

Ministry of Education and Science of Ukraine

Lviv Polytechnic National University

Approved

by the Rector

of Lviv Polytechnic National University

_____ Yu. Ya. Bobalo

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Standard for ensuring the quality of educational activity
and higher education Standard
(HES LP 02.01)

**Regulations on the Organization of the Educational Process at Lviv Polytechnic
National University**

Approved by the Academic Council
of Lviv Polytechnic National University

Protocol No 50 dated 12/20/2018

Lviv

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Lviv Polytechnic National University

The system of internal quality assurance of educational activity and the quality of higher education

Regulation on the organization of the educational process HES LP 02.01

1. General provisions

1.1. Regulation on the organization of the educational process (hereinafter –the Regulation) at Lviv Polytechnic National University (hereinafter – the University) is the main normative document governing the organization and educational activity at the University. It is developed in accordance with Laws of Ukraine “On Education”, “On Higher Education”, “On Scientific and Scientific-Technical Activity ”, Decree of the President of Ukraine “On the National Strategy for the Development of Education in Ukraine until 2021” from June 25, 2013 No 344/2013, State National Program “Education” (“Ukraine of the XXIst Century”), Resolution of the Cabinet of Ministers of Ukraine from August 12, 2015 No 579 “On approval of the Regulation on the implementation of the right to academic mobility”, Order of the MES of Ukraine dated 16.10.2009 No 943 “On the introduction of the European credit transfer system in higher educational institutions of Ukraine”, Methodical recommendations on the introduction of the European credit transfer system and its main documents in higher education institutions (letter of the MES of Ukraine dated 26.02.2010 No 1/9-119) and on the basis of internal regulations of the University, in particular: the Charter of Lviv Polytechnic National University; Development program of Lviv Polytechnic National University for the period up to 2020, approved by the Academic Council of the University on October 12, 2010; Concept of educational activity of Lviv Polytechnic National University, approved by the Academic Council of the University dated 25.02.2015, Rules of Procedure of Lviv Polytechnic National University.

1.2. The purpose of the University educational activity is to train highly qualified and competitive specialists for enterprises of all forms of ownership, research and educational institutions, government and administration at all levels of higher education,

affirmation of national and universal values, creating conditions for the realization of personal human potential, the development of their creative abilities in the national and international labor markets.

1.3. The educational process at the University is an intellectual, creative and organizational activity in the field of higher education, which is carried out at the University through a system of methodological, pedagogical and scientific activities and aimed at transferring, mastering, increasing and using knowledge, skills and other competencies of learners, as well as the formation of a harmoniously developed personality.

1.4. The organization of the educational process is conducted using the capabilities of modern information technology training on the basis of:

- autonomy and self-government of the University;
- academic freedom of participants in the educational process during scientific and pedagogical, pedagogical, scientific or innovative activity;
- academic integrity in the educational process and scientific (creative) activity;
- integrating training, research and development and production activities;
- academic mobility of participants in the educational process;
- integrating higher education into the European and world space;
- developing equal opportunities for persons in obtaining quality education, including the disabled;
- providing conditions for personal development and creative human self-realization;
- student-centered learning, competency-based approach, ensuring independent and objective assessment of learning outcomes and qualifications;
- implementation of the concept of lifelong learning;
- humanism, democracy, patriotism, the priority of universal spiritual values;
- independence of educational activity from the influence of political parties, public and religious organizations.

1.5. The educational process is organized by educational units of the University on the basis of education (educational and professional, educational and scientific, educational and creative) programs, curricula and this Regulation with the active participation of students in the formation of individual learning trajectories, individual curricula, choice of disciplines, improvement of practical training and increasing the role of personal creative work.

1.6. The organization of the educational process at the University is conducted in accordance with the European Credit Transfer and Accumulation System (hereinafter – ECTS), which is based on determining higher education obtaining workload required to achieve the expected learning outcomes, and it is calculated by ECTS credits. One ECTS credit is 30 hours.

1.7. The structure of the ECTS credit is a percentage of the student's study time during classes and personal studying process. The recommended structure of the ECTS credit at the University provides: for the level of higher education (hereinafter – EL) “Bachelor's” – 50% of classes, for “Master's” EL – usually 33% of student's study time during classes.

1.8. The language of education at the University is Ukrainian.

In order to provide conditions for international academic mobility at the University, certain education programs or part of academic disciplines may be taught in English or other foreign languages, while teaching these disciplines for higher education students in the Ukrainian language. The organization of teaching disciplines in foreign languages is approved by the relevant regulations of the University.

To teach disciplines in a foreign language at the University, separate groups for foreign citizens, stateless persons or citizens of Ukraine are created. The list of foreign languages that can be taught in academic disciplines is approved by the Scientific and Methodological Council of the University (hereinafter – SMC).

In order to train foreigners, English-language education programs can be implemented at the University.

1.9. The University provides students with the opportunity to use educational facilities, library, educational, methodological and scientific literature, equipment, facilities and other teaching aids under the conditions specified in the Rules of Procedure of Lviv Polytechnic National University.

2. An overview of education and the regulatory framework for the organization of the educational process

2.1. Scientific and methodological support of the educational process includes:

- standards of educational activity and higher education;
- curricula, working curricula;
- educational and methodical complexes of all compulsory and elective disciplines, which include standard and work programs of academic disciplines, plans of lectures, seminars and practical classes, instructional and methodical materials for seminars, practical and laboratory classes, individual term tasks for self-study of students from academic disciplines, control tasks for seminars, practical and laboratory classes, control works from academic disciplines to check the level of mastering educational material, methodical materials for self-study of professional literature, criteria for assessing students' knowledge and skills, test tasks for assessing student learning outcomes, etc .;
- methodical materials for students on the implementation of course projects (works) and qualification works;
- programs of educational, industrial and other types of practices;
- books and textbooks;

–other scientific and methodical materials taking into account the specifics of the department.

The educational and methodical complex of each discipline should be located in the Virtual learning environment of Lviv Polytechnic National University.

2.2. An overview of education, as a scientifically sound system of didactically and methodically designed educational material for different educational levels, is determined by the educational training program, structural and logical scheme of training, curriculum of the specialty, curricula of disciplines developed by scientific and methodological commissions.

2.3. Education program (hereinafter – EP) – a system of educational components at the appropriate level of higher education within the specialty, which determines the requirements for the level of education of persons who can start studying under this program, list of disciplines and logical sequence of their study, number of ECTS credits required to implement this program, as well as the expected learning outcomes (competencies) inherent to the relevant degree. The education program consists of compulsory and elective parts.

The compulsory part of the EP contains a list of compulsory disciplines and types of practical training. The elective part includes professionally oriented disciplines for a particular specialization, a list of which determines the needs of the labor market in specialists of a particular specialty and specialization, the requirements of employers or features of scientific schools, and disciplines of students' choice. Disciplines chosen by students are determined taking into account their professional and educational and cultural needs.

2.4. Requirements for EP (the amount of ECTS credits required to obtain the appropriate degree of higher education; a list of competencies of graduates; normative regulation of training of higher education, formulated in terms of learning outcomes; forms of certification of higher education; requirements for internal quality assurance system of higher education) are determined by The standard of higher education developed by the MES of Ukraine for each level of higher education within each specialty in accordance with the National Qualifications Framework.

2.5. The structural and logical scheme of training is a logical sequence of academic disciplines and other components of EP, which provides a scientific and methodological justification for the implementation of its compulsory and elective parts.

2.6. The curriculum is a normative document of the University, which regulates education at a certain educational level in a certain specialty. It is developed by the educational and methodical commission of the specialty in accordance with the EP and the structural and logical scheme of training. It determines the list and scope of compulsory and elective courses, the sequence of their study, specific forms of training and their scope, schedule of the educational process, forms of continuous assessment and final control works.

2.7. The amount of compulsory academic disciplines should not exceed 75%, and that of elective subjects academic disciplines – not less than 25% of the total amount of ECTS credits. The number of humanitarian and socio-economic disciplines that form the socio-political and general cultural competencies of a specialist at the Bachelor's degree should be at least 10%.

2.8. For each academic year, the educational and methodical commission of the specialty develops a working curriculum of the specialty, which specifies the list of disciplines and other educational components, as well as types of classes, their scope, forms of control works over terms, etc..

2.9. An individual student curriculum is a document according to which an individual student studies during the academic year. It contains information about the list and sequence of studying the academic disciplines, the amount of student workload in all types of educational activity and the appropriate control forms.

An individual curriculum is developed for each academic year, it is approved by the director of the educational and scientific institute. Forming the individual curriculum of the student for the next academic year, the actual implementation of the student's individual curriculum of the previous academic year is taken into consideration.

2.10. The formation of an individual curriculum of a student in a particular specialty provides the possibility of individual choice of disciplines within the relevant education program and work curriculum (amounting to at least 25% of the total ECTS credits provided for a particular level of higher education), in compliance with the sequence of their study in accordance with the structural and logical scheme of training.

Elective disciplines provided by the curriculum contain a block of disciplines of the specialty (specialization) and a list of disciplines of the student's choice. The percentage of academic disciplines of the elective unit chosen by the student is not less than 20%, and other elective disciplines – 5% of the total number of credits. The procedure for forming academic groups to study disciplines of the student's choice is regulated by the relevant University Procedure.

Elective disciplines included in the student's individual curriculum are required to study.

2.11. Students can choose elective disciplines for the following: the Bachelor's degree level – of the 2nd – 3rd and 4th courses; for the Master's degree level – usually in the 2nd and 3rd terms.

2.12. The discipline "Physical Education" belongs to non-credit disciplines and is not included in the total amount of credits of the Bachelor's degree program.

2.13. The schedule of the educational process determines the calendar terms of theoretical and practical training, final control (credit and examination sessions), qualification work, certification and vacation.

The number of academic weeks during the term is usually 20, the duration of the session of which is usually 4 weeks. In the last term of the curriculum, the number

of academic weeks decreases.

2.14. Holidays are usually set twice a year. The minimum total duration of vacation during the academic year is 8 weeks.

2.15. The curriculum is approved by the Rector of the University.

2.16. For each academic discipline included in the education program, a work program of the discipline is developed. It contains a brief overview of the discipline, sequence, organizational forms of its study and their scope, determines the forms and means of continuous assessment and final control, learning outcomes.

3. Degree system of education. Training programs and forms of education

3.1. Levels and degrees of higher education.

3.1.1. Training of specialists with higher education at the University is conducted according to the relevant educational and professional, educational and scientific and educational and creative programs at the following levels of higher education:

- first (Bachelor's) level;
- second (Master's) level;
- third (educational and scientific / educational and creative) level.

3.1.2. Obtaining higher education at each level of higher education involves the successful implementation of the relevant education (educational and professional, educational and scientific or educational and creative) program, which is the basis for awarding a person the appropriate degree of higher education:

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

3.1.3. Education training programs for specialists (junior Bachelor's degree, Bachelor's degree, Master's degree and Doctor of Philosophy / Doctor of Arts) are developed by scientific and methodological commissions of specialties.

3.1.4. The education program for Junior Bachelor's degree, Bachelor's degree, Master's degree and Doctor of Philosophy / Doctor of Arts includes the following: a list of disciplines and other educational components, the number of ECTS credits required for this program, expected learning outcomes (competencies), and forms of certification of higher education.

3.1.5. The scope of EP is the following:

- at the initial level of higher education – 90–120 ECTS credits;
- at the first level of higher education – 180–240 ECTS credits;
- at the second level of higher education, provided that the educational and professional program is implemented – 90–120 ECTS credits, provided that the educational and scientific program is implemented – 120 ECTS credits;

–at the third level of higher education – 30–60 ECTS credits.

3.1.6. The educational and scientific program of Master's degree necessarily provides a research (scientific) component of at least 30%, and the educational and scientific program of training a Doctor of Philosophy – conducting own scientific research, the results of which, in the form of a thesis, have scientific novelty, theoretical and practical values and are subject to public defence in a specialized scientific council.

3.1.7. Successful completion of the EP at the initial level of higher education is the basis for awarding a Bachelor's degree, at the first level of higher education – a Bachelor's degree, at the second level of higher education – a Master's degree and at the third level of higher education – Doctor of Philosophy degree.

3.1.8. A person has the right to obtain the Doctor of Philosophy degree while undergoing post-graduate studies. Persons working in scientific, scientific and technical or scientific and pedagogical positions at the main place of work have the right to obtain the degree of Doctor of Philosophy outside postgraduate studies, in particular during creative leave, in case of successful implementation of the relevant educational program and public defense of the thesis in the specialized scientific council.

3.1.9. The normative term of obtaining the Doctor of Philosophy degree while undergoing postgraduate studies is four years, the degree of Doctor of Arts while undergoing creative postgraduate studies – 3 years. The amount of the educational component of the educational and scientific / educational and creative program of the Doctor of Philosophy degree / Doctor of Arts is 30 – 60 ECTS credits depending on a specialty.

3.1.10. The University may provide services for the implementation of the educational component of the educational and scientific / educational and creative program to the degree of Doctor of Philosophy / Doctor of Arts from scientific institutions.

3.1.11. Education at the University is provided in the following forms:

- full-time studying (day time, evening time);
- extramural training (distance learning).

A combination of different forms of studying process is possible.

The organization of the educational process in the full-time (day time, evening time) form of study at the University is approved by this Regulation.

The organization of the educational process in the extramural training (distance learning) form of study at the University is approved by this Regulation and the Regulation on extramural training (distance learning), taking into account the benefits provided by current legislation for persons who combine work with study.

4. Forms of organizing the educational process and types of educational classes

4.1. The educational process at the University is provided in the following forms: classes, individual tasks, self-study of students, practical training, control works.

4.2. Types of educational classes in higher educational institutions:

–lecture;

–laboratory, practical, seminar, individual classes, consultation.

Other types of training can be introduced by decisions of educational and methodical commissions of specialties at the University.

The list of topics of lectures, laboratory, practical and seminar classes is determined by work program of the discipline.

4.3. Lecture

4.3.1. Lecture – a type of training activity designed to teach theoretical material. A certain lecture is usually an element of the course of lectures, covering the basic theoretical material of one or more topics of the discipline, based on the latest scientific, theoretical and practical achievements and has a prognostic character.

It is possible to deliver certain lectures on issues related to the discipline, but not covered by the curriculum. Such lectures are given by leading scientists or specialists for students and staff of higher education institutions at a particular time.

4.3.2. Lectures are delivered by lecturers – professors, associate professors and lecturers of the University and leading scientists and specialists invited to deliver lectures.

4.3.3. Lectures are held in appropriately equipped classrooms using the latest technologies of presenting material and organizing the work of students during lectures.

4.3.4. The lecture can be held in the form of a webinar via the Internet on specially equipped premises.

4.3.5. The lecturer, who is instructed to deliver a course of lectures, is obliged to submit to the department an educational and methodological complex of the discipline before the beginning of the relevant term.

4.3.6. A lecturer applying for a lecture course for the first time may be required to conduct a trial lecture with the participation of teachers and researchers of the department.

4.3.7. The lecturer is obliged to adhere to the work program of the discipline on the topics of lectures, but is not limited in the interpretation of educational material, forms and means of delivering it to students.

4.4. Laboratory classes

Laboratory lesson – a type of classes in which the student under the guidance of the lecturer personally conducts field or simulation experiments or studies, acquires practical skills with laboratory equipment, facilities, computers, measuring instruments, methods of experimental research in a particular subject area.

Laboratory classes are conducted in specially equipped training laboratories using facilities adapted to the conditions of the educational process (laboratory models, devices, etc.). In some cases, laboratory classes can be conducted in a real professional environment (for example, in the workplace, in research laboratories, etc.).

Laboratory work involves current control of students' readiness to perform specific laboratory work, fulfillment of tasks on the topic of laboratory work, preparation of an individual report on the work performed and its defense.

4.5. Practical classes

Practical classes – a type of educational training during which a lecturer delivers a detailed presentation aimed at certain theoretical provisions of the discipline and develops skills and abilities of their practical application by individual performance of properly formulated tasks.

Practical classes are held in classrooms or training laboratories equipped with the necessary technical means of learning and computer technology. Practical classes are usually among an academic group of students.

Conducting a practical lesson is based on previously prepared methodological material – tests to identify the extent of students' mastery of necessary theoretical provisions, a set of tasks of varying complexity to solve them during classes.

The practical lesson may include preliminary control of knowledge, skills and abilities of students, setting a general problem and its discussion with the participation of students, solving problems along with their discussion, solving control tasks, their verification, evaluation.

4.6. Seminar

Seminar – a type of educational training in which a lecturer organizes a discussion on pre-defined topics, for which students prepare conference abstracts on the basis of individually completed tasks.

Seminars are held in classrooms within one academic group.

At each seminar, a lecturer evaluates the speeches, essays of students, their activity in the discussion, the ability to formulate and defend their position, etc.

4.7. Individual classes

Individual classes are held among individual students and groups of students to increase their level of training, explain fragments of the content of the discipline and reveal individual creative abilities.

Individual classes are organized according to a separate schedule taking into account the individual student curriculum.

Types of individual classes, their scope, forms and methods of conducting, forms and methods of control are determined by work program of the discipline.

4.8. Consultation

Consultation – a type of educational training in which a student receives answers from a lecturer to specific questions or explanations of certain theoretical positions or aspects of their practical application of the discipline in general or in part.

The consultation can be individual or for a group of students.

4.9. Individual tasks

4.9.1. Individual tasks (abstracts, essays, research tasks, calculations, graphic works in certain disciplines, coursework, final qualifying works, etc.) are issued to

students within the deadlines set by the University. A student performs individual tasks under the guidance of a lecturer in accordance with the individual curriculum.

It is possible to perform complex works in one subject matter by several students.

4.9.2. Course projects (works) are conducted in order to form, consolidate, deepen and generalize knowledge and acquire practical skills and abilities.

The number of course projects (works) may not exceed two per semester.

The subject matter of course projects (works) should be closely related to the needs of a particular specialty.

The student defends the course project (work) controlled by commission board.

4.9.3. Qualification works (projects) are conducted at the final stage of students' studies at the University and include: systematization, consolidation, expansion of theoretical and practical knowledge in the specialty and their application to solve specific scientific, technical, economic, industrial and other problems; development of skills of self-study and mastering the methods of research and experimentation related to the topic of the project (work).

A student has the right to choose the topic of the qualification work (project), determined by the graduating departments, or to offer his or her own with the justification of the expediency of its development.

Professors, associate professors, lecturers with scientific degrees are appointed as supervisors of master's qualification works.

The procedure for the defense of final qualifying theses is approved by the Regulations on Attestation of Higher Education Applicants and the work of the examination commission of Lviv Polytechnic National University.

4.9.4. Compulsory individual works – individual tasks provided by the individual student curriculum (educational and research tasks, laboratory works, calculation and graphic works, calculation works, tests for students of extramural training, etc.).

The organization of practical training is regulated by a particular regulation of the University.

4.10. Self-study of a student

Self-study of a student is approved by a certain regulation of the University.

4.11. Internship

The internship is a compulsory component of the educational and professional program for obtaining the educational level and aims to acquire personal, social and professional competencies.

The internship is conducted, as a rule, in organizations and enterprises that correspond to the nature of future professional activity.

The internship takes place under the organizational and methodological guidance of a University lecturer and a specialist of the internship base.

The program of practice and its terms are defined by the scientific and

methodical commission of a specialty.

The organization of practical training is regulated by a separate provision of the University.

5. Organization of assessing learning outcomes of students and their attestation

5.1. Measures to assess student learning outcomes include incoming, current, term monitoring of learning outcomes and diagnosis of the acquisition of competencies. These activities are approved by the Regulation on the rating of student achievements and the Regulation on the organization and continuous assessment and term control of student learning outcomes.

5.1.1. Input control (diagnosis of the input level of student knowledge) is used as a prerequisite for successful planning and study of disciplines. It allows a lecturer to determine the current level of knowledge of students and use it as a guide to the complexity of the material, as well as to choose the forms and methods of classes. Input control of knowledge is kept by a lecturer. The content of tasks, forms and methods of input control is approved by the department.

5.1.2. Continuous assessment is calculated during practical, laboratory, seminar and individual and consultative classes of a student; it aims to test the level of theoretical and practical knowledge assimilation. The form of continuous assessment during educational training and the evaluation system is determined by a lecturer and approved by the department.

5.1.3. Term control is presented in the form of an exam or a credit test in a particular discipline on the accumulative system and within the deadlines set by the University.

The exam is a form of a term final control of a student's theoretical and practical material assimilation (learning outcomes) in a particular discipline for the term, which provides a compulsory test. Exams are usually held in the second-fourth weeks of term control according to the schedule.

Credit test is a form of term final control, which consists in assessing the student's educational material assimilation in a particular discipline in total for all types of work provided for in the work program of the discipline. At the University, the form of a credit test is a differentiated credit test, which is usually held in the first week of a term control.

Criteria for evaluating the results of students during exams and credit tests are determined by work education program.

5.1.4. Exams, with the exception of passing the exam controlled by commission board, are taken by students within the deadlines set by the University, but not later than the end of the term.

Students can be provided with individual deadlines for credit tests and exams.

The procedure and methods of examinations and credit tests are determined by the Regulation on the organization and continuous assessment and term control of student learning outcomes.

The results of exams and credit tests are evaluated and recorded in the term control list, in the record book and in the student's academic card.

5.1.5. Examinations and credit tests are taken after term control and are coordinated by commission board approved by the director of the educational and scientific institute.

5.1.6. Students who fail the exams without good reason are considered untested.

5.1.7. All types of control and their documentation are conducted using the methods and tools provided by the Regulation on rating of student achievement and the Regulation on the organization and continuous assessment and term control of student learning outcomes. The student's academic achievements are determined using the 100-point institutional rating scale (Appendix 3), which is used at the University, registered in accordance with the procedure approved by the University with the compulsory transfer of grades to the national scale.

5.1.8. To check (diagnose) the quality of academic disciplines, the assessment of residual knowledge of students is conducted in the form of complex control tests (CCT).

5.2. The attestation of a student is implemented by the examination board after the completion of his or her theoretical and practical training at a certain educational level to establish the actual compliance of the level of training with the requirements of higher education standards. The procedure for student attestation is coordinated by the Regulation on the attestation of higher education and the work of the examination board of Lviv Polytechnic National University.

6. Documents on higher education (scientific degree) issued by the University

6.1. The document on higher education (scientific degree) is issued to a person who has successfully completed the relevant educational program and passed the attestation.

6.2. The following types of documents on higher education (scientific degree) have been established:

- Junior Bachelor's degree;
- Bachelor's degree;
- Master's degree;
- Doctor of Philosophy / Doctor of Arts.

6.3. In the Junior Bachelor's, Bachelor's and Master's degree diploma, the name of the University (in case of higher education in a particular structural unit of the

University – the name of this unit), as well as qualification covering information about higher education, specialty and specialization, and in some cases – professional qualification of the person.

6.4. In the diploma of the Doctor of Philosophy / Doctor of Arts, the name of the University is indicated, as well as the name of the qualification covering information about the degree, field of knowledge and / or specialty of the person.

If the dissertation research is performed in related fields of knowledge, the degree of Doctor of Philosophy is awarded in the leading field, indicating the interdisciplinarity.

6.5. An integral part of a Bachelor's, Master's or doctoral degree is a supplement to a European diploma.

The supplement to the diploma contains information on the learning outcomes of the person, which consists of information on the names of disciplines, grades obtained and the number of ECTS credits obtained. The supplement to the European diploma additionally contains structured information on completed education and information on the national system of higher education in Ukraine.

An integral part of a Bachelor's degree is the diploma supplement.

6.6. For all accredited educational programs, the University issues documents on higher education of the state standard. According to non-accredited educational programs, the University issues its own documents on higher education in the manner and according to the model determined by the Academic Council of the University.

6.7. A student who received a final “excellent” grade according to the national scale in at least 75% of all disciplines and individual tasks of the curriculum, and in the rest of them – a “good” grade, in accordance with the results of all attestations in the curriculum, received an “excellent” grade, as well as proved himself or herself in scientific / creative work, which confirms the recommendation of the department. By the decision of the examination board, a document of higher education with honors is issued.

The department suggests issuing a diploma with honors to a student, provided that during the study at the appropriate level of higher education, after which the student applies for a diploma with honors, he or she has met at least one of the following compulsory requirements:

- has scientific works that correspond to specialty and published scientific works;
- participated in international or national professional scientific conferences, student competitions or contests of scientific papers;
- participated in the implementation of basic and applied research as part of research teams of the university.

The student's participation in the above scientific activities must be confirmed by relevant documents (conference programs, published papers, orders of the rector

on enrollment in the team of participants of the research work, etc.).

6.8. In case of obtaining higher education according to the agreed between higher educational institutions, including foreign, educational programs, the University has the right to prepare and issue joint diplomas according to the model determined by the joint decision of the academic councils of these universities.

6.9. If a person receives higher education in two specialties (specializations) at the same time, the University has the right to produce and issue a double diploma according to the model determined by the Academic Council of the University.

6.10. Information about the issued diplomas is documented into the Unified State Electronic Database on Education and into the University Register by the University.

7. Academic regulations of the University

7.1. Academic regulations of students

7.1.1. Enrollment in the University is carried out on a competitive basis in accordance with the Terms of Admission to Higher Education and the Rules of Admission to the University.

7.1.2. Academic learning time

7.1.2.1. Academic learning time is determined by the number of time units allocated for the implementation of the training program at a particular educational level.

7.1.2.2. The time units of educational training are the academic hour and the ECTS credit.

7.1.2.3. Academic hour is the minimum time unit of educational training, which usually lasts 45 minutes.

7.1.2.4. Two academic hours form a pair of academic hours (hereinafter – the classes). Classes at the University last two academic hours with breaks between them; they are carried out according to schedule.

7.1.2.5. The duration of the educational process and school weeks determines the annual schedule of the educational process. The specified schedule is made for the academic year taking into account transfers of working days and days off, agreed and approved in the order and in the terms established by the University.

7.1.2.6. The academic week is an integral part of the academic learning time, which is determined in ECTS credits.

7.1.2.7. The academic term is an integral part of the academic learning time in the amount of 30 ECTS credits.

7.1.2.8. The academic year is an integral part of the academic learning time in the amount of, as a rule, 60 ECTS credits.

7.1.2.9. It is prohibited to distract students from participating in classes and control activities established by the schedule, except for the cases provided by the current legislation

7.1.3. Student education can be carried out according to individual schedules in accordance with the Procedure for organizing student education according to individual schedules.

7.1.4. Re-enrollment (enrollment) of academic disciplines (modules) is regulated by the relevant Procedure of the University.

7.2. *Academic regulations of lecturers*

7.2.1. Working hours of a lecturer

7.2.1.1 The working time of a lecturer is determined by the amount of his or her educational, methodological, scientific, organizational and other work responsibilities in the current academic year, reflected in the individual work plan. The average weekly working time of a lecturer is 36 hours.

7.2.1.2. Expressed in accounting (academic) hours, the amount of educational classes conducted by a lecturer determines his or her workload, which may not exceed 600 hours per year.

In cases of industrial necessity, a lecturer may be involved in conducting educational classes in excess of the compulsory amount of workload, determined by the individual work plan, within his or her working hours. Additional number of accounting hours is set by the University and may not exceed 100 hours. A lecturer makes changes to the compulsory workload in his or her individual work plan.

7.2.1.3. The working hours of a lecturer are regulated by: the schedule of classes and consultations; schedule of control works; time to perform other types of work provided for in the individual work plan of a lecturer.

8. Expulsion, termination of studies, resumption and transfer of persons studying at the University

8.1. *Expulsion of students*

8.1.1. The grounds for expulsion of a student are:

- completion of training in the relevant educational program;
- own desire of a student;
- transfer to another educational institution;
- failure to comply with the individual curriculum;
- violation of the terms of the agreement (contract) concluded between the University and the person studying, or an individual or legal entity who finances such training;
- failure to adhere to academic integrity;
- other cases provided by the current legislation.

8.1.2. Non-fulfillment of the individual curriculum is when a student:

- obtains a “poor” grade (less than 26 points) based on the results of the term control out of three or more academic disciplines or other components of the

curriculum;

- gets a “poor” grade during the commission board liquidation of academic debt;

- has academic debts out of three or more academic disciplines or other components of the curriculum after the end of the term of the commission board;

- has academic debts out of one or two academic disciplines or other components of the curriculum after the end of the commission board’s work and fails to conclude an agreement within a week to re-study them;

- before the term control has an academic debt out of at least one discipline or other component of the curriculum, for which he or she concluded agreements to re-study them and which are included in his or her individual curriculum as disciplines that he or she further studies;

- receives a “poor” grade or non-attestation based on the results of passing the qualifying examination or defending the qualifying work.

8.1.3. A person expelled from the University before completing the educational program receives an academic certificate containing information on the names of disciplines and other components of the curriculum, learning outcomes and the number of ECTS credits obtained.

8.1.4. A person expelled from the University before completing the relevant educational program has the right to resume his or her studies within the licensed scope of the specialty (except for a person expelled from the first year of studying).

8.1.5. The expulsion of minor students is carried out in coordination with the services for minors of local executive bodies.

8.2. *Re-education of students*

8.2.1. Re-education – re-study by students of academic disciplines of a certain term. First-year students are not eligible for re-education.

8.2.2. The reason for granting a student the right to re-study may be failure to comply with the individual curriculum of the current term for good reasons (long-term illnesses, including epidemics; frequent illnesses with a total duration of more than one month per term; business trips, difficult family circumstances, in particular, the need to care for family members, etc.), confirmed by relevant documents.

8.2.3. The issue of granting a student the right to re-study is settled by the Rector of the University on the proposal of the Director of the Institute before the beginning of the term and is approved by order.

8.2.4. Re-education is carried out from the beginning of the term, the individual curriculum of which the student has not fulfilled.

8.2.5. Students for re-education may be re-enrolled in academic disciplines, of which, according to the results of the final control, they had a grade not lower than “good”. Re-enrollment is conducted on the basis of the student’s application and with the consent of the director of the Institute.

8.3. Termination of studies and granting a student an academic leave

8.3.1. The student has the right to a termination in education due to health conditions, in connection with the call-up for military service (in case of loss of the right to deferment), due to family circumstances, etc. Such a student is granted an academic leave in the prescribed manner.

Study or internship in educational and research institutions (including foreign countries) may be grounds for a termination in study, unless otherwise is provided by international acts or agreements between higher education institutions.

8.3.2. The maximum duration of an academic leave may not exceed one year. If necessary, the duration of an academic leave may be extended for another year.

8.3.3. Maternity leave, childcare leave until the child reaches the age of 3, and in case the child is ill and needs home care – until the child reaches the age of 6, are provided in accordance with the Labor Code of Ukraine.

8.3.4. A student whose academic leave has expired is admitted to study by order of the Rector of the University on the basis of the student's application, which is submitted no later than two weeks before the beginning of the academic term. A student who has not submitted the documents in due time is expelled from the University.

8.4. Resumption and transfer to training

8.4.1. The basis for the resumption or transfer of a person expressing willingness to study is his or her application.

The application must be submitted no later than two weeks before the beginning of the studying process.

8.4.2. Students of other free educational institutions are transferred to study at the University with the consent of their rectors.

8.4.3. Transfer of students of the University to study from one specialty to another, or from one form of study to another, is carried out with the consent of the directors of the educational and scientific institute during vacations, usually to places funded by individuals and legal entities subject to availability of licensed vacancies and if the academic difference does not exceed 20 credits, based on the application, reasoned justification and student's academic card.

8.4.4. The Rector, as a rule, resumes the persons expelled from the University during the winter and summer vacation periods.

8.4.5. When transferring or resuming studies at the University, a person must submit the following documents to the dean's office of the institute:

a) for resumption of studies – a statement and academic certificate;

b) for transfer to study at the University from other higher educational institutions – a statement with the consent of the rector and the seal of higher educational institution in which the person studies, a copy of the student's academic card with compulsory names of disciplines, number of credits (hours) provided for their study, and forms of control; a copy of the passport and certificate of

identification code;

8.4.6. Transfer to vacant places of the state order of students studying at the expense of individuals and legal entities is carried out on a competitive basis according to their ratings on the basis of the decision of the commission board created by the order of the rector. When making a decision, the following are additionally taken into account: indicators of academic performance, scientific and creative achievements, participation in the public life of the University, review of student self-government bodies and characteristics from the group curator.

8.4.7. Consideration of cases concerning the resumption or transfer of persons to study at the University is carried out in the deans' offices of the institutes. Based on the results of these cases, the deans prepare substantiated petitions addressed to the Vice-Rector for Scientific and Pedagogical Work, in which they indicate:

- availability of budget and licensed vacancies;
- proposals for resumption or transfer to the specialty, course (year of study) and form of study specified in the applications, academic differences and ways to eliminate it.

8.4.8. When forming annual individual curricula of students resumed for study at the University after expulsion for non-fulfillment of the curriculum, only those disciplines (other components of the curriculum) whose learning outcomes are assessed as “good” or “excellent” may be re-enrolled.

8.4.9. Re-enrollment (enrollment) of credits received by individuals as a result of studying disciplines (other components of the curriculum), when resuming or transferring is regulated by the Procedure for re-enrollment (enrollment) of academic disciplines or other components of the curriculum at Lviv Polytechnic National University.

8.4.10. It is prohibited (except in cases where further training is not possible due to health conditions, which is confirmed by the conclusion of the medical advisory commission):

- transfer students who study at the University on educational and professional Master's programs from one specialty to another in various fields of knowledge;
- transfer of students studying at the University for educational and professional Bachelor's degree programs from one specialty to another in the first and final years.

8.5. The procedure for determining and eliminating academic gap

8.5.1. Academic gap is a set of disciplines and other components of the curriculum of the relevant specialty (specialization) of the University, which are not included in the academic certificate or educational card of a person who is resumed or transferred to study at the University.

8.5.2. The academic gap is determined by the dean of the institute to which the person is resumed or transferred to study, by comparing his or her academic certificate or educational card with the curriculum of the specialty (specialization).

8.5.3. Elimination of the academic gap may include:

8.5.3.1. Re-enrollment or enrollment of academic disciplines (other components of the curriculum) that a person studied before the resumption or transfer, in accordance with the Procedure for re-enrollment (enrollment) of academic disciplines or other components of the curriculum at Lviv Polytechnic National University.

8.5.3.2. Studying the academic disciplines (other components of the curriculum) at the University and submitting tests before the beginning of studying process.

8.5.3.3. Inclusion of disciplines (other components of the curriculum) in the individual curriculum for their study during the first year (term) after the resumption or transfer of study.

8.5.4. At the beginning of the study, the academic gap of a person who is resumed or transferred to the University may not exceed 20 credits during the summer vacation period and 10 credits during the winter vacation period.

8.5.5. If the academic gap of a person resumed or transferred exceeds 20 credits at the beginning of the summer vacation period and 10 credits at the beginning of the summer vacation period, such person may be resumed or transferred to a lower course.

8.5.6. Elimination of the academic difference, in addition to re-enrollment and enrollment of academic disciplines, is carried out in the order of providing paid educational services.

8.6. Decisions on expulsion of students from the University and their resumption to study, as well as on the transfer of persons studying at the University by government funding, to study under contract at the expense of individuals (legal entities), transfer of persons studying at the University at the expense of individuals (legal entities), to study by government funding agreed with the student government of the University and with the student union if a student is a member of the union.

9. Postgraduate education, advanced training and internships

9.1. Postgraduate education is a specialized improvement of education and professional training of a person by deepening, expanding and enhancing his or her professional knowledge, skills and abilities or obtaining another profession, specialty based on previously acquired educational level and practical experience. Postgraduate education includes obtaining a second (further) higher education – obtaining a Bachelor's degree (Master's degree) in another specialty on the basis of higher education not lower than a Bachelor's degree and practical experience.

9.2. The purpose of postgraduate education is to meet the individual needs of citizens in personal and professional growth, as well as to meet the needs of the state in qualified personnel of high professionalism and culture, who are able to

competently and responsibly perform position functions, implement new technologies, promote further socio-economic development.

9.3. Postgraduate education at the University is organized by the Institute of Administration and Postgraduate Education in accordance with the license through the relevant departments and other departments that operate on the basis of regulations.

9.4. Postgraduate education is known for conditions for continuity and succession of education and provides:

- specialization;
- retraining;
- advanced training;
- internship.

9.5. A person who has successfully completed the postgraduate education program receives an appropriate document, a sample of which is approved by the central executive body in the field of education and science or the Academic Council of the University.

9.6. The organization of postgraduate education at the University is regulated by a specific regulation.

9.7. The University provides advanced training and internships for academic teaching staff as well as teaching staff of the University at least once every five years while maintaining the average salary.

9.8. Positions of academic teaching staff as well as teaching staff of the University, which improve their skills or undergo internships with work leave granted, for this period may be replaced by other persons without a competition on the terms of a fixed-term employment contract (agreement).

10. Employment of the University graduates

10.1. The University, along with employers, promotes the realization of the right of graduates to work, taking into account the acquired higher education and social needs according to the current legislation.

10.2. Coordination of activities aimed at solving the issues of employment of graduates and students is carried out by the Department of Employment and Industrial Relations of the University.

10.3. The organization of the department of employment and relations with production is determined by a specific provision.

Basic terms and their definitions

Academic integrity is a set of ethical principles and rules defined by the laws of Ukraine “On Education” and “On Higher Education”, which participants of educational process should take into account during training, teaching and conducting scientific (creative) activities to ensure confidence in learning outcomes or research (creative) achievements.

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

Field of knowledge – the main subject area of education and science, covering a group of related specialties, which provide professional training.

The European Credit Transfer and Accumulation System (ECTS) is a credit transfer and accumulation system used in the European Higher Education Area to provide, recognize, validate qualifications and educational components and promote the academic mobility of higher education applicants. The system is based on determining the study load of the higher education student, which is necessary to achieve specific learning outcomes, and is accounted for in ECTS credits.

Applicants for higher education – persons who study at the university at a certain level of higher education in order to obtain the appropriate degree and qualification.

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

Competence is a dynamic combination of knowledge, skills and practical skills, ways of thinking, professional, ideological and civic qualities, moral and ethical values, which determines a person’s ability to successfully carry out professional and further educational activities and is the result of higher education.

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

A person with special educational needs (the disabled) is a person with a disability who needs additional support to ensure higher education.

Learning outcomes – knowledge, skills, abilities, ways of thinking, attitudes, values, other personal qualities that can be identified, planned, evaluated and measured and which a person is able to demonstrate after completing an educational program or individual educational components.

Specialization is a component of the specialty determined by the university and

which provides a specialized educational and professional or educational and scientific program of training of applicants for higher and postgraduate education.

Specialty – a component of the field of knowledge, which provides professional training.

Quality of higher education – compliance of learning outcomes with the requirements established by law, the relevant standard of higher education or the contract for the provision of educational services.

Quality of educational activity – the level of organization of the educational process at the university, which meets the standards of higher education, ensures the acquisition of quality higher education and promotes new knowledge.

List of internal regulatory documents of the University (regulations, procedures), which further disclose the organization of the educational process at Lviv Polytechnic National University

1. The concept of educational activity of Lviv Polytechnic National University.
2. Regulation on the rating of student achievement.
3. Regulation on the organization and continuous assessment and term control of student learning outcomes.
4. Regulation on attestation of higher education applicants and working process of examination boards of Lviv Polytechnic National University.
5. Regulation on the organization of teaching disciplines in foreign languages.
6. Regulation on the organization of internship for students of Lviv Polytechnic National University.
7. Regulation on assessing the level of residual knowledge of students in academic disciplines in the form of tests or complex control tests.
8. Regulation on the organization and control of self-study of students.
9. Regulation on academic mobility of students, graduate students, doctoral students, research, academic teaching staff, teaching staff and other employees.
10. Regulations on the formation and implementation of individual curricula of students.
11. Regulation on the provision of paid educational services for the study of students of certain disciplines and other components of the curriculum in excess of the load established by the curriculum.
12. The order of organization of students' education according to individual schedules.
13. The procedure for re-enrollment (enrollment) of academic disciplines or other components of the curriculum at Lviv Polytechnic National University.
14. The order of students' choice of academic disciplines.

Institutional scale for assessing the achievements of students of Lviv Polytechnic National University

According to 100-point scale of the University	According to national scale
100–88 points	Certified with an “excellent” grade
87–71 points	Certified with a “good” grade
70–50 points	Certified with an “satisfactory” grade
49–26 points	Not certified
25–00 points	Not certified – a “poor” grade

