Doctor of Philosophy is awarded by the specialized Academic Council of a higher education institution or scientific institution based on the results of successful completion of the relevant educational-scientific program and public defence of a dissertation. The period of Doctor of Philosophy study within post-graduate studies is four years. The volume of the educational component of the program of Doctor of Philosophy is 30-60 ECTS credits. A person has the right to obtain a PhD degree during postgraduate studies. Persons who professionally carry out scientific, scientific-technical or scientific-pedagogical activities at their main place of work have the right to obtain the degree of Doctor of Philosophy outside of postgraduate studies, in particular during a creative leave, provided they successfully complete the relevant educational and scientific program and publicly defend their dissertation in the specialised scientific council.

Dual education is a way of obtaining education by students of the University, which involves on-the-job training at enterprises, institutions and organizations to acquire a certain qualification in the amount of 25 percent to 60 percent of the total

amount of a study program based on a contract.

On-the-job training involves the performance of job duties in accordance with an employment contract. Dual education is carried out on the basis of an agreement between the University and an employer (enterprise, institution, organization, etc.), which provides for the mandatory student employment and payment for his/her work, the acquisition of all competencies as stipulated in a study program, and the implementation of an individual learning plan.

European Credit Transfer and Accumulation System (ECTS) is a system of transfer and accumulation of credits used in the European Higher Education Area for the purpose of providing, recognizing, confirming academic qualifications and educational components and providing for the academic mobility. ECTS credits represent learning based on defined learning outcomes and their associated workload.

Generic/transferable/transversal competencies refer to competencies that are developed in accordance with a certain study program, but are universal and important for student personal development, successful socialization and professional growth.

Correspondence education is a way of organizing the learning process by combining training sessions and control measures during short-term sessions and independent mastery of a study program in the period between them. The duration of the period between classes and control measures cannot be less than one month.

Learners are individuals who obtain education in any type and form of education.

Students are individuals who study at a higher education institution at a certain level of higher education in order to obtain the appropriate degree and qualification.

Awarding of ECTS credits is the recognition by the University of the fact of successful completion of a certain educational component by a student (development of relevant competencies/achievement of relevant learning outcomes).

Individual learning pathway is an individual way of realizing student personal potential, which is based on the choice of study programs, subjects of educational activity that implement them, forms and terms of education, educational components made by a student. In higher education, the individual learning pathway includes, in particular, the sequence of obtaining educational qualifications, academic mobility,

recognition of learning outcomes obtained through non-formal and informal education, etc. The individual learning pathway is formed by a student, taking into account his/her abilities, interests, needs, motivation, opportunities and experience.

The individual learning pathway at the University is implemented through an individual learning plan.

Individual learning plan is a document that determines the sequence, form and pace of mastering educational components of a study program by a student in order to implement his/her individual learning pathway and is developed by a higher education institution in cooperation with a student. The individual learning plan includes mandatory components of a study program (academic disciplines, practices, coursework (projects), etc.) and components chosen by a student in order to exercise his/her right to choose academic disciplines.

Inclusive education is a system of educational services guaranteed by the state, based on the principle of non-discrimination, taking into account human diversity, effective involvement and inclusion of all participants in the educational process.

Informal education (self-education) refers to self-directed efforts to acquire specific competencies through everyday activities, often related to professional, social or personal contexts, including family or leisure.

Qualification is a set of competencies (learning outcomes) determined by a study program and acquired by an individual, recognized by a higher education institution or other authorized entity in the field of higher education and certified by a document on higher education. Qualifications are divided into educational and professional.

Educational qualification is an official result of assessment and recognition, which is obtained when an authorized entity, according to the relevant procedure, approves that a person has acquired competencies (learning outcomes) in accordance with the standards of education, which is certified by the relevant document on education.

Professional qualification is a set of competencies acquired by an individual in accordance with the relevant professional standard, recognized by the qualification center, based on the results of a specialized inspection (in accordance with the

assessment standard), which allow him/her to perform a certain type of work or carry out professional activities and certified by an appropriate document.

Partial qualification is a qualification that indicates that an individual has acquired units of the competencies that correspond to a certain level of the National Qualifications Framework in accordance with the relevant professional standard.

Competence is the ability of an individual to successfully socialize, study, carry out professional activities, which arises on the basis of a dynamic combination of knowledge, skills, ways of thinking, views, values, and other personal qualities.

Credit of the European Credit Transfer and Accumulation System (hereinafter referred to as credit ECTS) is a unit of measurement of the student workload required to achieve certain (expected) learning outcomes. One ECTS credit equals 30 academic hours. One ECTS credit of an academic discipline is at least 10 academic hours for the initial level (short cycle) and the first (bachelor's) level, at least 8 academic hours for the second (master's) level and the third (educational and research/educational and creative) level of higher education in full-time or dual form of higher education. The estimated student workload during one academic year for full-time or dual form of higher education is 60 ECTS credits.

Licensing is a procedure for recognizing the ability of a legal entity to carry out educational activities in accordance with the licensing terms for carrying out educational activities.

Master's degree is an educational degree obtained at the second level of higher education and awarded by a higher education institution (scientific institution) upon successful completion of the relevant educational-professional or educational-scientific program. The volume of the educational-professional Master's program is 90-120 ECTS credits, the volume of the educational-scientific program is 120 ECTS credits. The Master's educational-scientific program shall include a research (scientific) component of at least 30 percent.

Interdisciplinary subject area is a subject area that fully or partially covers the subject areas of two or more specialties of one or more fields of knowledge.

Network form of higher education is a way of organizing the educational process, thanks to which the mastery of a study program takes place with the

participation of a higher education institution and other subjects of educational activity interacting with each other on a contractual basis.

Module is a structured part of an academic discipline that ensures the development of certain competencies (learning outcomes). Within one module, several topics are logically connected.

Student workload is the time required to develop certain, defined (expected) competencies (learning outcomes), which includes all types of student work: classroom, individual, research, control activities, practice, assessment/attestation, etc. The student workload is measured in ECTS credits.

Classes include lectures, laboratory studies, practical studies, seminars, self-study, consultations. The duration of classes is calculated in academic hours.

School day is an integral part of the student workload, which consists of classroom and individual work as well as practical training, scheduled for one calendar day. The volume of classroom work, as a rule, does not exceed four double periods.

Course (Academic year) is a period of a student's study during an academic year. The duration of a course (academic year) includes the time of semesters, final control (examination sessions, assessment/attestation), and vacations. The total duration of vacations during the course, except for the last one, is at least eight weeks. The beginning and end of a student's study in a certain course (academic year) is formalized by the rector's orders on enrollment or transfer orders. The condition for transferring a student to the next course (academic year) is the fulfillment of the workload provided for by a study program and an individual learning plan.

Individual learning plan is a normative document of the University, which is developed on the basis of a study program for each specialty (study program) and contains information about the specialty, study program, qualification, term of study, schedule of the educational process, sections of theoretical and practical training,

mandatory and optional components, determines the list and volume of academic disciplines in ECTS credits, the sequence of study of disciplines, data on the number and forms of semester control, assessment, the total amount of the study time for the entire period of study and its division into the time for classes and the time for self-study.

Academic year is an integral part of a student's workload and lasts 12 months (except for graduation courses).

Academic semester is an integral part of a student's workload which ends with semester control. The duration of a semester is determined by the number of academic weeks in the schedule of the educational process.

Academic week is an integral part of a student's workload which is planned and performed during the calendar week in accordance with the schedule of the educational process.

Scientific activity is an intellectual creative activity aimed at obtaining new knowledge and (or) searching for ways to apply it, the main types of which are fundamental and applied scientific research.

Scientific worker is an individual who, at the main place of work and in accordance with an employment agreement (contract), professionally carries out scientific, scientific-technical or scientific-organizational activities and has the appropriate qualifications regardless of the presence of a scientific degree or academic title.

Academic staff/scientific and pedagogical worker is a person who, at the main place of work at the University, carries out educational, methodological, scientific (scientific, technical, artistic) and organizational activities. A scientific and pedagogical worker is a scientist with higher education not lower than the second (master's) level, in accordance with an employment agreement (contract) at the University, carries out pedagogical and scientific or scientific-pedagogical activities and has the appropriate qualifications regardless of the presence of scientific degree or academic title.

National Repository of Academic Texts is a nationwide distributed electronic database in which academic texts are accumulated, stored and systematized. The

National Repository consists of a central repository maintained by the manager of the National Repository and local repositories maintained by institutional participants (the University).

Biased assessment is a deliberate overestimation or underestimation of the learning outcomes of students.

Non-formal education is education that is obtained, as a rule, in accordance with study programs and does not involve the award of state-recognized educational qualifications by levels of education, but may end with the award of professional and/or partial educational qualifications.

Deception is the provision of knowingly false information about one's own educational (scientific, creative) activities or organization of the educational process; forms of deception include academic plagiarism, self-plagiarism, fabrication, falsification and cheating.

Educational component is any component of a study program (academic discipline, training, coursework (project), practice, assessment, etc.).

Educational process is a system of scientific, methodological and pedagogical measures aimed at the development of an individual through the formation and application of his/her competencies.

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 measures and is aimed at the transfer, assimilation, multiplication and use of knowledge, skills and other competencies, as well as the formation of a harmoniously developed personality.

Educational activity is the activity of the University aimed at organizing, ensuring and implementing the educational process.

Education service is a set of actions determined by the law, a study program and/or contract of the subject of educational activity, which has a certain cost and is aimed at achieving the expected learning outcomes by a student.

Study (educational-professional, educational-scientific or educational-creative) program is a combination of educational components (academic disciplines, individual tasks, practices, control activities, etc.) aimed at achieving the goals and

learning outcomes provided for by such a program, which gives the right to obtain a certain educational or educational and professional (professional) qualification(s). A study program may provide for a single specialisation or may not provide any specialisation. At the levels of higher education, a study program determines the requirements for the level of education of individuals who can start studying under this program, the list of educational components and the logical sequence of study, the number of ECTS credits required for the implementation of this program, as well as the expected learning outcomes (competencies) that the applicant for the relevant higher education degree must master.

Person with special educational needs is a person with disabilities who needs additional support to obtain higher education.

Number of points (assessment) – any quantitative or qualitative measure based on certain criteria which are used to determine the level of acquired learning outcomes of a particular educational component or study program as a whole.

Assessment of students is a formalized process of determining the level of achievement of the planned (expected) learning outcomes by a student.

Full-time (full-time, evening) form of higher education is a way of organizing student education, which provides for conducting training sessions and practical training for at least 30 weeks during an academic year.

Pedagogical activity is the intellectual, creative activity of a pedagogical (scientific and pedagogical) worker or a self-employed person in formal and/or non-formal education, aimed at educating, upbringing and development of an individual, his/her general cultural, civic and/or professional competencies.

Pedagogical workers are individuals who, at the main place of work in higher education institutions, carry out educational, methodological and organizational activities.

Transfer is a change made by a student in the manner specified by these Regulations of: a study program; the form of obtaining higher education; sources of financing for obtaining higher education; higher education institution with the preservation of the place of state order.

Recognition of learning outcomes (credit transfer) is a process of recognizing

credits awarded in another educational institution in order to obtain a qualification. Credits awarded to participants within one study program of a particular educational institution can be transferred for accumulation in another program offered by the same or another educational institution, since the learning outcomes meet some or all of the requirements of a particular program, its part or qualification.

Interruption of studies is a partial suspension of the rights and obligations of a student due to circumstances that make it impossible to fulfill an individual learning plan or an individual plan of scientific work.

Personal Learning System (PLS) is an automated personalized learning system with its focus on self-study. The Personal Learning System at the University is an information environment that consists of educational, scientific, informational materials and tools developed in electronic form, which is sufficient for the study of particular academic disciplines through indirect interaction of participants in the educational process and is set up for the effective organization and management of student self-study.

Final control refers to control measures that involve establishing compliance (assessment, evaluation) of the learning outcomes obtained by an individual with the requirements of a study program for the relevant educational component.

Postgraduate education is an education that involves the acquisition of new and improvement of previously acquired competencies based on the level of education obtained.

Policy of quality assurance of educational activity and higher education at the University is a set of standards, regulations, recommendations and decisions adopted and implemented at the University, in accordance with the principles of ensuring the quality of educational activity and the quality of higher education in accordance with the requirements of the Law of Ukraine "On Higher Education".

Resumption of studies is restoration of student status after expulsion, acquisition of rights and obligations of an individual pursuing higher education.

Post-accreditation monitoring is carried out in order to monitor the implementation of the recommendations of the External Review Panel given to the accredited educational organization and/or study programs in accordance with the

standards of institutional/specialized (program) accreditation.

Subject area is a part of the existing knowledge of mankind, which is distinguished by related content. Subject areas are divided into broad (fields of knowledge), detailed (specialities, subject specialties, specializations), interdisciplinary (at the intersection of subject areas of several specialties or fields of knowledge).

Awarding a degree/educational qualification is the act of granting a student a certain degree of higher education/educational qualification based on the results of successful completion of the relevant study program and passing attestation in accordance with the requirements of the educational standard (National Qualifications Framework, in the absence of a standard).

Process of quality assurance of educational activities and higher education at the University is a set of procedures aimed at implementing the principles of quality assurance of educational activities and higher education, in accordance with the legislation of Ukraine and regulations of the University.

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

Level of education is a completed stage of education, characterized by the level of complexity of a study program, a set of competencies that are usually determined by the standard of education and correspond to a certain level of the National Qualifications Framework.

Working group is a group, which is specified by the order of the rector, of scientific and pedagogical and/or scientific workers who are responsible for the implementation and quality of a study program at a certain level of higher education and meet the qualification requirements specified by the Licensing requirements for carrying out educational activities; students / graduates from the relevant study program; employers representing the relevant field (by agreement).

Program of an academic discipline (course) is a normative document of the University, which sets out the specific content of an academic discipline, the purpose

of its study, the predicted learning outcomes, the sequence, organizational and methodological forms of its study in the system of professional training of a specialist, the forms of current and final control, and the list of recommended literature.

Working plan (technological card) of an academic discipline is an internal regulatory document of the University, which determines the forms of organization of the educational process and control measures that are provided for a particular academic discipline. In addition, it contains information about the maximum number of points that a student can receive for each control activity and determines the time spent by types of classes and self-study of a student.

Curriculum for educating students according to a study program specifies an educational component of their education (the list of academic disciplines to be studied, the forms of classes and their volume, the forms of final control for semesters, the duration of semesters, responsible departments, etc.). The curriculum for a study program is developed in order to timely make changes in the educational process for implementation of resolutions of the Cabinet of Ministers of Ukraine, orders of the Ministry of Education and Science of Ukraine, decisions of the Academic Council of the University, regional needs and requirements.

Schedule of classes is the main document that regulates and streamlines the educational process at the University in all forms of education, educational levels, specialties and study programs, regulates the educational process in accordance with the approved schedule for days of the week, courses, groups and classrooms.

Self-plagiarism is the publication (partially or fully) of one's own previously published scientific results as new scientific results.

Syllabus is a normative document of the University, which includes a description of an academic discipline, its purpose and objectives, content modules and topics, teacher requirements, assessment criteria, and a list of references.

System of quality assurance of educational activities and higher education at the University (internal quality assurance system) provides for the implementation of the following procedures and measures:

- 1) determining the principles and procedures for quality assurance of higher education;

- 2) monitoring and periodic review of study programs;
- 3) annual assessment of students, academic and pedagogical staff of the University and regular publication of the results of such assessments on the official website of the University, on information stands and in any other way;
- 4) ensuring professional development of pedagogical workers, scientific workers, and academic staff;
- 5) ensuring the availability of the necessary resources for the organization of the educational process, including students' self-study, for each study program;
- 6) ensuring the availability of information systems for effective management of the educational process;
- 7) ensuring the publicity of study programs, higher education degrees and qualifications;
- 8) ensuring academic integrity by University employees and students, including the creation and maintenance of an effective system for preventing and detecting academic plagiarism;
- 9) other procedures and measures.

Specialisation is a part of a subject area of a specialty, which can be determined by a higher education institution and provides for one or more specialized study programs.

Subject specific competencies are competencies that directly determine the specificity of a study program and a graduate's qualification and ensure the uniqueness of each study program.

Specialty/speciality is a part of the subject area of the field of education and science harmonized with the International Standard Classification of Education.

Cheating is the performance of written works with the involvement of external sources of information, except for those allowed for use, in particular during the assessment of learning outcomes.

Standard of higher education is a set of requirements for the content and results of educational activities of higher education institutions and scientific institutions at each level of higher education within each specialty.

Internship is a period of gaining experience outside a higher education

institution planned as part of a study program in order to develop practical skills, knowledge, and abilities.

Stakeholders are individuals and/or legal entities who have a legitimate interest in the system or its properties that meet their needs or expectations.

Structural and logical scheme of education is a scientifically and methodologically grounded algorithm for the implementation of a study program aimed at the formation of generic and subject specific competencies provided for by this program.

Student-centered learning is an approach to the organization of the educational process, which involves: encouraging students to play the role of autonomous and responsible subjects of the educational process; creating an educational environment focused on meeting the needs and interests of students, in particular providing opportunities for the formation of an individual learning pathway; developing the educational process on the basis of mutual respect and partnership between participants in the educational process.

Degree is a higher education qualification which is usually awarded after successful completion of a study program at a certain level of higher education.

Fabrication is the invention of data or facts used in the educational process or scientific research.

Falsification is a deliberate change or modification of existing data related to the educational process or scientific research.

Formal education is education that is obtained according to study programs in accordance with the levels of education, fields of knowledge, specialties (professions) specified by the legislation and provides for the achievement of the learning outcomes of the appropriate level of education determined by the standards of education and the acquisition of qualifications recognized by the state.

Bribery is the provision (receipt) by a participant in the educational process or an offer to provide (receive) funds, property, services, privileges or any other material or nonmaterial benefits in order to obtain an illegal advantage in the educational process.

Quality of education is compliance of learning outcomes with the requirements

specified by law, the relevant standard of education and/or the agreement on the provision of educational services.

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

Quality of educational activity is the level of organization, provision and implementation of the educational process that ensures the acquisition of quality education by individuals and meets the requirements specified by the legislation and/or the agreement on the provision of educational services.

3. EDUCATIONAL PROCESS

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

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

3.3. The purpose of the educational process at the University is to train competent, highly qualified, and competitive specialists in the national and international labor markets.

3.4. The educational process at the levels of higher education is carried out taking into account the mechanisms and procedures recognized in the European Higher Education Area (hereinafter referred to as the EHEA) and recommended by the European Credit Transfer and Accumulation System in compliance with the requirements of standards and recommendations for quality assurance in the EHEA.

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

1. The activities of the higher education institution shall be carried out on the following principles:

- 1) autonomy and self-government;
- 2) delimitation of rights, powers, and responsibilities of the Ministry of Education and Science of Ukraine, governing bodies 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 openness and internationalization;
- 6) continuity and continuity of the educational process, consistency and systematicity of education, continuity of updating knowledge competencies based on the integrity of the processes of formal, non-formal, and informal learning throughout life;
- 7) humanism, democracy, affirmation of the priority of universal spiritual values, Ukrainian patriotism, harmonization of the mutual influence of man and the environment, society and nature;
- 8) academic integrity as a set of ethical principles and rules defined by law, which participants must follow in the scientific and educational process;
- 9) interdisciplinarity of education and science, based on a competency-based approach, which ensures the problem-orientation and orientation of the scientific and educational process to the final result, in accordance with the needs of the markets of innovative technologies, 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.

3.6. The main activities of the University are:

- 1) conducting fundamental and applied scientific research project developments in the field of socio-economic relations and information technologies;
- 2) implementation of scientific and pedagogical activities in the field of higher

education;

3) dissemination and development of Ukrainian and world cultural values and support for the spiritual development of society and man.

3.7. Additional directions of educational activity of the University are:

- professional development and advanced training of persons with higher education at all levels;
- provision of services for preparation for admission to study in educational programs for citizens of Ukraine and foreigners.

3.8. Additional directions of educational activity of the University are:

- professional development and advanced training of persons with higher education at all levels;
- provision of services for preparation for admission to study in educational programs for citizens of Ukraine and foreigners.

The main tasks of the educational process at the University are:

- development of academic policy based on the analysis of the needs of the labor market and forecasting the need for personnel according to the requirements of the economy and society, taking into account the prospects for the development of the relevant industries.
- continuation of the implementation of degree education through the creation of an integrated continuous system of selection and training of specialists;
- conducting a high level of educational activities that ensure that persons of higher education obtain the appropriate degree in the chosen specialties;
- carrying out educational activities according to educational programs built using a competency-based approach, and individual curricula developed on their basis;
- Integration of the University with educational institutions of various types, scientific institutions;
- introduction of innovative methodological and pedagogical technologies aimed at increasing the efficiency of transfer, assimilation, multiplication, and use of knowledge, skills, and other competencies by higher education applicants;
- ensuring an organic combination of educational, scientific, and innovative

activities in the educational process;

- individualization and differentiation of education of gifted youth, creation of new opportunities for higher education applicants, through planning and implementation of an individual educational trajectory;
- ensuring independent and objective certification of applicants for higher education and promoting their acquisition of professional qualifications;
- creation of the necessary conditions for the realization of their abilities and talents by participants in the educational process;
- preservation and enhancement of moral, cultural, patriotic, and scientific values and achievements of society;
- guaranteeing equality and access to the University's educational programs for those groups of people who need exceptional support to realize their educational potential (support is needed for personal, social, cultural or economic circumstances);
- the involvement of the entire academic community of the University and interested stakeholders is needed to ensure the educational activities of the University and measures to ensure the quality of educational programs.
- active involvement of leading scientists and applicants for higher education in the educational process and research work..

3.9. Scientific and innovative activity is an integral and priority component of the University's activity. The integration of scientific, educational and industrial activities contributes to the implementation of modern scientific and technological achievements in the educational process, continuous improvement of the qualifications of scientific, pedagogical and scientific workers, increasing the level of professional training of specialists, ensuring the competitiveness of the University in the market of educational and research services.

3.10. The University conducts educational activities according to programs developed based on higher education standards and the National Qualifications Framework (without approved standards). Following licensing requirements ensures their implementation/implementation. Educational programs are introduced, modernized, and updated according to "Regulations on Educational Programs of Simon Kuznets Kharkiv National University of Economics." One of the main components of

the educational program is the structural and logical scheme of training of higher education applicants, which is provided in the form of a logical sequence of studying educational components and their connections with each other.

3.11. Direct management of the educational program at higher education levels is carried out by the guarantor of the educational program, who is appointed by Rector's Order. One scientific and pedagogical worker can guarantee only one educational program. The guarantor of the educational program is personally responsible for ensuring the quality of teaching and learning under the program, timely provision of information on the monitoring of the program, its accreditation and competitiveness. Working groups are formed to ensure the quality of teaching and learning on the educational program, including scientific, pedagogical and/or researchers, representatives of higher education applicants/graduates and employers (by agreement).

3.12. Standards of higher education for each specialty are developed by the Ministry of Education and Science of Ukraine, taking into account the proposals of sectoral state bodies, in the sphere of management to which higher education institutions belong and sectoral associations of employers' organizations and approve them in coordination with the National Agency for Quality Assurance of Higher Education.

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

3.13. The Higher Education Standard defines the following requirements for the educational program:

1) the amount of ECTS credits required to obtain the appropriate degree of higher education in the relevant specialty (for the third level of higher education - the volume of the educational component of the educational-scientific/educational-creative program);

2) the minimum amount of practical training for educational and professional programs;

3) description of the subject area containing:

information about the object(s) of study and/or activity;

theoretical content;

methods, techniques and technologies necessary for practical use;

tools and equipment that the graduate must be able to use in his/her professional activities;

4) requirements for the education of persons who can start studying under this program;

5) a list of mandatory competencies of the graduate;

6) form(s) of attestation of higher education applicants;

7) additional requirements and restrictions (if any) for interdisciplinary educational programs;

8) requirements of legislation and/or professional standards necessary to obtain appropriate professional qualifications (if any)";

Within the specialty, the University may introduce specializations.

3.14. The participants of the educational process at the University are:

- scientific, scientific, pedagogical and pedagogical workers;
- applicants for higher education and other persons studying at the University;
- practitioners involved in the educational process;
- other employees of the University.

3.15. The University carries out training and retraining of specialists with higher education according to the relevant educational, professional, educational and scientific programs at the following levels of higher education:

– the first (Bachelor's) level of higher education provides for the acquisition by applicants of higher education of the ability to solve complex specialized problems in a particular field of professional activity;

– the second (Master's) level of higher education provides for the acquisition by applicants of higher education of the ability to solve problems of a research and/or innovative nature in a particular field of professional activity;

– the third (educational and scientific) level provides higher education applicants the ability to solve complex problems in professional and/or research and innovation activities. The educational and scientific level of higher education provides for the

acquisition by a person of theoretical knowledge, skills, abilities and other competencies sufficient to produce new ideas, solve complex problems in the field of professional and/or research and innovation activities, master the methodology of scientific and pedagogical activities, as well as conduct their scientific research, the results of which have scientific novelty, theoretical and practical significance.

3.16. Obtaining higher education at each level of higher education provides for the successful completion of the educational program by a person, which is the basis for awarding the appropriate degree of higher education:

- Bachelor;
- Master;
- Doctor of Philosophy.

3.17. Postgraduate education, advanced training of personnel at the University.

Postgraduate education involves acquiring new and improving previously acquired competencies based on higher, professional (vocational-technical) or professional pre-higher education and practical experience.

The relevant structural subdivisions carry out postgraduate education at the University – departments, the Department of Postgraduate and Doctoral Studies, the Department of Postgraduate Education, and other subdivisions according to the educational programs developed and approved by the established procedure.

If training is carried out based on organizations and enterprises, the content of educational programs is determined by the agreement between the customer and the University.

Based on the results of mastering educational programs, appropriate certification is carried out and a document of the established form is issued.

Separate provisions regulate the organization of postgraduate education.

The organization of advanced training of pedagogical and scientific-pedagogical staff of the University is regulated by the "Regulations on Advanced Training of Pedagogical and Scientific-Pedagogical Staff of Simon Kuznets Kharkiv National University of Economics".

3.18. The relevant structural units are responsible for organizing the educational process at the University.

3.18.1. Structural subdivisions of the University are formed, reorganized and liquidated by the decision of the Academic Council of the University at the request of the Rector of the University and act by the current legislation of Ukraine and the main tasks of the University based on the Regulations adopted by the decision of the Academic Council of the University, which are put into effect by Rector`s Orders of the University.

3.18.2. The main structural subdivisions of the University, which are directly involved in the organization of the educational process, are:

- departments;
- educational and scientific institutes;
- Faculties;
- library;
- Divisions.

3.18.3. *The Department* is an essential structural subdivision of the University, which conducts educational, methodological and/or scientific activities in a particular specialty(s) (educational program(s), or an interdisciplinary group of specialties, which includes at least five scientific and pedagogical workers, for whom the Department is the principal place of work, and at least three of them have a scientific degree or academic (honorary) title.

The main tasks and functions of the department are determined by the "Model Regulations on the Department", which is approved by the Academic Council of the University and put into effect by Rector`s Order.

The head of the department is carried out by the head of the department, who is elected in accordance with the Law of Ukraine "On Higher Education", and cannot hold office for more than two terms and is guided in his activities by the Regulations on the department and the job description.

3.18.4. *Educational and scientific institute* is a structural subdivision of the University, which unites the relevant departments, laboratories, research centers and experimental laboratories that carry out educational activities and conduct scientific research.

The main tasks and functions, as well as the organization of management of the

educational and scientific institute are carried out under the "Regulations on the Educational and Scientific Institute", which is adopted by the decision of the Academic Council of the University and put into effect by Rector`s Order.

The management of the educational and scientific institute is carried out by the director (head) of the educational and scientific institute by the Regulations of the Educational and Scientific Institute and the job description.

3.18.5. ***The Faculty*** is a structural subdivision of the University, based on which specialists with higher education in one or more related specialties are trained, management of educational, methodological, research work of departments directly subordinated to the Faculty, as well as coordination of actions of other departments of the University to ensure the educational process at the Faculty.

The Faculty unites at least three departments and/or laboratories and provides training for at least 200 applicants for higher education full-time (full-time) and dual forms of education.

The main tasks and functions, as well as the organization of the faculty management, are carried out by the "Regulations on the Faculty", which is adopted by the decisions of the University's Academic Council and put into effect by Rector`s Order.

The Dean of the Faculty manages the Faculty by the Regulations on the Faculty and the job description.

3.18.6. ***The Library*** is the University's educational, scientific, informational, cultural and educational structural subdivision.

3.18.7. ***The Educational and Methodological Department*** is a structural subdivision of the University, which performs the following functions: management, coordination, control over the planning and organization of the educational process; organization, planning and control of methodological work. The functions and tasks of the Educational and Methodological Department are defined in the "Regulations on the Educational and Methodological Department of the Simon Kuznets Kharkiv National University of Economics."

3.18.8. ***The Department of Postgraduate and Doctoral Studies*** is a structural subdivision of the University, which carries out its activities in order to organize and

control the training of scientific, pedagogical and scientific personnel of higher qualification in postgraduate studies (as well as outside postgraduate studies) and doctoral studies of the University. The functions and tasks of the Department are defined in the "Regulations on the Department of Postgraduate and Doctoral Studies of the Simon Kuznets Kharkiv National University of Economics."

3.18.9. ***The Department of Digital and Inclusive Education*** is a structural subdivision of the University, which ensures the functioning and development of personal educational systems of the University; preparation and release of educational electronic multimedia interactive publications; preparation and maintenance of online training courses; preparation of experimental electronic learning tools in new technical formats; introduction of distance and blended technologies; training in the educational process of the University; support and implementation of the inclusion policy in the digital services of the University.

3.18.10. ***The Department of Postgraduate Education*** is a structural subdivision of the University, the functions of which are the organizational support of the educational process in the field of postgraduate education.

3.18.11. ***The Department of Quality Assurance of Education*** is a structural subdivision of the University, which performs the functions of coordination, monitoring, control over the quality of educational activities and the quality of education at the University.

3.18.12. Other departments and subdivisions.

3.19. The status and functions of structural subdivisions, as well as the procedures of interaction between them are determined by the regulations on the relevant structural subdivisions, which are adopted by the decision of the Academic Council of the University and put into effect by Rector's Order.

3.20. The volume of educational training programs for the relevant degrees is:

- Bachelor's Degree based on complete general secondary education – 240 ECTS credits;
- Bachelor's Degree based on the degree of Junior Bachelor (Junior Specialist) – 180 – 240 ECTS credits. The university has the right to recognize and re-credit ECTS credits, the maximum amount of which is determined by the standard of higher

education.

– Master's Degree – educational and professional program is 90 – 120 ECTS credits; educational and scientific program - 120 ECTS credits. The educational and scientific program of the Master's degree necessarily includes a research (scientific) component of at least 30 percent.

– Doctor of Philosophy – 30 – 60 ECTS credits (the volume of the educational component).

3.21. The educational program is a normative document of the University, which, by the "Regulations on educational programs of Simon Kuznets Kharkiv National University of Economics", contains the following components:

- 1) title page;
- 2) preamble;
- 3) general characteristics;
- 4) the list of competencies of the graduate;
- 5) the normative content of the training of higher education applicants, formulated in terms of the results of training in the specialty;
- 6) structure of the educational program for the training of bachelors/masters/doctors of philosophy (the amount of ECTS credits required to obtain the appropriate degree of higher education; the structure of the educational-professional / educational-scientific program for the training of bachelors/masters/doctors of philosophy; the selective component of the educational program, the structural and logical scheme of training of higher education applicants);
- 7) forms of attestation of applicants for higher education;
- 8) requirements for the availability of an internal quality assurance system of the highest Education;
- 9) explanatory note;
- 10) letter of approval;
- 11) reviews.

Educational programs that provide for the assignment of professional qualifications must ensure the fulfillment of the requirements of the relevant

professional standards (if any).

The educational program may assign several additional professional qualifications, which are formed at the expense of its selective educational components. A higher education applicant may receive no more than two professional qualifications based on the educational program results.

Interdisciplinary educational programs within the interdisciplinary subject area can be created at all higher education levels. The procedure for opening and functioning interdisciplinary educational programs is regulated by the "Regulations on the Interdisciplinary Educational Program of the Simon Kuznets Kharkiv National University of Economics."

Interdisciplinary educational programs provide:

- achievement of the competencies defined by them, in particular from among the specialties provided for by the standards of higher education, which form an interdisciplinary subject area;
- acquisition of competencies and learning outcomes of the appropriate level of higher education and the appropriate qualification level determined by the National Qualifications Framework.

At each level of higher education, the interdisciplinary subject area may not include specialties that provide access to professions for which additional regulation has been introduced.

3.22. Curriculum. Based on the relevant educational program, the university develops a curriculum that determines the volume of educational components in ECTS credits, the forms of organization of the educational process, the types and volume of educational classes, the schedule of the educational process, the forms of current and final control that ensure the achievement of program learning outcomes by the applicant for the appropriate degree of higher education.

3.22.1. The curriculum for the preparation of higher education applicants for each specialty (educational program) at the University is approved for each year of admission of higher education applicants.

The curriculum is developed by the guarantor of the educational program and the working group using the "Methodological recommendations for the development,

structure, and content of the curriculum to train higher education applicants at S. Kuznets KhNUE. (new edition)."

3.22.2. The curriculum is approved by the University's Academic Council and put into effect by Rector`s Order of the University, certified by a seal (in the upper right corner of the curriculum). Responsibility for the compliance of the curriculum with the standards (subject to their approval) rests with the guarantor of the educational program and the head of the graduate department.

3.22.3. The curriculum for a certain specialty (educational program) for part-time education in terms of content and structure corresponds to the curriculum for full-time (full-time) education. The percentage of reduction in the volume of classroom classes compared to the curriculum of full-time (full-time) education should be proportional to all academic disciplines due to an increase in the number of hours for independent work. The list of compulsory educational components, their volumes in ECTS credits, the sequence of teaching and the forms of final control must coincide with the full-time (full-time) education curriculum.

3.22.4. Amendments to the approved curricula are made at the request of the guarantor of the educational program. If the proposed changes affect the program learning outcomes, then the educational program is subject to revision.

3.22.5. Training students for advanced training is carried out according to the curricula developed by the "Regulations on Advanced Training of Pedagogical and Scientific-Pedagogical Staff of Simon Kuznets Kharkiv National University of Economics."

3.23. Schedule of the educational process.

3.23.1. The schedule of the educational process is drawn up for each academic year for each specialty (educational program) and higher education level.

The schedule of the educational process for each academic year is approved by the Academic Council of the University and put into effect by Rector`s Order of the University, certified by a seal (in the upper left corner).

The schedule of the educational process must determine the years (courses) of study in the relevant specialty (educational program), for each of which the volume of theoretical training, types and terms of practices, examination sessions, vacations,

preparation of a thesis (project), certification of higher education applicants is provided.

3.23.2. The schedule of the educational process for applicants for higher education is drawn up by the "Methodological recommendations for the development, structure and content of the curriculum for the training of higher education applicants at S. Kuznets KhNUE. (new edition)".

3.24. The working curriculum for the training of higher education applicants under the educational program specifies the educational component of their training (the list of academic disciplines to be studied, the forms of conducting classes and their volume, the forms of final control over semesters, the duration of semesters, responsible departments, etc.). The working curriculum for the educational program is developed in order to timely make changes in the process of training higher education applicants in pursuance of the resolutions of the Cabinet of Ministers of Ukraine, orders of the Ministry of Education and Science of Ukraine, decisions of the Academic Council of the University, regional needs and requirements of customers.

3.25. The work program of the academic discipline (The Program of the Course) is a normative document of the University, which sets out the specific content of the academic discipline, the purpose of its study, the projected learning outcomes, the sequence and organizational and methodological forms of its study in the system of professional training of a specialist, the forms of current and final control, the list of recommended literature.

The Program of the Course is a normative document of the University, which is developed by the leading teacher (lecturer) of the department or a working group of teachers of the department created for this purpose for each academic discipline based on the educational-professional (educational-scientific) program for training specialists of the appropriate levels of higher education and curriculum. If several departments teach the discipline, one The Program of the Course is concluded.

The Program of the Course is developed according to the form established at the University by the "Regulations on the Work Program of the Academic Discipline at Simon Kuznets Kharkiv National University of Economics (new edition)".

For full-time and part-time forms of education, a single The Program of the

Course is developed indicating the types of training classes: lectures, laboratory, practical, seminar, individual and independent work, forms of current and final control.

3.26. The syllabus is a brief description of the academic discipline (educational component) of the educational program, which contains the main characteristics of the discipline and aims to help the applicant for higher education in the organization of his educational activities.

The syllabus is created for higher education applicants. This document explains to higher education students the essence of the academic discipline (educational component) to allow them to allocate time, effort, and intensity to their independent work. It is formed by the "Regulations on the syllabus of the academic discipline at S. Kuznets KhNUE. (new edition)".

3.27. The individual curriculum of a higher education applicant (hereinafter referred to as ICP) is developed and approved for each higher education applicant based on the curriculum of the educational program.

The formation of the ICP of the applicant for the higher education of the first (bachelor's) and second (Master's) levels of higher education is carried out by the "Regulations on the individual curriculum of the applicant for the higher education of Simon Kuznets Kharkiv National University of Economics (new edition)."

The individual work plan of the applicant for higher education of the third (educational and scientific) level of higher education of full-time and part-time forms of study is divided into 8 semesters (two semesters in each of the 4 years of training), each of which contains two parts: an individual plan of scientific work and an individual curriculum, the basis of which is the educational and scientific program and the curriculum for the preparation of applicants for the degree of Doctor of Philosophy at the third (educational and scientific) level of higher education in University. Forming an individual work plan for a candidate for the Doctor of Philosophy degree is carried out per the "Procedure for training applicants for the degree of Doctor of Philosophy at Simon Kuznets Kharkiv National University of Economics."

The ICP includes compulsory (academic disciplines, training, practice, term papers, and diploma works (projects)) and elective educational components (academic disciplines).

In each of the cycles of disciplines included in the curriculum (general and vocational training), the applicant for higher education has the opportunity to choose elective disciplines (within the provided selective component), which, together with the compulsory ones, form his individual curriculum.

The selection of the individual curriculum of the applicant for higher education is carried out by the "Procedure for the formation and implementation of the selective component of the educational programs of Simon Kuznets Kharkiv National University of Economics (new edition)."

An individual curriculum is mandatory for a higher education applicant.

Control over the implementation of the ICP at certain stages of the educational program of study (semester, academic year) is carried out by the director (head) of the educational and scientific institute/dean of the faculty/head of the department of postgraduate education.

Control over the implementation of the individual curriculum of the applicant for the degree of Doctor of Philosophy is carried out by the scientific supervisor, the guarantor of the educational and scientific program, the head of the department, experts of the attestation commission. Reporting of applicants for higher education, the degree of Doctor of Philosophy, on the results of implementing the individual work plan takes place at the department meeting at the end of each semester.

The individual curriculum may provide an annual workload of at least 30 and not more than 80 ECTS credits for the first (bachelor's) and second (Master's) levels of higher education.

The amount of educational load during the academic year of a higher education applicant who studies under the state (regional) order, at the expense of preferential long-term loans for higher education, cannot be less than provided for by the curriculum of the University for the corresponding year of study.

4. ORGANIZATION OF THE EDUCATIONAL PROCESS

4.1. Forms of education at the University:

- institutional (full-time (full-time, evening), part-time, remote, network);
- Dual.

Forms of education can be combined.

4.1.1. **Full-time (full-time, evening)** form of education organizes students' education, which provides for their direct participation in the educational process. This form of higher education provides for conducting educational classes and practical training for at least 30 weeks during the academic year.

4.1.2. **Correspondence form** of education is a way of organizing the education of students by combining full-time education during short-term sessions and independent mastery of the educational program in the interval between them. The period between classes and control measures cannot be less than one month.

4.1.3. **Distance education** is an individualized process of education, which occurs mainly through indirect interaction of participants in the educational process remote from each other in a specialized environment functioning based on modern psychological, pedagogical and information and communication technologies.

4.1.4. **The network form of education** is a way of organizing the training of students, thanks to which the mastery of the educational program takes place with the participation of various subjects of educational activity that interact with each other on a contractual basis.

4.1.5. **The dual form** of education is a method of obtaining education that involves a combination of training of persons in educational institutions (in other subjects of educational activity) with training at workplaces at enterprises, institutions, and organizations for the acquisition of specific qualifications, as a rule, based on a contract.

The dual form provides for a partial transfer of the formation process of program competencies and learning outcomes to the conditions of professional practical activity. At the same time, part of the volume of educational activities instead of classroom and independent work is carried out in the form of on-the-job training (workplaces) with a corresponding redistribution of the educational load of the student within the educational components.

The peculiarities of the dual education organization are determined by the

"Regulations on the dual form of higher education at Simon Kuznets Kharkiv National University of Economics."

4.2. Forms of organization of the educational process at the University and types of educational classes.

4.2.1. 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.

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

- 1) lecture;
- 2) laboratory, practical, seminar, and individual lessons;
- 3) consultation.

The university has the right to establish other forms of the educational process and types of educational classes (training, round table, etc.) depending on the need, by the department's decision to teach the discipline.

4.2.2.1. A **lecture** is a logically accomplished, scientifically grounded and systematized presentation of a specific scientific or scientific-methodological issue, illustrated, if necessary, using clarity and demonstration of experiments. It is designed to form the foundations of knowledge in a particular scientific field and determine the direction, main content, and nature of all other types of educational classes, as well as the independent work of higher education applicants in the relevant academic discipline.

Types of lectures:

The problem-based lecture is aimed at developing the logical thinking of higher education students and is characterized by the fact that the range of issues is limited to two or three key points; the attention of higher education students is focused on the material that is not reflected in textbooks, the experience of foreign educational institutions is used with the distribution of printed material to higher education students during the lecture and highlighting the main conclusions on the issues under

consideration. When lecturing in Higher education, students are asked questions for independent reflection, but the lecturer himself answers them without waiting for answers from higher education applicants. The system of questions during the lecture plays an activating role, forcing higher education students to concentrate and think actively in search of the right answer.

Lecture visualization – the lecture's main content is presented figuratively (in the form of drawings, graphs, and diagrams). Visualization is considered here as a way of information using various sign systems.

A lecture together is the work of two teachers (a teacher and a higher education student) who give a lecture on the same topic and interact on the problem-organizational material, both among themselves and with higher education applicants.

Lecture-press conference – the content is drawn up at the request of higher education applicants with the involvement of several teachers.

A lecture-consultation is similar in type to a lecture-press conference. The difference is that the invited (qualified specialist) does not have enough knowledge of the methods of pedagogical activity.

A provocative lecture, or a lecture with planned mistakes, forms the ability of higher education students to analyze, navigate information and evaluate it quickly. It can be used as a method of "live situation."

Lecture-dialogue – the content is presented through a series of questions that higher education students must answer directly during the lecture. This type includes a lecture using the "feedback" technique and a programmed lecture consultation.

A lecture using game methods involves brainstorming methods, methods of specific situations, and others when higher education students formulate the problem and try to solve it themselves.

A lecture, as a rule, is an element of a course of lectures that covers the primary theoretical material of a single or several topics of an academic discipline. The educational program and curriculum requirements determine the volume and content of the lecture course.

Lectures are held in appropriately equipped premises – classrooms – for one or more academic groups of higher education applicants. For obtaining education in a

distance form or using distance learning technologies, lectures are held in the mode of online video conferencing systems: ZOOM, eduMEET, GoogleMeet, Skype, etc.

As a rule, lecture streams are formed from applicants for higher education in a particular course. In necessary cases, several lecture streams can be combined into one, or conversely, large streams can be divided into smaller ones.

Experienced teachers, namely deliver lectures: professors and associate professors, as well as, in some cases, other highly qualified specialists who have significant experience in scientific, scientific, methodological and practical activities.

A lecturer must have a broad scientific worldview, thorough knowledge, and practical experience in the relevant field and be able to systematically, reasonably, and at the appropriate scientific, pedagogical, and methodological levels convey relevant educational information.

A lecturer who gives a course of lectures is obliged to prepare a work program of the academic discipline, a work plan (technological map) of the academic discipline, lecture notes, tasks for practical (laboratory) classes, independent work, etc., before the beginning of the academic year for which the discipline is planned.

The lecturer is obliged to adhere to the work program of the academic discipline. The lecturer can choose his position in interpreting the educational material and the forms and means of bringing it to higher education applicants.

The head of the department, the guarantor of the educational program, and the lecturer are fully responsible both for the thorough preparation of the lecture in terms of content and for the methodology and quality of its conduct.

A lecture, as a rule, has the following elements:

- introduction, where the motivation for learning, a precise formulation of the topic of the lecture, and the statement of the task are presented;
- presentation in a logical sequence of individual parts of the lecture;
- conclusions that make it possible to comprehend the lecture as a whole and highlight the main idea;
- a specific task for independent work;
- answers to questions.

The number of points received by applicants for higher education for work in

lecture classes, determined in the work program of the academic discipline, is included in the current control of the relevant academic discipline.

4.2.2.2 Laboratory classes are a type of training session in which a higher education student, under the guidance of a teacher, personally conducts experiments or experiments in specially equipped educational laboratories using equipment adapted to the conditions of the educational process. Sometimes, laboratory classes can be conducted in a real professional environment.

For obtaining higher education in a distance form or using distance learning technologies, laboratory classes are held in online video conferencing systems: ZOOM, eduMEET, GoogleMeet, Skype, etc.

The main purpose of the laboratory lesson is to practically confirm certain theoretical provisions of a certain academic discipline, to acquire practical skills and abilities to work with laboratory equipment, equipment, computer equipment, methods of experimental research in a specific subject area.

The curriculum determines the volume, list of topics, and content of laboratory classes in the academic discipline's work program.

For individual academic disciplines, based on the peculiarities of their study, it is allowed to divide the academic group into two subgroups. In this case, two scientific and pedagogical workers are involved in conducting a laboratory lesson.

Applicants for higher education can perform laboratory work individually or collectively.

The academic discipline's work program determines the obligation of the applicant for higher education to perform laboratory work.

The laboratory lesson includes the current control of the readiness of higher education applicants for the performance of specific laboratory work, the fulfillment of the tasks of the topic of the lesson, the preparation of an individual report on the work performed, and its defense before the scientific and pedagogical worker.

The number of points received by applicants for higher education for laboratory work, determined in the work program of the academic discipline, is included in the current control of the relevant academic discipline.

The laboratory lesson consists of the following stages:

- organizational – setting goals and actualizing knowledge, answering questions;
- instruction, laboratory work;
- evaluation and registration of observation results;
- a written or oral report of a higher education applicant on the completion of the task;
- definition of homework.

Scientific and pedagogical workers entrusted with conducting laboratory classes must consult with a lecturer before the beginning of the corresponding semester.

4.2.2.3 *Practical classes* are a type of training session at which the teacher organizes a detailed consideration by higher education applicants of specific theoretical provisions of the academic discipline and forms the skills and abilities of their practical application by individual performance by the applicant of higher education by the formulated tasks.

The primary purpose of the practical lesson is to expand, deepen, and detail the theoretical knowledge received by higher education students at lectures and in the process of independent work, directing them to increase the level of assimilation of educational material, the formation of skills and abilities, the development of scientific thinking and oral speech of higher education applicants.

The academic discipline's work program determines the scope, list of topics, and content of practical classes by the requirements of the educational program.

Practical classes are held in classrooms or educational laboratories equipped with the necessary technical means of training, computer equipment, tangible objects, etc.

When obtaining higher education in a distance form or using distance learning technologies, practical classes are held in online video conferencing systems: ZOOM, eduMEET, GoogleMeet, Skype, etc.

Practical classes are held with applicants of the same academic group (up to 30 people). To conduct a practical lesson, the necessary methodological materials and didactic tools are prepared in advance – tests, options for tasks of varying complexity, and models of problem situations, which are offered for their solution by higher

education applicants in the classroom.

The teacher assesses the quality of preparation of higher education applicants for classes and their participation in solving practical problems. The number of points received by applicants for higher education for individual practical classes is included in the current control in the academic discipline.

The practical lesson includes the formulation of a general problem by a scientific and pedagogical worker and its discussion with the participation of higher education applicants, solving problems with their discussion and control tasks, performing control exercises, standards, processing documents, etc., their verification and evaluation by the teacher of the results of the work of higher education applicants.

The practical lesson consists of the following stages:

- organizational – familiarization with the topic and plan of the lesson;
- preparation of higher education applicants for work;
- independent performance of tasks by applicants for higher education;
- Analyzing the work of higher education applicants, summarizing up, defending practical work or home completion of practical work, and issuance of tasks for independent work.

Scientific and pedagogical workers entrusted with conducting practical classes are obliged to consult with the lecturer before the beginning of the corresponding semester.

4.2.2.4 Seminar classes are a form of training in which the teacher organizes a discussion around predetermined topics, for which applicants for higher education prepare abstracts of speeches on the basis of individually completed tasks. Seminar classes can be held in the form of conversation, reviewing and discussion of abstracts and reports, discussions, etc., in order to promote the development of creative independence of higher education applicants, deepen their interest in science and scientific research, development of speech culture, skills and abilities of public speaking, participation in discussion.

Discussion seminars provide for the exchange of opinions and views of participants on this topic, as well as develop thinking, help form views and beliefs, develop the ability to formulate opinions and express them, teach to evaluate the

proposals of others, and critically approach their own views.

The volume, list of topics and content of seminar classes are determined by the work program of the academic discipline in accordance with the requirements of the educational program.

The list of topics (reports, essays, etc.) for discussion at the seminar is brought to the attention of higher education applicants, as a rule, during the lecture preceding the seminar session.

At each seminar lesson, the scientific and pedagogical worker evaluates the essays prepared by higher education applicants, their speeches, activity in discussion, the ability to formulate and defend their position, etc.

The seminar provides for the obligatory summing up of the discussion of the topic and the assessment of the participation of higher education students in it.

Points received by applicants for higher education for seminar classes are included in the current control in the academic discipline.

The seminar consists of the following stages:

- organizational – communication of the topic, purpose and objectives of the seminar, creation of a working atmosphere for the lesson, etc.;
- discussion of problems brought to the seminar class;
- diagnostics of the correctness of the assimilation of knowledge by applicants for higher education, summing up, organization of extracurricular independent work of applicants.

Scientific and pedagogical staff who are entrusted with conducting seminar classes are obliged to consult with the lecturer before the beginning of the corresponding semester.

4.2.2.5 Individual lesson is a type of training session that is conducted with individual applicants for higher education in order to increase the level of their training and promote the disclosure of their individual creative abilities.

Individual classes are held, as a rule, at a time outside the main schedule, according to a separate schedule compiled by the teacher and approved by the head of the department, taking into account the needs and capabilities of higher education applicants.

The organization and conduct of individual classes are entrusted to the most qualified teachers, taking into account the individual curriculum of the applicant for higher education and may cover one or more topics of classes in one or more academic disciplines, and in some cases - the full volume of topics of classes for a specific degree of higher education.

Individual classes in the junior courses are mainly aimed at deepening the study of certain academic disciplines by higher education applicants, in the senior courses they are of a research nature and provide for the direct participation of higher education students in the implementation of scientific research and other creative tasks.

Types of individual training sessions, their volume, forms and methods of conducting are determined by the teacher in agreement with the guarantor of the educational program and approved by the head of the department.

4.2.2.6 Consultation is a type of training session at which the applicant receives answers from a scientific and pedagogical worker to specific questions or explanations of certain theoretical provisions and aspects of their practical application, or acquires/develops certain competencies, the presence of which is required by the educational program in which he studies.

The consultation can be individual or conducted for a group (stream) of higher education applicants, depending on whether the scientific and pedagogical worker advises applicants on issues related to the performance of individual tasks (coursework, diploma design, calculation and graphic works, essays, etc.), or on theoretical issues of the academic discipline or certain aspects of their practical application.

The amount of time allotted to scientific and pedagogical workers for consultations on a specific discipline (current and exam) is determined in accordance with the norms of the "Regulations on planning and accounting of the work of scientific and pedagogical and pedagogical staff of Simon Kuznets Kharkiv National Economic University (new edition)".

Consultations are carried out during the semester and semester control according to the appropriate schedules.

4.2.2.7 Other types of training classes that can be applied at the University:

Training is a type of training session, 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.

A master class is a type of training in which a specialist leader tells and, more importantly, shows how to put a new technology or method into practice.

Brainstorming is a collective method of finding new ideas and solutions. Participants are invited to express as many different options as possible for solving a problem, including the most fantastic and unrealistic ones. Then the best ones are selected from the total number of ideas and analyzed.

The case method, or the method of analyzing specific situations, is a training using the description of real economic, social and business situations. Participants must analyze the situation, understand the essence of the problems, propose possible solutions and choose the best ones.

Moderation is a way of conducting a discussion that quickly leads to concrete results, gives everyone present the opportunity to participate in the process of finding solutions to the problem, while feeling full responsibility for the result. Moderation is an attempt by one or, better, two people to make it possible and facilitate the process of learning a group, while not interfering with its essence.

Coaching is a process aimed at supporting the improvement of skills, abilities, potential and creativity that a higher education student already possesses. The main distinguishing feature of coaching is that it does not rely on the knowledge, experience, wisdom or foresight of the coach, but mainly on the ability of a person to learn on his own and act creatively.

A presentation, or speeches in front of an audience, are used to present certain achievements, the results of the group's work, a report on the performance of individual tasks, instruction and demonstration of new products and services.

Role-playing games, or dramatization, is a form of activation of higher education applicants, in which they are involved in the process of staging a certain production situation in the role of direct participants in events.

Didactic game is a method of imitation (imitation, reflection) of managerial decision-making in various situations by playing (playing, acting) according to the

rules that have already been developed or are being developed by the participants themselves, which is implemented through the independent solution of the problem posed by higher education applicants, provided that the necessary knowledge is insufficiency, when they are forced to independently master new content or look for new connections in the already mastered material.

Business simulation is an organization of educational activities, which is an interactive simulation of an economic system, which, according to its internal conditions, is as close as possible to the corresponding real economic unit: a department or the entire enterprise, industry, state. professionally-oriented tasks, such as: optimization of the company's profit, conclusion of contracts, sale of company shares, etc. Simulations are characterized by a high degree of interest of participants, who are completely immersed in the game, embodied in their role, cheer for the result of work, since the overall result of the game depends on team spirit and speed of decision-making. Simulations streamline both professional knowledge and knowledge of a foreign language of higher education applicants, prepare the latter to make quick and motivated business decisions in future activities, contribute to the formation of strategic thinking and planning skills, develop the ability to work in a team, etc.

Interactive distance learning is a set of pedagogical technologies based on the principles of open and computer learning and active teaching methods in communication in the information educational space, for the organization of education of users distributed in space and time.

4.2.3. ***Independent work*** is one of the main forms of organization of the educational process, in which the applicant for higher education independently acquires or deepens the relevant knowledge, skills and abilities provided for by the expected program learning outcomes for a specific component of the educational program. The scope and content of independent work is determined by the educational program, curriculum and work program of the academic discipline, methodological materials, tasks, instructions, etc.

4.2.3.1. There are the following types of independent work of higher education applicants for the intended purpose:

1. Learning new material: reading and taking notes on literary sources of

information; watching videos; listening to audio lectures; other types of work.

2. In-depth study of the material: preparation for control, practical, laboratory work, colloquiums, seminars; performing typical tasks; other types of work.

3. Study of the material using elements of creativity: conducting laboratory work with elements of creativity; solving non-standard problems; execution of calculation and graphic works and term papers (projects); participation in business games and in the analysis of problem situations; writing essays, essays and reports on a given topic; other types of work.

4. Improvement of theoretical knowledge and practical skills in production conditions: training workshops, work at branches of departments; all kinds of practices; diploma design; other types of work.

Independent work on the assimilation of educational material in a specific academic discipline is performed by a higher education applicant in "home" conditions, as well as in the library, educational laboratories, computer classes of the University and other institutions and organizations.

When organizing independent work of a higher education applicant using complex equipment or equipment, complex systems of access to information (computer databases, computer-aided design systems, etc.), it is possible to receive the necessary advice or assistance from a teacher or specialist of an enterprise, organization.

Independent work of a higher education applicant is provided by a system of educational and methodological tools provided for the study of a specific academic discipline or a separate topic: these are textbooks, teaching aids, methodological materials, lecture courses, workshops, educational and laboratory equipment, electronic and computer equipment, etc.

Methodological materials for independent work of a higher education applicant should provide for the possibility of self-control on the part of the applicant (availability of self-control tools - tests, a package of control tasks, etc.).

For independent work of a higher education applicant, appropriate scientific and professional monographic and periodical literature is also recommended.

Independent work is carried out according to the methodological

recommendations drawn up by the relevant department.

4.2.3.2. **Research work** is a form of organization of scientific and research work of higher education applicants, in which they are involved in active independent (or under the guidance of a teacher) research activities for the formation of a scientific worldview, development of research skills, skills of creative solution of practical problems; it is a form of assistance to young researchers in mastering the methodology and methods of scientific research.

Research work of applicants for higher education at the University is carried out in three main areas:

- research work in the educational process;
- research work of higher education applicants in extracurricular time;
- scientific and organizational events – conferences, competitions, olympiads, etc.

The implementation of research work during the study of academic disciplines takes place under the conditions of an optimal ratio of reproductive and creative tasks, individual and collective forms of organization of the learning process, maximum saturation of classes with situations of joint creative activity.

Scientific research work of applicants for higher education in extracurricular time is an effective means of objective manifestation of gifted youth, realization of their creative abilities, stimulation of the need for creative mastery of knowledge, activation of educational and cognitive activities.

4.2.3.3. **Individual task** – aims to deepen, generalize and consolidate the knowledge that higher education students receive in the process of learning, as well as the application of this knowledge in practice.

The content of an individual task is a completed theoretical or practical work within the educational component, which is carried out on the basis of knowledge, skills and abilities acquired in the process of lectures, seminars, practical and laboratory classes, covers several topics or the entire training course as a whole. Individual tasks include essays, essays, calculation, graphic, term papers and diploma works (projects), dissertations, etc.

Methodological materials (recommendations, instructions, etc.) for the

implementation of an individual task are developed at the departments.

Individual tasks are performed by the applicant for higher education independently under the guidance of teachers. As a rule, individual tasks are performed separately by each applicant. In cases where the tasks are complex, several applicants for higher education may be involved in their implementation, including those who study in different educational and scientific institutes / faculties and in different educational programs and specialties.

Individual tasks at the University are performed within the terms provided for by the curriculum and schedule of the educational process or the work program of the relevant academic discipline. An individual task in a certain academic discipline is an integral structural part of the academic discipline. An individual task is evaluated according to the criteria defined in the work program of the academic discipline.

4.2.3.4. **Course work (project)** is one (one) of the types of individual tasks of educational and research, creative or design nature, which (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.

The specific number of term papers (projects) is determined by the educational program in a particular specialty, but not more than one per semester.

The implementation of a course project, in contrast to a course work, usually involves technological calculations and justification on their basis of a technical solution, the implementation of design developments, a graphic part, etc.

For applicants for higher education in the first year of the first (bachelor's) level of higher education, term papers (projects) are not planned.

The topics of term papers (projects) are formed by the guarantor of the educational program and approved by the relevant department, it must meet the requirements and orientation of educational programs, be relevant and closely related to the solution of practical professional tasks.

Discussion of the topics of term papers (projects) and the appointment of their supervisors is carried out at a meeting of the department (at the request of the guarantor

of the educational program) before the beginning of the relevant academic year.

A higher education applicant can choose the topic of work (project) from the list proposed by the department. A higher education applicant can also propose his/her topic of a term paper (project), the decision on its approval is made by the teacher in agreement with the guarantor of the educational program and the head of the department.

Management of course works (projects) is carried out by scientific and pedagogical staff of the department. By agreement with the guarantor of the educational program, practitioners can be involved in the management of term papers (projects).

The course work (project) is evaluated based on the results of public defense before the commission consisting of two or three scientific and pedagogical staff of the department (the composition of the commission is approved at the meeting of the department), including the head of the course work (project).

4.2.3.5. *Qualification work* is a generalized name of the work, on the basis of which the certification of a higher education applicant is carried out, in order to identify theoretical and practical knowledge, the ability to apply it in the process of solving specific scientific, technical, economic, social and industrial tasks. Qualification work can be performed in the form of: diploma work, diploma project, dissertation, etc., and in essence is an individual task of research, organizational, technical, creative or design nature, which the applicant for higher education performs at the final stage of training.

The topics of diploma works (projects) are determined by the guarantor of the educational program and approved by the graduate department, taking into account topical scientific and practical issues in the relevant field.

A higher education applicant is given the right to choose the topic of the thesis (project) determined by the graduating department, or to propose his/her own with the justification of the expediency of its development. In such cases, preference is given to topics that are directly related to the place of future professional activity of the graduate.

The procedure for completing the diploma work (project) is determined by the graduate department in the relevant methodological materials (recommendations,

instructions, etc.).

Scientific and pedagogical staff of the department are appointed as supervisors of the thesis (project). By agreement with the guarantor of the educational program, practitioners can be involved in the management of diploma theses (projects).

The procedure for defending diploma theses is defined in the "Regulations on Certification of Applicants for Higher Education of Simon Kuznets Kharkiv National University of Economics (new edition).

The procedure for the preparation of qualification works (dissertations) at the third (educational and scientific) level of higher education is determined by the "Procedure for the preparation of applicants for higher education for the degree of Doctor of Philosophy at Simon Kuznets Kharkiv National Economic University".

Electronic versions of qualification works (theses (projects), dissertations) after their defense are published in the University repository or on the University's information resources.

4.2.5. 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.

Practical training of higher education applicants is carried out in accordance with the "Regulations on the organization of internship of higher education applicants at Simon Kuznets Kharkiv National Economic University".

The purpose of practical training of applicants for higher education is to master modern methods, forms of organization and tools of labor in the field of their future profession, to form in them, on the basis of knowledge obtained in the process of training, professional skills and competencies for making independent decisions during specific work in real market and production conditions, fostering the need to update their knowledge and creatively apply it in practical activities.

Types of practice are determined depending on the specific educational program and the educational level of higher education applicants.

The list and sequence of all types of practice for each educational program (specialty), their forms, duration and terms of conduct are determined in the curricula.

The content of the internships is determined by the guarantor of the educational

program and approved by the graduate department in accordance with the educational program, taking into account the requirements of higher education standards.

The main educational and methodological document of the practice is a cross-cutting program of practice.

Departments can also develop, in addition to the end-to-end and working programs of practice, other methodological documents that will contribute to the achievement of high quality of practice for higher education applicants.

The general organization of practice and control over its conduct at the University is carried out by the head of industrial practice, who is subordinate to the Vice-Rector for Educational and Methodological Work; Director (heads) of educational and scientific institutes / Dean of the Faculty; graduate departments.

Experienced teachers of departments who were directly involved in the educational process of the internship are involved in the management of the practice of higher education applicants.

The terms of the internship are established taking into account the theoretical preparedness of higher education applicants, the capabilities of the educational and production base of the University and enterprises, institutions, organizations, and in accordance with the curriculum and the annual schedule of the educational process. The calendar schedule of internship should not contradict the work schedule of the enterprise.

4.2.6. **Control measures** are a form of organization of the educational process, which is a necessary element of feedback in the learning process.

All types of control measures and the organization of the process of assessing the knowledge of students are defined and described in the "Regulations on the procedure for assessing the learning outcomes of higher education applicants according to the cumulative point-rating system (new edition)".

Control measures include current and final control.

4.2.6.1. **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 job and is evaluated by the sum of points scored:

- for disciplines with the form of semester control exam (exam): maximum

amount – 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, credit: maximum amount – 100 points; The minimum amount is 60 points.

Control measures during current control during training sessions and the system for assessing the level of formed competencies are determined by the teacher.

Current control: (the above list is not exhaustive, the teacher can use other methods):

1. *Oral questioning* is the most common method of controlling the knowledge of higher education applicants. During the oral interview, direct contact is established between the teacher and the higher education applicant, during which the teacher gets ample opportunities to study the individual characteristics of the higher education applicant's assimilation of educational material.

2. *A frontal survey* is conducted in the form of a conversation between a teacher and a group. With its help, the teacher can check the performance of homework by higher education applicants, find out the readiness of the group to study new material, determine the formation of basic concepts, the assimilation of new educational material that has just been considered in the lesson.

3. *An individual survey* provides for thorough, detailed answers of higher education students to questions related to the studied educational material. Questions of an individual survey stimulate higher education students to think logically, compare, analyze, prove, select convincing examples, establish cause-and-effect relationships and draw reasonable conclusions.

4. *Written tests* are an effective method of checking and evaluating the formed competencies of higher education applicants, as well as their creative abilities, which makes it possible to simultaneously check the assimilation of educational material by all applicants for higher education in the group in the shortest possible time and determine directions for individual work with each. The homogeneity of work performed by higher education applicants allows you to make the same requirements for everyone and objectively assess learning outcomes.

5. *Dictation* is a form of written control - an exercise for mastering or checking

literacy, which consists in writing down the text that is dictated.

6. *Testing* is a test of knowledge, which is carried out in the form of answers of higher education applicants to various questions. Test control makes it possible to check all applicants for higher education with a small expenditure of classroom time.

7. *Colloquium* is a form of testing and evaluating the knowledge of higher education applicants. It is an intermediate mini-exam conducted at the initiative of the teacher to check the learning outcomes in several sections (topics).

8. *Individual educational and research tasks* are tasks that are issued to applicants for higher education within the terms determined by the teacher. Individual tasks are performed by the applicant for higher education independently in consultation with the teacher.

9. *Essays and essays* are used to repeat and summarize the educational material. They allow you to systematize the knowledge of higher education applicants and test the ability to reveal the topic. In the process of preparing an essay or essay, the applicant for higher education mobilizes and actualizes the existing knowledge, independently acquires new knowledge necessary for the disclosure of the topic, compares it with his life experience and is clearly aware of his life position. pays attention to the relevance of the work to the topic, the completeness of the disclosure of the topic, the sequence of presentation and the independence of judgment.

10. *An essay* is a work of reflection of a small volume with a free composition, expressing individual impressions, reasoning on a specific issue or problem. The essay assumes the expression by the author of his point of view, personal subjective assessment of the subject of reasoning, provides an opportunity for non-standard (creative), original coverage of the material. interpretation, construction of reasoning, comparison of facts, approaches and alternatives, formulation of conclusions and personal assessment of the author.

4.2.6.2. ***Final control*** is carried out in order to assess the results of learning at a certain educational level or at its individual completed stages.

The final control includes *semester control* and *certification* of the applicant for higher education.

Semester control is carried out in the forms of a semester exam (exam), a

differentiated test for a specific educational component determined by the educational program, and within the terms established by the schedule of the educational process.

Semester *Exam (exam)* is a form of final control of the assimilation by a higher education applicant of theoretical and practical material in a separate academic discipline for a semester, which is carried out as a control measure. The maximum amount of points that a higher education applicant can receive during the exam (exam) is 40 points. The minimum amount is 25 points. The organization of examinations (exams) is regulated by the "Regulations on the organization and conduct of examinations (exams) at Simon Kuznets Kharkiv National University of Economics" and "Regulations on appealing the results of the final control in the form of an exam (exam) (new edition)".

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

Semester differentiated credit in the academic discipline, as a rule, is set at the last practical, laboratory, seminar lesson.

Certification of persons 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, in accordance with the "Regulations on the certification of applicants for higher education of Simon Kuznets Kharkiv National Economic University (new edition)".

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.

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

Attestation of persons at the first (bachelor's) and/or second (master's) levels of

higher education may include a unified state qualification exam conducted in specialties and in the manner determined by the Cabinet of Ministers of Ukraine.

The decision to award a degree of higher education and award the appropriate qualification is canceled by the University in case of detection of facts of violation of academic integrity by the applicant for higher education, in particular: the presence of academic plagiarism, fabrication, falsification, copying in the diploma work (project); deception, bribery in accordance with the "Procedure for canceling the decision to award a higher education degree and assign the appropriate qualification" approved by the Resolution of the Cabinet of Ministers of Ukraine dated August 26, 2021 No. 897.

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

Attestation of persons obtaining the degree of Doctor of Sciences (awarding the degree of Doctor of Sciences) is carried out by a specialized academic council established in accordance with the legislation on the basis of public defense of a dissertation (or scientific report - in the case of defense of scientific achievements published in the form of a monograph or a set of articles in domestic and/or international peer-reviewed professional journals), the requirements for which are approved by the central executive body, which ensures the formation and implementation of state policy in the field of scientific and scientific-technical activities.

4.3. Documents on higher education.

4.3.1. A document on higher education (scientific degree) is issued to a higher education applicant who has successfully completed the relevant educational program and passed certification.

The following types of documents on higher education (scientific degree) are established for the relevant degrees:

bachelor's degree;

master's degree;

Ph.D. diploma.

The University may issue other types of educational documents provided for by the legislation and separate agreements on the provision of educational services in accordance with the established procedure.

The Bachelor's or Master's degree shall indicate the name of the University, the name of the educational program, as well as the qualification consisting of information about the degree of higher education obtained by the person, the field of knowledge, the specialty (specialties, field of knowledge - for interdisciplinary educational programs), specialization and professional qualification (in case of assignment).

The diploma of Doctor of Philosophy shall contain information about the scientific degree, field of knowledge, specialty in which the relevant degree was obtained (specialties, field of knowledge - for interdisciplinary works), the name of the higher education institution (scientific institution) in which the training was carried out, the name of the higher education institution (scientific institution), in the specialized academic council of which scientific achievements were defended.

Requirements for the form and content of diplomas are determined by the Law of Ukraine "On Higher Education", the Cabinet of Ministers of Ukraine, the Ministry of Education and Science of Ukraine (Order of the Ministry of Education and Science of Ukraine "On Approval of Forms of Documents on Higher Education (Scientific Degrees) and Appendix to Them, Sample of Academic Certificate" dated January 25, 2021 No. 102 and contain mandatory information determined by the Resolution of the Cabinet of Ministers of Ukraine No. 811 dated September 9, 2020). Samples of documents on higher education are published on the official website of the University in the "Regulations on ordering, filling, issuing and accounting for documents on higher education (scientific degree) and annexes to them, academic certificate at Simon Kuznets Kharkiv National Economic University (new edition)".

An integral part of a bachelor's, master's, doctoral diploma is an appendix to a European-style diploma containing structured information about completed studies. The supplement to the diploma contains information about the learning outcomes of a person, consisting of information on the names of educational components (disciplines, etc.), the number of points received and the number of ECTS credits obtained, as well

as information about the national system of higher education of Ukraine.

A document on higher education is issued by the University only under an accredited educational program.

The document on higher education shall contain the name of the accreditation body(s), and in the annex to the document on higher education - information on the relevant accreditation certificates and decisions issued by it (them).

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

In case a person obtains higher education according to educational programs agreed between higher education institutions (scientific institutions), including foreign ones, higher education institutions (scientific institutions) have the right to produce and issue a joint (double) document on higher education according to the model determined by the joint decision of the Academic Councils of such higher education institutions (scientific institutions) in accordance with a separate provision.

Information on issued diplomas is entered into the Unified State Electronic Database on Education.

4.3.2. Issuance of duplicate documents on education.

In case of loss, destruction or damage of the educational document, the University issues its duplicate, the content of which corresponds to the previously issued educational document in the form valid at the time of issuance. The production of duplicates takes place at the expense of the person who receives the duplicate.

The production and issuance of a duplicate of the document on higher education is carried out by the order of the rector, which is issued on the basis of a personal written application of the person in whose name the document on higher education was issued, submitted by him personally or through an authorized representative to the University and an archival certificate.

The application for the issuance of a duplicate must be accompanied by:

- a copy of the identity document;
- a copy of the card of an individual taxpayer;

- consent to the collection and processing of personal data;
- a copy of the passport for traveling abroad (if any);
- a copy of the document on previous education;
- a copy of a lost, destroyed or damaged document on education (if any);
- a copy of the marriage or divorce certificate, on the change of name, surname and patronymic (if necessary).
- a medical certificate of change (correction) of gender and a copy of the document of the civil registration authority on the change of surname, first name, patronymic (if any).

4.3.3. Academic certificate is a document on education of the established form, issued to a higher education applicant who is expelled (except for expulsion in connection with the completion of studies under the relevant educational program, as well as if the person has not started classes) from the University by the order of the rector before the completion of studies under the educational training program.

The academic certificate contains information about the person to whom the document on education is issued, the period of study, the educational and scientific institute / faculty / department, specialty (if necessary, the specialization is indicated) and the educational training program; the list of educational components, their volume in ECTS credits and the results obtained on the scale of the University are indicated; a description of the assessment system, a handbook on the distribution of grades is provided; the reasons and grounds for the expulsion of a higher education applicant are indicated.

The procedure for the production, issuance and accounting of an academic transcript, requirements for its form and/or are defined in the "Regulations on ordering, filling, issuing and accounting for documents on higher education (scientific degree) and an appendix to them, an academic certificate at Simon Kuznets Kharkiv National University of Economics (new edition)".

4.3.4. Cancellation of documents on education.

An erroneously issued educational document must be canceled, withdrawn and, if necessary, replaced with information about the withdrawal / replacement in the registration log and EDEBO.

. The grounds for cancellation of the decision to issue a bachelor's / master's / doctoral degree and the appendix to it of the European standard may be:

- an act of erroneous production and/or issuance of a diploma and/or an appendix to it of the European standard drawn up by the person responsible for the issuance of diplomas;

- identification of facts of violation of academic integrity by a higher education applicant of the first (bachelor's) and second (master's) levels in accordance with the Resolution of the Cabinet of Ministers of Ukraine dated August 26, 2021 No. 897 "On Approval of the Procedure for Canceling the Decision to Award a Higher Education Degree and Assign the Appropriate Qualification".

- establishment in accordance with the legislation in the qualification work of the applicant for the degree of Doctor of Philosophy of the facts of academic plagiarism, fabrication, falsification and/or violation of the procedure for defending the dissertation established by law.

4.4. Admission of applicants for higher education.

4.4.1. Admission to the University is carried out on a competitive basis in accordance with the "Rules of admission to Simon Kuznets Kharkiv National Economic University".

4.4.2. The admission rules are developed in accordance with the Conditions of admission to study for higher education, approved by the Ministry of Education and Science of Ukraine, are considered and approved by the Academic Council of the University and published on the official website of the University and in the EDEBO for each academic year.

4.4.3. The basis for enrolling an individual in a study program at the University is the decision of the Admissions Committee made on the basis of the applicant's fulfillment of the requirements of the "Rules of Admission to S. Kuznets Kharkiv National University of Economics" and signing a study agreement between the University and the entrant (with the participation of parents or legal representatives – for underage entrants), which may detail the rights and obligations of the parties in accordance with the standard form, as approved by the Cabinet of Ministers of Ukraine.

4.4.4. In the event of enrollment at the expense of individuals (legal entities), an

agreement is additionally concluded between the University and an individual (legal entity) who orders a paid educational service on behalf of themselves or another person, taking on financial responsibility for its payment.

4.5. Non-formal and informal education.

According to Article 8 of the Law of Ukraine "On Education", the learning outcomes obtained through achieved via non-formal education and/or informal education are recognized in the formal education system in the manner determined by law.

The procedure for recognizing learning outcomes obtained through non-formal and/or informal education is outlined in the "Regulations on the procedure for recognizing learning outcomes obtained in non-formal and informal education at S. Kuznets Kharkiv National University of Economics (new edition). "

The right to recognition of learning outcomes in non-formal or informal education applies to applicants at all levels of higher education.

4.6. Inclusive education.

The University provides educational services to applicants for higher education equally, without discrimination, regardless of age, citizenship, place of residence, sex, skin color, social and property status, nationality, language, origin, health status, attitude to religion, criminal record, as well as other circumstances using personalized teaching methods and taking into account the individual characteristics of educational and cognitive activities of all applicants for higher education. Additionally, they follow the recommendations of an individual rehabilitation program for a person with a disability (if applicable) and/or the conclusions of a comprehensive psychological and pedagogical assessment of a child's development (if applicable), provided by the Inclusive Resource Center.

The specifics of organizing inclusive education are outlined in the 'Policy of Social Inclusion and Inclusive Education at S. Kuznets Kharkiv National University of Economics' and the "Regulations on the Organization of Inclusive Education at S.Kuznets Kharkiv National University of Economics."

4.7. Distance learning technologies.

Distance learning technologies represent a form of individualizing the educational process, based on the principles of open learning with the widespread use

of computer programs for various purposes. They create, with the help of modern telecommunications, an informational educational environment designed to transfer web resources of academic disciplines and facilitate interaction among participants in the educational process.

Distance learning technologies enable interaction between participants in the educational process, relying on modern information and communication technologies and other means, both synchronously and asynchronously.

The use of distance learning technologies is governed by the "Regulations on the organization of the educational process with the use of distance learning technologies at S. Kuznets Kharkiv National University of Economics."

To support the educational process through distance learning technologies at the University, the website of the University's personal learning systems (<https://PLS.hneu.edu.ua>) is used. It hosts web resources for electronic courses of academic disciplines (programs) that must comply with mandatory requirements and feature clear visualization on the course page.

The Personal Educational System (PLS) is an integral part of the educational process, serving an educational and methodological purpose. It supports higher education students in both classroom and extracurricular independent work and is regarded as a key element of the University's information and educational environment.

Personal learning systems at the university are created as electronic courses within the Moodle learning management system (LMS), which is hosted as a platform for personal learning systems of S. Kuznets Kharkiv National University of Economics on the Internet and can additionally be developed in other information systems.

The use of PLS combines face-to-face and distance learning. PLS can be used as teaching aids for higher education students in full-time (daytime, evening), part-time, and distance learning programs, as well as participants in postgraduate education programs, at all stages of educational activities during the study of academic disciplines and practical training.

The main functions of PLS are:

- development of the University's information and educational environment, which involves creating conditions to ensure the quality of independent learning for higher education students through the use of electronic courses, tools, and resources that contribute to structuring, presenting, preserving, and transferring educational content; establishing a system of strong connections between participants in the educational process;

- optimization of the educational process involves utilizing a suite of electronic courses, tools, and resources, which allows automating the development of educational and methodological materials, as well as organizing, regulating, and controlling the independent work of higher education students as a component of the educational process;

- organizational and methodological support for the independent work of higher education students involves developing methodological, didactic, and instructional materials, structuring and presenting them in a way that makes independent work purposeful, consistent, and manageable. It provides students with the opportunity to form, consolidate, deepen, and systematize the knowledge and skills acquired during classes, as well as to prepare independently and monitor their mastery of the academic discipline;

- creating conditions for the personalization and individualization of higher education, which offers students the opportunity to design their own learning trajectories, taking into account their individual characteristics, personal qualities, educational needs and motives, as well as their aspirations for learning outcomes.

The structure and content, procedures, and record-keeping for the methodological work of academic staff on the development of personal educational systems, as well as the certification and implementation procedures within the University's educational process, are determined by the "Regulations on Personal Educational Systems at S. Kuznets Kharkiv National University of Economics."

5. PROCEDURE FOR EXPULSION, INTERRUPTION OF STUDIES, REINSTATEMENT, TRANSFER OF STUDENTS AT THE UNIVERSITY,

AND GRANTING THEM ACADEMIC LEAVE

5.1. Expulsion of higher education students.

5.1.1. The grounds for expelling students are outlined in part one of Article 46 of the Law of Ukraine 'On Higher Education' and part six of Article 42 of the Law of Ukraine 'On Education':

- 1) completion of the relevant educational or scientific program;
- 2) the student's own desire;
- 3) transfer to another educational institution;
- 4) non-compliance with the individual study plan;
- 5) violation of the terms of the agreement (contract) between the higher education institution and the student, or an individual (legal entity) financing the education;
- 6) other cases provided for by law.

5.1.2. Persons expelled from the University before completing their studies in the relevant educational (scientific) program (except for expulsion due to completing the relevant educational program or if the person has not started classes) are issued an academic certificate that includes details about learning outcomes, the names of educational components, grades received, the number of ECTS credits obtained, and more, in accordance with the Regulations on the procedure for ordering, filling out, issuing, and recording documents on higher education (scientific degree) and their appendices, including the academic transcript, at S. Kuznets Kharkiv National University of Economics (new edition).

5.1.3. Students expelled from the University after completing the relevant educational program are issued a diploma and an academic certificate in accordance with the Regulations on ordering, completing, issuing, and accounting for documents on higher education (scientific degree) and their appendices, as outlined in the new edition at S. Kuznets Kharkiv National University of Economics.

5.1.4. A higher education student has the right to request expulsion at their own will by submitting a handwritten application to the relevant directorate, dean's office,

department of postgraduate and doctoral studies, or department of postgraduate education. The rector's expulsion order is issued within three calendar days from the date the application is submitted by the student.

5.1.5. Failure to complete the individual curriculum due to unsatisfactory final control results is grounds for expulsion from the University if the higher education student has utilized:

- all attempts to retake the final control, with terms set according to the educational process schedule: two attempts for students at the bachelor's and master's levels, and one attempt for students at the doctoral (educational and scientific) level;
- opportunities to improve their final control results in the relevant educational component, regardless of the number of unsatisfactory grades received. However, the student either failed to take advantage of this opportunity within the specified timeframe or received an unsatisfactory grade on the retake;
- the right to appeal decisions, actions, or inactions of academic or administrative staff regarding the organization and conduct of the final control as established in the 'Regulation on the Appeal of Final Control Results in the Form of an Exam' (new edition). However, the student either did not use this opportunity within the prescribed period or had their appeal reasonably rejected;

5.1.6. Expulsion for non-fulfillment of the individual curriculum based on certification results for the first bachelor's and second master's levels takes place if the higher education student:

- is not permitted to defend their diploma project or take the qualification exam in their specialty;
- receives an unsatisfactory grade or fails to appear for the defense of their diploma project or the qualification exam in their specialty;
- receives a "did not pass" result in the Unified State Qualification Exam (USCI) or fails to appear for the exam.

5.1.7. The Director (Head) of the Educational and Scientific Institute, Dean of the Faculty, Head of the Department of Postgraduate and Doctoral Studies, or Head of the Department of Postgraduate Education may initiate the expulsion of a higher

education student in cases of unresolved academic debt within the prescribed timeframe, while allowing the possibility of resuming studies.

If there are valid reasons and/or documented grounds, the Rector of the University has the authority to set an alternative deadline for resolving academic debt at the student's request, except in cases specified in paragraph twelve of section 13 of the Procedure for the Appointment and Payment of Scholarships.

5.1.8. A higher education student cannot be expelled for failing to complete the individual curriculum until the final control period of the current academic term concludes or until the certification process begins, if the failure is due to force majeure.

The expulsion process is conducted in consultation with representatives of the student self-governance bodies of the relevant educational and scientific institute, faculty, or University, at the request of the director, dean, or department head.

5.1.9. The expulsion of minor higher education students is carried out with the written consent of their parents, who provide a handwritten note on the student's application confirming they do not object to the expulsion.

5.1.10. Violation of academic integrity when performing a diploma project, dissertation, or participating in control measures may result in a higher education student receiving an unsatisfactory grade and facing expulsion for non-fulfillment of the individual curriculum .

5.2. The procedure for recognizing the results of previous training.

5.2.1. The Director (Head) of the Educational and Scientific Institute or Dean of the Faculty issues an order to establish a permanent expert commission tasked with recognizing prior learning outcomes and identifying academic differences in the educational program. This commission evaluates the alignment of prior learning outcomes with the educational program the student intends to re-enroll in or transfer to.

The Rector of the University issues an order to establish a permanent expert commission for students of the third (educational and scientific) level and second

(master's) level specializing in 'Public Management and Administration' within the 'Civil Service' educational program. This commission assesses prior learning outcomes and academic differences, ensuring alignment with the educational program the student seeks to re-enroll in or transfer to.

5.2.2. The permanent expert commission tasked with recognizing prior learning outcomes and identifying academic differences in the educational program (at least 3 members) comprises the head of the department, the educational program guarantor, a working group member, and a representative from the directorate, dean's office, or department.

5.2.3. An application serves as the basis for initiating the procedure to recognize prior learning outcomes. A person applies to the relevant educational and scientific institute, faculty, or department to renew or transfer their studies under the appropriate educational program.

The process of reviewing the application, recognizing prior learning outcomes, and determining academic differences takes up to 5 working days from the date of submission.

5.2.4. Upon receiving the application, the Director (Head) of the Educational and Scientific Institute or Dean of the Faculty issues an order specifying the date, time, and format (face-to-face or remote) for the meeting of the permanent expert commission tasked with recognizing prior learning outcomes and determining academic differences in the educational program. The order also sets a deadline for providing an expert opinion on prior learning outcomes, determining academic differences, and preparing an interview protocol assessing the individual's ability to complete the educational program successfully.

Similarly, upon receiving the application, the Head of the Department of Postgraduate and Doctoral Studies or Postgraduate Education prepares a draft order for the University's Rector. This order establishes the date, time, and format (face-to-face or remote) for the meeting of the permanent expert commission and sets the deadline for the expert opinion and interview protocol related to prior learning recognition and academic differences.

5.2.5. A person applying for renewal or transfer must be informed of the date, time, and format (in person or remote) of the meeting of the permanent expert commission tasked with recognizing prior learning outcomes and identifying academic differences in the educational program. The applicant is required to attend this meeting.

5.2.6. A prerequisite for renewal / transfer is the establishment of the person's ability to successfully perform the relevant educational program.

During the meeting, the permanent expert commission for the recognition of the results of previous training and the establishment of the academic difference of the educational program conducts an oral interview with the person applying for renewal / transfer, on which it draws up an appropriate protocol.

The ability of a person to successfully complete the relevant educational program is determined during the interview according to the following components:

- Motivation and learning goals;
- Academic preparation;
- Personal qualities;
- Technical and practical skills (depending on the program);
- Proficiency in the language of instruction;
- Creativity and critical thinking;
- Overall impression and feedback.

5.2.7. The expert commission makes (adopts) a decision on the compliance (enrollment) of compulsory and elective educational components or their components, provided that during the previous periods of study the person has obtained the educational or similar learning outcomes provided for by the educational program or makes a decision, including when:

the names of the educational components do not coincide;

the total volume of hours (ECTS credits) of the educational component that the applicant for higher education studied earlier differs, but is less than 60% of the volume of the educational program provided for by the curriculum;

several educational components in the aggregate correspond to one educational component provided for in the curriculum of the educational program;

One educational component, which was studied by the applicant for higher education, in terms of content and volume corresponds to several components provided for by the curriculum of the educational program.

5.2.8. The expert commission determines the compliance of the content of the educational component with the learning outcomes of the relevant educational program, guided by the documents on previously obtained education and programs for these components. At the same time, the number of semesters of teaching, the structure of the discipline (the volume of classroom work, the completion of individual tasks, term papers and projects) and the form of final control are not taken into account.

5.2.9. Educational components that cannot be counted as compulsory, at the request of a higher education applicant, are counted as elective.

5.2.10. The expert opinion makes a decision on the re-enrollment of educational components and determines the academic difference in the educational program for a higher education applicant.

5.2.11 When re-enrolling educational components, the form of control and the previously obtained final grade of the applicant for higher education remain unchanged, and the number of ECTS credits corresponds to the volume provided for by the curriculum of the educational program of the University.

5.2.12. If a higher education applicant has fully completed the program of theoretical training under the educational program at the first (bachelor's) or second (master's) levels of higher education and was expelled from the University due to non-performance or non-defense of the diploma work (project), or unsatisfactory passing of the qualification exam in the specialty, then he/she has the right to resume studies during the year for re-certification in accordance with the standard of higher education, despite the presence of an academic disagreement on theoretical learning.

When renewed two or more years after expulsion in the case of non-certification, the academic difference is determined. Resumption of training is carried out exclusively for the same specialty in which the training was carried out.

5.2.13. The term of elimination of academic differences during transfer or resumption of studies is determined by the director (head) of the educational and scientific institute / dean of the faculty / head of the department of postgraduate and

doctoral studies / head of the department of postgraduate education and should not exceed six months after the date of resumption of studies. Information on the period of elimination of academic differences and its volume in ECTS credits is indicated in the order on renewal / transfer of a higher education applicant at the request of the director (head) of the educational and scientific institute / dean of the faculty / head of the department of postgraduate and doctoral studies / head of the department of postgraduate education.

5.2.14. The results of academic difference are included in the individual curriculum of the higher education applicant, determined by the educational program of the higher education institution for previous periods of study, compulsory educational components and/or the volume of selective educational components provided for by it, and is certified by the signature of the director (head) of the educational and scientific institute / dean of the faculty / head of the department of postgraduate and doctoral studies / head of the department of postgraduate education.

5.2.15. Re-enrollment of ECTS credits received within the framework of the previous educational program of training of a junior bachelor (junior specialist) is carried out on the basis of an expert opinion on the recognition of the results of previous training and the establishment of the academic difference of the educational program. An expert opinion on the recognition of the results of previous training and the establishment of the academic difference of the educational program must be drawn up within 5 days after the date of the start of higher education applicant's studies.

On the basis of the received expert opinion, the director (head) of the educational and scientific institute / the dean of the faculty determines the term for the elimination of the academic difference. The liquidation period may not exceed 6 months.

5.2.16. If the amount of academic difference exceeds 20 ECTS credits, then such difference can be eliminated in advance before the date of the order for renewal.

5.2.17. Upon application, a person may be admitted to the assessment of learning outcomes by educational components, which are determined by a permanent expert commission on the recognition of the results of previous training and the establishment of the academic difference of the educational program, with the possibility of further

renewal / transfer by the applicant in case of compliance with the established terms of liquidation.

5.2.18. The main form of mastering the educational material in the elimination of academic differences is independent work. The departments to which the disciplines that make up the academic difference are assigned provide the necessary educational and methodological guidelines and recommendations for independent work, through the website of personal educational systems.

5.2.19. Employees of the Directorate / Dean's Office / Department provide passwords for access to the PLS of KhNUE. S. Kuznets for the liquidation of academic debt to a person, if preliminary liquidation of academic debt is necessary,.

5.2.20. Applicants for higher education, persons applying for renewal / transfer have the right to receive consultations on educational components, beyond the scope established by the curriculum, from which he has academic debt or has an academic difference (in accordance with the Regulation on the procedure for the provision of paid services provided by S. Kuznets Kharkiv National University of Economics, enacted by the Rector's Order No. 131 dated 31.05.2021), The Director (Head) of the Educational and Scientific Institute / Dean of the Faculty / Head of the Department of Postgraduate and Doctoral Studies / Head of the Department of Postgraduate Education in writing (application for the provision of paid services in the field of educational activities) is notified.

5.3. Resumption of training.

5.3.1. Persons expelled before the completion of training under a certain educational program may be renewed for on-site training at the expense of individuals (legal entities) within the licensed scope of the relevant educational program on the basis of a personal application submitted to the relevant educational and scientific institute / faculty / department.

5.3.2. The application for resumption of studies is considered by the University within five working days, after which the applicant must be informed in writing

(including by electronic mail) about the terms, procedure and conditions of resumption of studies or the reason for refusal.

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

- fulfillment of the requirements for entrants to the relevant educational program, established in the year of the beginning of studies of the contingent of applicants for higher education at the relevant level of education to which the person is affiliate, or in one of the following years, but not later than the year of submission of the application for renewal by the person;

- a positive assessment of the learning outcomes obtained by a person during previous periods of study, the ability of a person to successfully complete the relevant educational program. A person may be denied resumption of studies if a negative assessment of his/her ability to successfully complete the relevant educational program is established (Assessment of the ability to successfully complete the relevant educational program is carried out in accordance with paragraph 5.2.6 of this Regulation);

5.3.4. Fulfillment by a person who has submitted an application for renewal of studies of the requirements for applicants to the relevant educational program can be carried out either before the resumption of studies, or no later than the date of admission to the certification of applicants for higher education.

5.3.5. Recognition of the results of previous training, ECTS credits, enrollment of educational components, implementation of an individual plan of scientific work, the ability of a person to successfully complete the relevant educational program and other conditions when resuming for study are carried out by:

- enrollment on the basis of an academic certificate (inclusion in the applicant's individual curriculum) of compulsory educational components determined by the educational program for which it is renewed, for previous periods of study, provided that during the previous periods of study the person has obtained the educational or similar learning outcomes provided for by the educational program;

- enrollment on the basis of an academic certificate (inclusion in the applicant's individual curriculum) of the volume of selective educational components provided for by the educational program for which it is renewed (if necessary). At the request of the applicant, in particular, the educational components of previous education, which cannot be counted as mandatory, are counted as selective;

- preliminary or within six months after the resumption of studies elimination of academic differences (implementation of non-enrolled educational components of the curriculum of previous periods of study). At the same time, the amount of academic difference (non-enrolled educational components) on the day of renewal cannot exceed 20 ECTS credits;

- passing the stages of attestation of applicants provided for by law (if necessary);

5.3.6. The application for renewal shall be accompanied by:

- a copy of the academic transcript (with the presentation of the original) duly executed;

- in case of renewal from non-state higher education institutions, a copy of the document on the level of accreditation of the educational institution, certified by a stamp, is submitted;

- a copy of the certificate and its appendix;

- a copy of the certificate(s) of the Ukrainian Center for Education Quality Assessment (which meets the requirements for applicants to the relevant educational programs).

- a copy of the passport and identification code (with the presentation of originals).

5.3.7. The procedure for renewal of foreigners and stateless persons is carried out subject to the availability of state recognition of the document on education and academic certificate, on the basis of which the renewal is carried out and in accordance with the current legislation and other regulatory documents.

5.3.8. Renewal of persons who have started obtaining professional pre-higher or higher education in educational institutions abroad and returned to continue education in Ukraine is possible provided that there is state recognition of the document on education and academic certificate, on the basis of which the transfer is carried out.

5.3.9. When transferring and renewing within the educational and scientific institute / faculty, orders are prepared by the relevant directorates / dean's offices, and between educational and scientific institutes / faculties – the directorate / dean's office to which the person is transferred or renewed.

5.3.10. Renewal of foreign citizens from foreign universities is possible only for accredited educational programs.

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

5.3.12. Resumption of studies for the first year of study, on the basis of complete general (profile) secondary education, is prohibited.

5.3.13. Resumption of studies for the second year of study on the basis of complete general (profile) secondary education of persons expelled from the first year of study is possible provided that they fully fulfill the requirements of the curriculum of the first year of study of the relevant educational program within the period established by the University.

5.3.14. Renewal of studies for the first year of study of the second (master's) level is allowed after the end of the 1st semester, as a rule, during the vacation period. At the same time, the amount of academic difference (uncredited educational components) on the day of renewal cannot exceed 20 ECTS credits.

5.3.15. Renewal of studies can be carried out for educational programs of the same level of higher education for the same or lower year of study for the same or another form of education.

5.3.16. When resuming to study for an educational program in another specialty at the same or another higher education institution, as well as when renewing from a foreign higher education institution regardless of the specialty, it is mandatory to fulfill the requirements for entrants to the relevant educational program, established in the year of the beginning of study of the contingent of students at the appropriate level of education to which the person joins, or in one of the following years, but not later than the year of submission of the application for renewal by the person.

5.3.17. Fulfillment by a person who has submitted an application for resumption of studies of the requirements for entrants to the relevant educational program can be carried out:

- until the resumption of training;
- no later than the date of admission to the certification of higher education applicants. In case of failure to fulfill this requirement within the established period, the applicant for higher education is expelled for violation of the terms of the study agreement between the University and the entrant, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education", and is not allowed to attestation of applicants for higher education.

5.3.18. Persons who are reinstated for study, after fulfilling the requirements for entrants to the relevant educational program under the state (regional) order and the conditions of renewal, can be transferred to study at vacant places of state (regional) order in the manner established by the legislation and the University.

5.3.19. Persons who received higher education under the state (regional) order, and who, after academic leave granted to them in accordance with the established procedure, for the reasons specified in subparagraphs 1 and 3 of paragraph 5.5.3 of this Regulation, as well as persons in respect of whom the fact of deprivation of personal liberty as a result of armed aggression against Ukraine has been established in accordance with the Law of Ukraine "On Social and Legal Protection of Persons, in respect of whom the fact of deprivation of personal liberty as a result of armed aggression against Ukraine and members of their families has been established", after their dismissal, they are resumed to study at the same higher education institution for educational programs in the same specialty at places of state (regional) order.

5.3.20. Participants in hostilities and persons with disabilities as a result of the war, at their request, are resumed to study for educational programs in the same specialty at places of state (regional) order, regardless of the source of funding for their studies during previous periods (before expulsion), except for cases provided for by law.

5.3.21. In case of reorganization or liquidation of the University, the renewal of persons who studied at the places of state (regional) order is carried out with the preservation of the source of funding.

The obligation to resolve all issues of continuing and completing studies by applicants for higher education rests with the Ministry of Education and Science of Ukraine.

5.3.22. The order on resumption of studies is issued after the conclusion of the study agreement between the higher education institution and the entrant, as well as the study agreement between the higher education institution and the individual (legal entity) who orders a paid educational service (in case of resumption of studies at the expense of such person).

5.3.23. The director (head) of the educational and scientific institute / dean of the faculty / head of the department of postgraduate and doctoral studies / head of the department of postgraduate education, where the person is renewed, is responsible for the resumption of studies.

5.3.24. Renewal is carried out, as a rule, during the summer or winter holidays.

5.3.25. Resumption for training is agreed with the self-government bodies, the primary trade union organization.

5.3.26. In case of failure to pass the USCI, a person is considered to have not completed the individual curriculum and is expelled from the University. Such a person can be renewed for study to obtain a higher education degree in the same specialty for a single re-passing of the USCI. In case of repeated failure to pass the USCI, a person can be renewed to study for a higher education degree in the same specialty for repeated study for at least 2 semesters.

5.3.27. Temporarily for the period of the legal regime of martial law in Ukraine, to suspend the renewal (including admission to the educational process after the end of the period of interruption of education) for full-time or dual forms of education, except for the following categories of persons:

persons who, on the date of renewal, have not reached the maximum age of assignment to basic military service, determined by Article 15 of the Law of Ukraine

"On Military Duty and Military Service", provided that there is information about previous training in the Unified State Electronic Database on Education;

students who had a break in education due to pregnancy and childbirth or caring for a child before reaching the age of three (six years of age in cases provided for by law);

persons dismissed from military service after February 24, 2022;

persons who have been granted academic leave of no more than one year for medical reasons (including in case of its extension up to two years), in connection with participation in the academic mobility program or in connection with family circumstances, provided that there is information about previous training in the Unified State Electronic Database on Education;

persons who have started obtaining professional pre-higher or higher education in educational institutions abroad and returned to continue their education in Ukraine (subject to the availability of state recognition of the educational document and academic certificate, on the basis of which the transfer is carried out);

foreigners and stateless persons (subject to the availability of state recognition of the document on education and academic certificate, on the basis of which the transfer is carried out)".

5.3.28. Applicants for higher education for the degree of Doctor of Philosophy, who before January 1, 2024 were expelled from a higher education institution (scientific institution) in connection with the completion of the term of study under the relevant educational and scientific program without defending a dissertation, may be renewed to a higher education institution (scientific institution) for a part-time or evening form of education within the licensed volume, provided that there is information about previous training in the Unified State Electronic Database on education for the purpose of defending a dissertation for a period of no more than nine months. In this case, the expenses related to the defense of the dissertation are made by the applicant at the expense of individuals and/or legal entities. Renewal of Doctor of Philosophy candidates for defense is carried out in accordance with sections 5.3.2-5.3.27 of this Regulation, while the recognition of prior learning outcomes is conducted in accordance with section 5.2 of this Regulation.

5.4. Transfer of higher education applicants.

5.4.1. Applicants for higher education on the basis of a personal application can be transferred:

from one educational program to another;

from one form of higher education to another;

from one source of funding to another;

from one higher education institution to another with the preservation of the place of state order.

Applicants for higher education who study at the expense of individuals (legal entities) are transferred with the consent of the person who has assumed such financial obligations, with appropriate amendments to the study agreement between the University and the individual (legal entity) ordering a paid educational service, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education".

5.4.2. Transfer of applicants for higher education is carried out to educational programs of the same level of higher education, for the same or lower year of study, taking into account the requirements for entrants to the relevant educational program and the analysis of learning outcomes obtained by a person during previous periods of study, regarding his/her ability to successfully complete the educational program specified in the application for transfer. A person may be denied a transfer if a negative assessment of his/her ability to successfully complete the relevant educational program is established.

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

5.4.4. Transfer within the University from one educational program to another or from one form of higher education to another, or from one source of funding to another is carried out by the order of the Rector of the University.

The transfer of applicants for higher education from full-time (full-time, evening) form of higher education to part-time form can be carried out during the year, as a rule, before the beginning of the session according to the schedule of the

educational process. The actual period of study of a higher education applicant should not be less than the period of full-time study of higher education of the relevant educational program.

5.4.5. When transferring, it is mandatory to fulfill the requirements for entrants to the relevant educational program, established in the year of the beginning of the person's studies at the relevant educational level or in one of the following years, but not later than the year of submission of the application for transfer by the person.

5.4.6. Fulfillment of the requirements for entrants to the relevant educational program can be carried out before the transfer or no later than the date of admission to the certification of applicants for higher education. In case of failure to fulfill this requirement within the established period, the applicant for higher education is expelled for violation of the terms of the study agreement between the University and the entrant, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education", and is not allowed to attestation of applicants for higher education.

5.4.7. The procedure for recognizing the results of previous education, ECTS credits, enrollment of educational components, individual plan of scientific work, other conditions for the transfer of applicants for higher education are determined in paragraph 5.2.1 – paragraph 5.2.13 of this Regulation.

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

5.4.9. An applicant for higher education, who has been transferred to another educational program or form of higher education, after fulfilling the requirements for entrants to the relevant educational program to the places of state (regional) order and conditions of transfer, can be transferred on a competitive basis to a vacant place of state (regional) order in the manner established by the legislation and the University.

5.4.10. Transfer of higher education applicants from places financed by individuals or legal entities to places of state (regional) order is carried out in agreement with the student self-government body, primary trade union organization (for persons who are members of the relevant trade union) in accordance with the procedure established by law.

5.4.11. Transfer of applicants for higher education from one higher education institution to another with the preservation of the place of state order is carried out in the absence of the fact of non-fulfillment of the individual curriculum established in accordance with the requirements of paragraph 5.1.5 of this Regulation (individual curriculum and individual plan of scientific work - for postgraduate students), to the educational program of the same specialty (subject specialty, specialization), the same level of higher education without change forms of higher education and year of study. Applicants for higher education may be transferred with the preservation of the place of state order to another higher education institution in which the state order provided by the same state customer is placed, and such higher education institution trains applicants for higher education under the state order according to the educational program of the same specialty (subject specialty, specialization) and year of study.

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

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

5.4.14. A higher education applicant who wishes to transfer with the preservation of the place of state order to another higher education institution, submits in the period from January 1 to February 10 (inclusive) or from June 1 to July 10 (inclusive) an application (in paper or electronic form) addressed to the head of the higher education institution at the place of study for transfer from one higher education institution to another with the preservation of the place of state order and obtaining an academic certificate. Having received consent, the applicant for higher education applies with a corresponding application to the head of the higher education institution to which he wishes to transfer, and submits the following documents:

- the original application for granting permission for transfer with the written consent of the rector of the higher education institution in which the applicant for higher education studies, which is certified by the seal of the relevant higher education institution;
- academic transcript;
- in case of transfer of applicants for higher education from non-state higher education institutions, a copy of the certificate of accreditation of the higher education institution, certified by the seal of the higher education institution, is submitted;
- a certificate from the educational and scientific institute / faculty / department, which confirms the conditions under which the applicant for higher education studies (only if he studies at the expense of the state order);
- additional documents confirming the reasons for the transfer (if any);
- a copy of the passport and identification code (with the presentation of originals);
- a copy of the certificate(s) of the Ukrainian Center for Educational Quality Assessment (which meets the requirements for entrants to the relevant educational programs of the relevant year of admission).

5.4.15. Within five working days, the application for transfer must be considered in the educational institution to which the applicant for higher education wants to transfer, and the applicant is notified of the conditions of transfer or the reason for refusal.

5.4.16. In case of a positive decision on the transfer and after the higher education applicant fulfills the conditions of transfer, the head of the higher education institution to which the applicant for higher education is transferred, issues an order according to which the applicant is allowed to study, and to the higher education institution where he studied earlier, within seven working days sends a request to receive/transfer his personal file.

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

5.4.18. The head of the higher education institution, to which the applicant for higher education is transferred with the preservation of the place of state order, after receiving the personal file and concluding the study agreement in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education", within seven working days issues an order on transfer.

5.4.19. In case of refusal to accredit an educational program that was not accredited earlier, or in case of expiration of the certificate (decision) on accreditation of the educational program and failure to receive a new decision on accreditation of the educational program, applicants for higher education who study at the expense of the state (local) budget have the right to transfer to another higher education institution in which a similar educational program within the same specialty is accredited, to complete their studies at the expense of the state (local) budget in accordance with the Procedure for the transfer of higher education applicants who study at the expense of the state (local) budget to other higher educational institutions for completion of studies at the expense of the state (local) budget, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 927 of November 11, 2015.

5.4.20. The obligation to resolve all issues of such transfer of applicants for higher education rests with the head of the higher education institution where the applicants study.

5.4.21. The procedure for the transfer of foreigners and stateless persons is carried out in accordance with the current legislation and other regulatory documents.

5.4.22. Temporarily for the period of the legal regime of martial law in Ukraine, to suspend the transfer of applicants for higher education to full-time or dual forms of education from other forms of education, except for the following categories of persons:

persons who, on the date of transfer, have not reached the maximum age of assignment to basic military service, determined by Article 15 of the Law of Ukraine "On Military Duty and Military Service", provided that there is information about previous training in the Unified State Electronic Database on Education;

persons dismissed from military service after February 24, 2022;

foreigners and stateless persons (subject to the availability of state recognition of the document on education and academic certificate, on the basis of which the transfer is carried out);

5.5. Interruption of studies by higher education applicants

5.5.1. Interruption of studies by higher education applicants is carried out by granting them academic leave. Such persons are not dismissed from the list of higher education applicants.

5.5.2. The validity of the education contract between the applicant and the University, as well as between the University and an individual (legal entity) ordering a paid educational service for themselves or another person, assuming financial obligations for its payment, is suspended for the period of the academic leave.

5.5.3. Academic leave may be granted in accordance with these Regulations for the following reasons:

- for medical reasons that make it impossible to combine rehabilitation treatment with studies (in case of decreased work capacity due to disorders of body functions caused by acute illnesses requiring prolonged rehabilitation treatment); exacerbation of

chronic diseases or frequent illnesses (more than one month within six months); anatomical defects that prevent rehabilitation treatment during studies;

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

- in connection with conscription for military service (including conscription for military service during mobilization, for a special period, conscription for compulsory military service, enlistment for military service under the conscription of officers, or enlistment into military service under a contract in accordance with the law);

- in connection with a long-term business trip of an applicant who combines study with work;

- due to family circumstances - a break in studies, the procedure for granting which is determined by the higher education institution, and which is granted to an applicant for higher education on the basis of his/her motivated application for a period of no more than one year throughout the entire period of study at the respective level of higher education;

- in connection with pregnancy and childbirth; childcare until the child reaches the age of three;

- if the child of a higher education applicant, according to a medical report, needs home care until the child reaches the age of six, sixteen, eighteen years in the cases specified in paragraph 3 of part one of Article 25 of the Law of Ukraine "On Leaves".

5.5.4. Granting of academic leave is carried out by an order of the University Rector, specifying the reason, ground for granting and duration, including a reference to the legally established leave duration (if necessary).

5.5.5. The duration of academic leave for the reason stated in paragraph seven of clause 5.5.3 may not exceed the length of social leave granted in the Law of Ukraine "On Leaves", but at the request of the applicant for higher education it may be granted for a period shorter than such social leave.

5.5.6. To obtain academic leave, applicants for higher education submit an application to the University in either paper or electronic form, specifying the reason, duration of the academic leave, and the grounds for its request.

5.5.7. The following documents must be attached to the application:

- For medical reasons that make it impossible to combine rehabilitation treatment with studies – medical documents (a conclusion from the Medical Advisory Commission (hereinafter – MAC) on the advisability of granting academic leave), based on which the necessity of academic leave for medical reasons is determined. Academic leave for medical reasons may be granted to foreign higher education students based on a legalized medical certificate (except in cases provided for by international agreements ratified in accordance with the law) obtained in a foreign country. This certificate must be submitted to the higher education institution along with a notarized translation into Ukrainian;

- in connection with participation in an academic mobility program - documents certifying the participation of a higher education applicant in the academic mobility program, implemented in accordance with the law;

- in connection with a long-term business trip of an applicant who combines studies with work - a document from the place of work of the applicant for higher education confirming the long-term business trip indicating its duration;

- in connection with conscription for military service (including conscription for military service during mobilization, for a special period, for compulsory military service, enlistment for military service under the conscription of officers, or enlistment under a contract in accordance with the law) - documents confirming conscription for military service;

- in connection with family circumstances – supporting documents that can confirm the circumstances outlined in the motivated application for academic leave;

- in connection with pregnancy and childbirth; childcare until the child reaches the age of three - one of the following documents: a sick leave certificate due to pregnancy and childbirth; a child's birth certificate;

- if the child of a higher education applicant, according to a medical certificate, needs home care until the child reaches the age of six - a medical certificate that the

child needs home care (until the child reaches the age of six, sixteen, eighteen years, in cases specified in paragraph 3 of part one of Article 25 of the Law of Ukraine "On Leaves"), or another document that serves as the basis for granting academic leave for family reasons.

5.5.8. After the completion of the interruption period granted to an applicant for higher education in accordance with this Regulation, the individual may be reinstated into studies by being allowed to resume the educational process.

5.5.9. Admission to the educational process for applicants for higher education, whose interruption period has ended, is carried out by an order of the University Rector based on the student's application, which must be submitted in writing or electronically no later than five days before the end of the academic leave.

5.5.10. Applicants for higher education who failed to submit documents for admission to the educational process or an extension of their academic leave within the time specified in this paragraph, will be dismissed from the University for violation of the terms of the agreement on study at a higher education institution.

5.5.11. Disputable issues regarding the granting or extension of academic leave, admission of a higher education applicant to the educational process are considered by the University with the involvement of student self-government bodies or a scientific society of students, postgraduates, doctoral students and young scientists in accordance with the Regulation on the Policy and Procedures for Conflict Resolution at S. Kuznets KhNUE or in court.

6. STUDY TIME OF THE APPLICANT, ACCOUNTING UNITS OF THE STUDY TIME OF THE APPLICANT FOR HIGHER EDUCATION

6.1. The educational workload of a higher education applicant is determined by the number of ECTS credits required to obtain the corresponding degree in higher education for a specific educational program at a given level of higher education. It includes classroom learning, independent work, assessment activity, etc.

The accounting units of the study time of a higher education applicant are the ECTS credit, academic hour, academic day, academic week, academic semester,

academic year, training course.

6.2. The time of classroom workload of a higher education applicant is determined by the class schedule. The class schedule indicates the name of the educational component (academic discipline, training, etc.), the teacher's name and initials, the classroom (building), the date and time of the classes.

The schedule of classes is prepared by the Educational and Methodological department in accordance with the educational process schedule, working curricula and individual study plans of higher education applicants for each academic group and/or individual higher education applicant. When drawing the schedule, the Educational and Methodological department follows the "Regulations on the Class Schedule at Simon Kuznets Kharkiv National University of Economics (new edition)".

Schedules are created for all types of classes planned at the University for the academic year, within the University's corporate electronic system.

Users are provided access to the electronic version of the schedule via the Internet at the following link: <http://www.rozklad.hneu.edu.ua/>.

Users' access to the electronic version of the schedule is provided on the Internet at the links: <http://www.rozklad.hneu.edu.ua/> .

The electronic version of the class schedule is published online by the Educational and Methodological department no later than 14 days before the start of classes.

A printed version of the class schedule is prepared by the relevant department in two copies, approved by the head of the department, the head of the University's trade union committee, the head of the Educational and Methodological department, the vice-rector according to the distribution of functional responsibilities, then signed by the University rector and stamped.

The approved class schedule is the main regulatory document of the University, and any changes to it can only be made by the rector or vice-rectors responsible for organizing of the educational process.

6.3. The terms and time of other forms of organization of the educational process are regulated by: the examination session schedule for higher education applicants; the schedule for the qualification exam in the specialty, and the defense of

diploma theses (projects); schedule for eliminating academic debt, current ongoing consultations, open lectures, rector's control tests, and educational activities held outside the regular class schedule, etc.

The procedure for drafting these schedules is defined in the "Regulations on the Class Schedule at Simon Kuznets Kharkiv National University of Economics (new edition)."

All approved schedules are published on the pages of the official University website, on the official pages of the respective educational and scientific institutes / faculties / departments, and information boards no later than a month before their start.

The schedule for ongoing consultations and open classes are drafted and approved by the department heads separately for each semester.

The schedule of rector's control tests is prepared by the Educational and Methodological department in accordance with the rector's order on conducting residual knowledge assessment. The schedule specifies the academic group numbers participating in the rector's assessment, names of disciplines, the teachers' surnames and initials, the time and location of the assessment. The schedule is approved by the Vice-Rector according to the distribution of functional responsibilities and is communicated to the participants of the residual knowledge assessment a week before the event.

6.4. Rights of higher education applicants regarding to the organization of the educational process:

- 1) the right to choose the form of education from the options offered by the University for the respective educational programs;
- 2) safe and harmless conditions for study, work and living;
- 3) the right to engage in employment during non-study hours;
- 4) additional paid leave for studies at the main workplace , reduced working hours and other benefits provided by law for individuals combining work and study;
- 5) free access to libraries, museums, information resources, as well as the University's educational, scientific, and sports facilities;
- 6) Free access to learning materials in accessible formats using technologies that accommodate activity limitations due to health conditions (for individuals with

special educational needs);

7) the right to use the University's production, cultural, educational, household, and recreational facilities in accordance with the regulations established by the higher education institution

8) the right to accommodation in a dormitory with 24/7 access for the duration of studies, in accordance with the legislation;

9) the right to participate in research, experimental design projects, conferences, symposiums, exhibitions, competitions, and submit their work for publication;

10) the right to participate in educational, scientific, research, sports, artistic, and public activities conducted in Ukraine and abroad, in accordance with the law;

11) the right to take part in discussions and decision-making on improving the educational process, research activities, scholarship allocation, organization of leisure, living conditions, and healthcare;

12) the right to submitting proposals regarding the terms and amount of tuition fees;

13) the right to take part in public associations;

14) the right to take part in the activities of public self-government bodies and collegial governing bodies of the University and its structural subdivisions, as well as student self-government bodies;

15) the right to choose educational components within the limits established by the respective educational program and curriculum, amounting to at least 25% of the total number of ECTS credits provided by the educational program (at least 10% for specialties requiring access to regulated professions). Additionally, students of a certain level of higher education have the right to select educational components offered in other educational programs and at other levels of higher education;

16) the right to study simultaneously in multiple educational programs, as well as at multiple higher education institutions, provided that only one higher education qualification per level is obtained at the expense of the state (local) budget;

17) the right for academic mobility, including international mobility;

18) recognition of educational components and ECTS credits by the higher education institution, resulting from prior learning in professional pre-higher and

higher education programs, learning outcomes acquired through non-formal and/or informal education, participation in domestic and international academic mobility programs, and other cases provided by law.

19) the right to receive social assistance in cases established by law;

20) inclusion of study periods in full-time higher education, postgraduate studies, internships, and residency into the insurance period for pension coverage, in accordance with the Law of Ukraine "On Compulsory State Pension Insurance," provided that insurance contributions are paid;

21) the right to an academic leave or a break in studies while retaining certain rights as an applicant for higher education, as well as the right to resume studies in accordance with the procedure established by the central executive authority in the field of education and science.

22) the right to participate in forming an individual study plan;

23). The right for moral and/or material incentives for achievements in studies, research, public activities, as well as artistic and sports accomplishments;

24) the right for protection from all forms of exploitation, physical and psychological violence;

25) the right for free internships at enterprises, institutions, establishments, and organizations, as well as remuneration for work performed during production-related tasks, in accordance with the law;

26) the right for a vacation period of at least eight calendar weeks per academic year;

27) access to targeted preferential state loans for higher education, in accordance with the procedure established by the Cabinet of Ministers of Ukraine;

28) the right to appeal decisions and actions of the University's governing bodies, their officials, as well as teaching and research staff;

29) the right to special educational and rehabilitation support and unrestricted access to the University's infrastructure in accordance with medical and social indications, provided there are activity limitations caused by health conditions;

30) the right for modification of the study period under the educational program. The duration of study for a higher education student under an educational

(interdisciplinary educational) program may be reduced by no more than 25 percent of the total study period, provided that all assessment requirements are met in a timely and successful manner (excluding the recognition of prior formal education results).

Applicants for higher education also have other rights defined by additional regulatory documents

6.5. Responsibilities of Higher Education applicants.

1) comply with the requirements of legislation, the University's charter, and internal regulations;

2) adhere to occupational safety, health and safety regulations, industrial sanitation, and fire safety requirements as prescribed by relevant rules and instructions;

3) fulfill the requirements of the educational program (individual study plan), maintain academic integrity, and achieve the learning outcomes defined for the respective level of higher education.

6.6. Compliance with academic integrity by applicants for higher education includes:

- independent completion of academic assignments, as well as current and final assessments (for individuals with special educational needs, this requirement is applied with consideration of their individual needs and capabilities);
- proper citation of sources when using ideas, developments, statements, or data;
- adherence to copyright and related rights legislation;
- providing accurate information about the results of one's academic (scientific, creative) activities, research methodologies used, and sources of information.

All other definitions, requirements, procedures, and consequences of academic integrity violations are detailed in the *Code of Academic Integrity of Simon Kuznets Kharkiv National University of Economics*.

6.7. Recognition of Academic Achievements.

For diligent academic performance, active participation in research activities, and engagement in the University's community life, higher education applicants may receive moral and material incentives, including:

- official commendations;;

- scholarships established by the President of Ukraine, the Verkhovna Rada of Ukraine, the Cabinet of Ministers of Ukraine (including named scholarships), as well as scholarships for outstanding academic achievements. The nomination procedure for these incentives is regulated by the legal acts of Ukraine and the University's regulations;

- other types of incentives as determined by the University's Academic Council.

The basis for granting incentives to higher education applicants includes significant personal achievements and/or a high ranking in the academic performance rating. The procedure for awarding scholarships (including the academic scholarship for outstanding academic achievements) is regulated by the *Regulations on the Procedure for Granting and Paying Scholarships to Students, Postgraduates, and Doctoral Candidates Studying at Simon Kuznets Kharkiv National University of Economics (latest edition)*

Higher education students may be eligible for the following scholarships and distinctions:

- The Presidential Academic Scholarship of Ukraine, awarded to top-performing applicants for higher education of Ukrainian higher education institutions who have demonstrated outstanding achievements in academic and research activities and are enrolled in full-time study. Candidates for this scholarship are nominated by the University's Academic Council. The Presidential Academic Scholarship is awarded twice a year based on the results of the examination session.

- The Named Scholarship of the Verkhovna Rada of Ukraine, awarded to top-performing applicants of Ukrainian higher education institutions who have demonstrated outstanding achievements in academic and research activities. Candidates for this scholarship are nominated by the University's Academic Council. The scholarship is granted once per academic year based on the results of the summer examination session.

- The Academic Scholarship of the Cabinet of Ministers of Ukraine, awarded to top-performing applicants of Ukrainian higher education institutions who have excelled in academic and research activities and are enrolled in full-time study. Candidates for this scholarship are nominated by the University's Academic Council.

The scholarship is awarded twice a year based on the results of the examination session.

- The Golden Badge of Simon Kuznets Kharkiv National University of Economics, which may be awarded to faculty members or full-time higher education students. To qualify, students must meet all of the following criteria: be pursuing a second (master's) level degree and have obtained a bachelor's degree from Simon Kuznets Kharkiv National University of Economics; have received only excellent grades; have no violations of academic discipline or university regulations; actively participate in the University's community life.

- other scholarships and awards.

6.8. Employment of University graduates.

University graduates are free to choose their place of employment, except in cases specified by law.

The University is not obligated to provide job placement for graduates.

The employment status of University graduates is monitored by the central executive authority in the field of education and science.

7. SCIENTIFIC AND PEDAGOGICAL STAFF

7.1. The working hours of scientific and pedagogical staff are defined by the *Labour Code of Ukraine (Article 51)* and the *Law of Ukraine "On Higher Education" (Article 56)* and amount to 36 hours per week (reduced working hours).

The working hours of a scientific and pedagogical staff member include time spent on teaching, methodological, research, organizational activities, and other professional duties. The working hours of a pedagogical staff member include teaching, methodological, organizational activities, and other duties.

The types and time norms for teaching, methodological, research, and organizational activities are established by the *Regulations on Planning and Accounting for the Work of Scientific and Pedagogical Staff and Pedagogical Staff*.

The maximum teaching workload for a full-time scientific and pedagogical staff member per academic year must not exceed the limit set by Article 56 of the Law of Ukraine "On Higher Education". Additionally, it is recommended that an instructor be

assigned no more than five academic disciplines per year

Engagement of scientific and pedagogical staff in work not specified in their contract is permitted only with their consent or in cases stipulated by law.

The academic year for scientific and pedagogical staff runs from September 1 to August 31.

7.2. The individual work plan of a teacher for the academic year must be developed and approved before the start of the new academic year, by September 1 of the current year.

The Individual Plan specifies all types of work planned for the teacher during the academic year, and the teacher reports on the actual completion of these tasks by filling in the corresponding sections.

All Individual Plans are reviewed at the department meeting, and the teaching workload is approved by the meeting minutes. The Individual Plan is signed by the teacher, the department head, and approved by the director (head) of the educational-scientific institute or the faculty dean. Corrections, erasures, or the use of correction fluid are not allowed in the Individual Plans.

Changes to the Individual Plan during the academic year can be made based on a decision by the department. After the academic year ends, the Individual Plan is marked with notes on all types of work actually completed.

Control over the actual implementation of the Individual Plan during the semester is carried out by the department heads, the director (head) of the educational-scientific institute, the faculty dean, and relevant structural divisions and vice-rectors, according to the distribution of functional responsibilities.

7.3. Rights of research and teaching, scientific and pedagogical staff.

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

- academic freedom, which is exercised in the interests of the individual, society and humanity as a whole;
- academic mobility for carrying out professional activities;
- protection of professional honor and dignity;
- Participation in University governance, including the right to elect and be

elected to the Conference of the University's labor collective, the University's Academic Council, or its structural subdivisions;

- Choose teaching methods and tools that ensure high-quality educational processes;

- Creation of appropriate working conditions, professional development, rest, and welfare, as established by law, the University Statute, the Collective Agreement, and the terms of the individual employment contract;

- Free use of library, information resources, and services of the University's educational, scientific, sports, and cultural-educational units;

- protection of intellectual property rights;

- professional development and internship at least once every five years;

- Receiving housing, including service housing, as per legal procedures;

- Receiving preferential long-term loans for the construction (reconstruction) and purchase of housing, as per established procedures;

- Participation in citizen associations;

- Social and pension benefits in accordance with the law.

Research and teaching, and pedagogical staff of the University also have other rights provided by law and the University Statute.

7.3.2 Scientific-pedagogical staff of the University are entitled to all the rights provided by legislation for research staff in scientific institutions

7.4. Responsibilities of scientific-pedagogical, scientific and pedagogical staff. Scientific, pedagogical, and research staff of the University are responsible for:

- providing high-quality teaching of academic subjects within the respective educational programs and specialties, and conducting scientific research (for scientific-pedagogical staff);

- improving professional level, pedagogical skills, and scientific qualifications (for scientific-pedagogical staff);

- adhering to the norms of pedagogical ethics and morality, respecting the dignity of higher education students, instilling love for Ukraine, and educating them in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and the state symbols of Ukraine;

- adhering to academic integrity in the educational process and scientific (creative) activities and ensuring its observance by higher education students;
- fostering independence, initiative, and creative abilities in higher education students;
- complying with the University Statute, laws, and other normative-legal acts.

7.5. Head of the Student Academic Group for Educational Work (HSAGEW).

The role of the Head of the Student Academic Group for Educational Work (HSAGEW) is focused on fostering creative activity, nurturing patriotism, a sense of national dignity, high moral qualities, and enhancing the intellectual, creative, and cultural potential of youth..

The HSAGEW is appointed by the University Rector's order upon the proposal of the director (head) of the educational and scientific institute or faculty dean and reports to the director (head) of the educational and scientific institute or the dean of the faculty.

The HSAGEW is appointed from the most professionally qualified instructor of the department related to the specialty (educational program), with at least one year of experience at the University. The individual must have a broad worldview, possess authority among students and colleagues, demonstrate high moral qualities, pedagogical skills, organizational abilities, and be able to exert a positive educational influence on higher education applicants.

A note about the fulfillment of the HSAGEW duties is included in the individual plan of the academic staff.

The responsibilities, accountability, and activities of the HSAGEW are detailed in the "Regulations on the Head of the Student Academic Group for Educational Work."

7.6. The **Educational Program Guarantee** is a scientific-pedagogical or research staff member who works as the primary employee at the University, is responsible for the implementation and quality of the educational program, and holds an academic degree and/or scientific title in the relevant or related specialty of the educational program.

7.7. The **Educational Program Guarantee** must meet the Licensing Conditions

for Educational Activity. The guarantee cannot simultaneously lead other educational programs.

The candidacies for the **guarantee** of the educational program and the members of the working group for a specific specialty (educational program) at the relevant level of higher education are discussed at the meeting of the graduating department, approved by the protocol of the department's meeting, and coordinated with the vice-rector according to the distribution of functional duties. The appointments are made through the rector's order. If the guarantee and working group members are representatives of multiple departments, all decisions made at the working group meetings regarding the specialty (educational program) are discussed at an open meeting of the graduating department and approved by the protocol.

The **guarantee** is personally responsible for ensuring the quality of education in the program, timely provision of monitoring information, and the review of the educational program and its accreditation.

The **guarantee** is responsible for organizing the work of the working group regarding the documentary and staffing support for the implementation of educational activities in the educational program.

Together with the Department of Education Quality, Human Resources Department, Methodical Department, Department of Postgraduate and Doctoral Studies, and Research Sector, the **guarantee** ensures the accuracy of information in the Unified State Electronic Database of Education (EDEBO) and the official University website.

The **guarantee** collaborates with the head of the graduating department and the structural and functional units of the University on matters related to the implementation of the educational program.

7.8. Members of the working group are scientific and pedagogical workers and/or scientific employees, designated by the rector's order, who are responsible for the implementation and quality of the educational program at a specific level of higher education and meet the qualification requirements defined by the Licensing Conditions for Educational Activity. Additionally, students and graduates of the relevant educational program, as well as employers from the corresponding field (with consent),

can be part of the working group.

7.9. Powers of the working group members:

- Members of the working group are obligated to carry out the instructions of the educational program guarantee within the scope of their delegated powers.
- Working group members may propose changes to the educational program during its monitoring, review, and updating stages.

8. MANAGEMENT OF THE EDUCATIONAL PROCESS

8.1. The responsibility for the quality of the educational process at the University lies with the rector, vice-rectors, and heads of structural units.

8.2. The powers of the rector of the University are defined by the Law of Ukraine "On Higher Education" and the Statute of the University.

The rector of the University delegates part of their powers to vice-rectors according to the distribution of functional duties.

8.3. The Academic Council is a collegial body of the University, the main tasks and functions of which are defined in the Statute of the University.

8.4. The main structural units of the University are educational and research institutes / faculties, departments, library.

8.4.1. The management of the faculty is carried out by the dean, while the management of the educational and research institute is carried out by the director (head).

The director (head) of the educational and research institute / dean of the faculty may delegate part of their powers to their deputies. The powers of the dean of the faculty / director (head) of the educational and research institute are defined by the regulations on the faculty / educational and research institute, which are approved by the decision of the Academic Council of the University and put into effect by the rector's order.

The main tasks of the director (head) of the educational and research institute/dean of the faculty are to ensure a high level of quality in the educational process, scientific, educational-methodological, organizational, and educational

work.

The main tasks of the educational and research institute/faculty regarding the educational process are: ensuring conditions for mastering learning outcomes specified by the educational programs for the specializations assigned to the educational and research institute / faculty; instilling in students the skills to acquire competencies and preparing them for professional activities in a specific field; participation in the implementation of state orders and other agreements related to the training of specialists with higher education; preparing young people for independent work in their chosen profession; postgraduate education, including retraining and professional development of specialists; career orientation for applicants and students, providing information about the labor market situation; promoting the achievement of the goals, tasks, and program learning outcomes according to the educational programs of the educational and research institute / faculty.

The director (head) of the educational and research institute/dean of the faculty issues directives concerning the activities of the respective faculty/educational and research institute, which are mandatory for all participants of the educational process of the faculty / educational and research institute and may be canceled by the rector of the University if they contradict the legislation, the Statute of the University, or harm the interests of the University.

8.4.2. The department is managed by the head of the department. The head of the department ensures the organization of the educational process, the implementation of curricula and syllabi for academic subjects, and controls the quality of teaching, educational-methodical, and scientific activities of the faculty.

The main areas of the department's activities are: educational, methodical, research, organizational, and educational work.

The main functions of the department are:

In educational work: conducting lectures, laboratory, practical, seminar, and other types of classes as specified in the curricula for all forms of study at the appropriate scientific-methodical level; supervising practice, term papers, theses (projects), and independent work of students; conducting exams (tests) and performing current monitoring; ensuring high-quality educational processes according to higher

education standards and regulatory documents on the organization of the educational process; organizing and conducting graduation certification, ensuring the effective work of examination commissions.

In methodological work: development, modernization, updating, and submission for approval in the established order of the department's educational programs; preparation of self-assessment reports for the educational program; preparation of textbooks, teaching aids, and educational-methodical literature; development of topics for term papers and theses (projects) and methodological recommendations for their completion; development of monitoring tools for assessing the formation of competencies; reviewing and evaluating educational-methodical materials.

In research work: supervising the research activities of students; discussing completed research projects and implementing their results in practice; providing recommendations for publishing completed scientific studies; developing plans for educational, scientific, methodological, and other types of work of the department's staff; studying, summarizing, and disseminating the best teaching practices, assisting young faculty members in mastering pedagogical skills; providing recommendations for admission to postgraduate and doctoral programs; approving dissertation topics, conducting preliminary assessments of postgraduate students and researchers; and giving preliminary recommendations for the defense of completed dissertations.

In organizational work: training scientific and pedagogical personnel; reviewing dissertations submitted for defense by department members or other applicants as assigned by the University rectorate; establishing connections with businesses of various forms of ownership, institutions, and organizations to generalize and disseminate best practices and provide them with scientific and methodological assistance; maintaining systematic connections with schools, University graduates, including postgraduate alumni; conducting educational outreach among the general public; organizing professional development activities; participating in the University's admissions committee; conducting pedagogical career guidance for school students and working youth; engaging employers, students, and other stakeholders.

8.4.3. The Library is an educational, scientific, informational, cultural and educational structural unit of the University.

Main tasks of the library in the educational process:

- Ensuring comprehensive, high-quality, and prompt library-bibliographic and informational services for students, researchers, faculty, and University staff based on their information needs through broad access to the library's resources
- Developing the library collection in accordance with the University's educational programs, specializations, and user information needs.
- Expanding the range of library services and improving their quality through new information technologies, modernization, and computerization of library and information processes.
- Collaborating and interacting with University departments, public organizations, libraries of other systems and agencies, and scientific and technical information bodies.

8.5. The tasks and functions of other structural units involved in managing the University's educational process are defined in the regulations governing the respective departments and units.

9. SYSTEM OF UNIVERSITY QUALITY ASSURANCE IN EDUCATIONAL ACTIVITIES AND HIGHER EDUCATION QUALITY

9.1. The University's Quality Assurance System for Educational Activities and Higher Education (the internal quality assurance system) has been established in accordance with the requirements of the Law of Ukraine "On Higher Education," regulatory documents, and recommendations developed by the National Agency for Higher Education Quality Assurance. It is regulated by the "Regulation on the Internal Quality Assurance System for Educational Activities and Higher Education at S. Kuznets KhNUE (new edition)."

9.2. To ensure compliance with the requirements of the Law of Ukraine "On Higher Education" regarding the key components of the internal quality assurance system for educational services, the University has implemented:

- Defining principles and procedures for ensuring the quality of educational services through the development, updating, publication, and implementation of relevant regulations, available at: <https://www.hneu.edu.ua/dokumenty-universytetu/>;
- Continuous monitoring of educational programs, consultations with employers from relevant industries, monitoring of graduate employment, and conducting corresponding analyses, based on which periodic reviews and updates of educational programs and their components are carried out;
- Annual assessment of higher education students, scientific-pedagogical, and pedagogical staff of the University, with regular publication of the results on the official University website, information boards, and other means (the evaluation of scientific-pedagogical staff is conducted in accordance with the "Regulation on the Ranking Assessment of Scientific-Pedagogical Staff, Departments, and Faculties of S. Kuznets KhNUE" and the "Regulation on the Certification of Pedagogical Staff of S. Kuznets KhNUE");
- a system for ensuring the professional development of pedagogical, scientific, and scientific-pedagogical staff, regulated by the "Regulation on the Professional Development of Pedagogical and Scientific-Pedagogical Staff of Simon Kuznets Kharkiv National University of Economics (new edition)";
- continuous monitoring of the availability of necessary resources for organizing the educational process, including independent work of higher education students, for each educational program, with ongoing updates.
- proprietary information systems for effective management of the educational process;
- ensuring the transparency of information about educational programs, higher education degrees, and qualifications by publishing information on the University's website and other information resources;
- an effective system for preventing and detecting academic plagiarism in the scientific works of University staff and higher education students (the "Code of Academic Integrity of Simon Kuznets Kharkiv National University of Economics" has been developed, along with the "Regulation on Checking the Uniqueness of Academic Texts of Higher Education Students and Scientific-Pedagogical Staff of S. Kuznets

KhNUE by the Educational-Methodological Department (new edition)," the StrikePlagiarism system is used, and a proprietary database of academic texts is being created);

– other procedures and measures.

9.3. The responsibility for implementing and ensuring compliance with the internal quality assurance system for educational activities and higher education quality at the University lies with the Vice-Rector for Educational and Methodological Work, the Head of the Quality Assurance Department, and other staff members designated by the Rector's order.

9.4. The University's internal quality assurance system for educational activities and higher education quality is evaluated, upon its submission, by the National Agency for Higher Education Quality Assurance or accredited independent evaluation and quality assurance institutions to assess its compliance with the quality assurance requirements established by the National Agency for Higher Education Quality Assurance.

10. FINAL PROVISIONS

10.1. The Regulation is approved by the decision of the Academic Council of the University and comes into force by order of the Rector of the University.

10.2. All amendments and additions to this Regulation are reviewed and approved at a meeting of the Academic Council of the University and come into force by order of the Rector.

Head of the Educational and
Methodological Department

Hanna CHUMAK

AGREED:

Vice-Rector for Educational and
Methodological Work

Karina NEMASHKALO

Legal Advisor, Category I

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