

Ministry of Education and Science of Ukraine

Lviv Polytechnic National University

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National University*

APPROVED BY

Rector of Lviv Polytechnic National University

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**Standard for Quality Assurance
in Educational Activities and Higher Education
(HES LP 02.06)**

**Regulations on the Organization and Monitoring of Independent out-of-class
Work of Students**

Adopted by

Academic Board

of Lviv Polytechnic National University

Minutes No. 50 of 20.12.2018

Lviv

	<i>Position</i>	<i>Surname, first name and patronymic</i>	<i>Signature</i>
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<i>Logo of Lviv Polytechnic National University</i>	Lviv Polytechnic National University	
	System of Internal Quality Assurance in Educational Activities and Higher Education	
	Regulation on the Organization and Monitoring of Independent Out-Of-Class Work of Students	CBO III 02.06

1. General Provisions

1.1. The independent out-of-class work of students (hereinafter referred to as the IOCWS) is a form of organization of the educational process that provides for the independent academic and creative work, which students perform in out-of-class time (free from compulsory classes) on assignment and under the methodological guidance of teachers but without their direct participation.

IOCWS is one of the ways to actively and purposefully acquire new knowledge, skills and abilities. It is the basis of professional preparation of students. It allows them to acquire the techniques for enhancing cognitive activities, interest in creative work and ability to solve scientific, theoretical and practical tasks.

1.2. The Regulation on the Organization and Monitoring of Independent Out-of-Class Work of Students (hereinafter referred to as the Regulation) defines the essence, requirements, conditions and role (tasks and responsibilities) of participants in the educational process and structural subdivisions of Lviv Polytechnic National University (hereinafter referred to as the University) regarding the organization and implementation of independent out-of-class academic and creative work of students and its monitoring.

1.3. The Regulation is developed in accordance with the Higher Education Act of Ukraine, Regulation on the Organization of Educational Process at Lviv Polytechnic National University, Regulation on the Organization and Carrying out of Current and Semester Control of Student Learning Outcomes, Regulation on Rating Assessment of Student Achievements and other existing legislative and regulatory documents on the organization of educational process at the University.

1.4. The conceptual foundations of the organization of IOCWS are:

1.4.1. Transition from informative learning to learning aimed at achieving specific practical results, involving students in active creative work focused on solving problem situations in research, design and entrepreneurial activities;

1.4.2. Reorientation of the student from a passive user to an active one, able to apply practical knowledge in specific situations, formulate a problem, analyze ways of solving it and make reasonable management decisions;

1.4.3. Formation of a socially active, creative and independent person, striving for self-development, ready for team work, self-study, innovation activities, able to solve practical engineering, economic, managerial and other tasks in a comprehensive manner.

1.5. The scope of IOCWS in each academic discipline is regulated by the curriculum of the major and its content is determined by the syllabus of the academic discipline and teaching materials for it.

1.6. The main types of IOCWS:

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	System of Internal Quality Assurance in Educational Activities and Higher Education	
	Regulation on the Organization and Monitoring of Independent Out-Of-Class Work of Students	CBO III 02.06

- study and mastering of materials of the academic discipline, searching for information in libraries, archives, the Internet and the use of databases of information retrieval and online help systems;
- preparation for lectures, laboratory, practical and seminar classes, study of instructions and guidelines, report writing;
- performance of individual (calculation, calculation and graphic, academic and research, etc.) tasks;
- preparation of reports, abstracts, essays and presentations;
- writing term papers (projects), preparation of their presentation;
- performance of individual tasks during internships, writing reports on internships;
- self-control and self-assessment of knowledge and skills in academic disciplines;
- writing graduation theses;
- research and creative work of students (including when writing the research papers, preparing term papers, qualifying papers, articles, etc.);
- other types of independent work, specific for the academic discipline or major (for example, translation and study of foreign publications).

1.7. The student can carry out IOCWS in libraries, classrooms, learning research, scientific research and other laboratories, computer classes, etc., as well as at home.

1.8. The execution of IOCWS involves, if necessary, obtaining advice or assistance from the teacher and relevant specialists.

1.9. The learning material of the discipline, provided for by the syllabus of the academic discipline to be mastered by the student in the process of IOCWS, is submitted to current and semester control together with the material taught in class.

2. Organization of Independent Out-of-Class Work of Students

2.1. The organization of IOCWS provides for:

- planning the content, scope, tasks, forms and monitoring techniques of IOCWS;
- development of learning and teaching support materials for IOCWS;
- monitoring and assessment of the results of IOCWS;
- evaluation of the effectiveness of IOCWS and adjustment (if necessary) of syllabi of academic disciplines.

2.2. The coordination of planning, organization and monitoring of IOCWS at the University is provided by the scientific and methodological councils of educational and scientific institutes as well as scientific and methodological commissions of majors.

2.3. The planning, organization and monitoring of IOCWS at the departments are provided by the heads of the departments and academic staff (hereinafter referred to as the AS).

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	System of Internal Quality Assurance in Educational Activities and Higher Education	
	Regulation on the Organization and Monitoring of Independent Out-Of-Class Work of Students	CBO III 02.06

2.4. The planning of IOCWS is carried out in accordance with educational programs for training of specialists and curricula and is reflected in the syllabi of academic disciplines.

2.5. The direct organization of IOCWS, formation of the content, supervision of this work, control and assessment of the results of its execution is carried out by the teacher of the academic discipline, taking into account the content, tasks and specifics of the subject, as well as the interests of students, etc.

2.6. The proposals of the AS on the amount of time for different types of IOCWS in each academic discipline are approved by the scientific and methodological commission of the major.

2.7. The IOCWS may provide for the performance of tasks individually or collectively (by creative teams).

2.8. The monitoring of IOCWS and assessment of its results include monitoring and assessment by teachers and self-control and self-assessment by students.

The main forms of monitoring the IOCWS in the academic discipline by the teacher are:

- oral recitation or test control of knowledge in order to establish the level of preparation of students for lectures, practical, laboratory and seminar classes;
- test on the issues proposed for self-study;
- introduction of questions on topics submitted for independent study to the tasks of semester control;
- check and assessment of individual (control, calculation and graphic, calculation) work provided for by the syllabus of the academic discipline.

2.9. The assessment of IOCWS results in points is part of the assessment of the current control of the student in the academic discipline.

2.10. The organization of research and creative IOCWS is regulated by the Regulation on Research Work of Students of Lviv Polytechnic National University.

3. Tasks of Academic Staff and Structural Subdivisions of the University Regarding the Organization of Independent Out-of-Class Work of Students

3.1. The academic staff:

- develops the syllabi of academic disciplines, in which it determines the topics, individual questions and tasks that are submitted for self-study and establishes forms and techniques to monitor the results;
- develops learning and teaching support materials for the academic discipline, which should include control questions, tasks and tests that allow each student to conduct a self-assessment of the level of mastering the material provided for by the syllabus of the academic discipline;

<i>Logo of Lviv Polytechnic National University</i>	Lviv Polytechnic National University	
	System of Internal Quality Assurance in Educational Activities and Higher Education	
	Regulation on the Organization and Monitoring of Independent Out-Of-Class Work of Students	CBO III 02.06

- develops tasks for IOCWS, topics of abstracts, reports and term papers (projects);
- informs students about the goals, tasks, tools, deadlines, monitoring forms and criteria for evaluating the results of IOCWS;
- advises students on the issues related to organization of IOCWS;
- monitors, analyzes the performance and evaluates the results of IOCWS and provides proposals and recommendations for its improvement;
- reports on the organization and effectiveness of IOCWS at the meeting of the department.

3.2. The department:

- organizes the educational and methodological, material and technical, as well as informational support of IOCWS;
- supervises the organization of IOCWS by teachers;
- plans and controls the content of the virtual learning environment (hereinafter referred to as the VLE) of the academic discipline and other components of educational programs assigned to the department;
- communicates with the library regarding the educational and methodological support of academic disciplines and other components of educational programs assigned to the department, and makes orders for the purchase of necessary educational and scientific literature, as well as professional and scientific periodicals.

3.3. The library:

- provides the library collection with educational, methodological, scientific, reference and other literature, periodicals, including those on electronic media, according to the orders of the departments;
- conducts instructional classes on library science and bibliography in order to develop skills in searching information and using it in the educational process, as well as the ability to navigate the library catalogues, information systems and databases;
- organizes access, including via the Internet, to information resources, databases and library collections.

3.4. The Center of Information Support:

- ensures the functioning and administration of information systems (including VLE) for the educational process;
- conducts training of AS on development of electronic teaching and learning materials for IOCWS;
- provides AS and students of the University with the access to VLE system.

4. Educational and Methodological Support of Independent Out-of-Class Work of Students

4.1. IOCWS must be provided with appropriate learning and teaching support materials, which include:

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	System of Internal Quality Assurance in Educational Activities and Higher Education	
	Regulation on the Organization and Monitoring of Independent Out-Of-Class Work of Students	CBO III 02.06

- syllabus of the academic discipline;
- textbooks, study guides or lecture notes on academic disciplines;
- guidelines for independent study of materials of academic disciplines, which must contain questions for self-control, tests, control tasks, samples of written works, a list of recommended literature and electronic sources;
- guidelines for writing term papers and qualifying papers (projects);
- programs and guidelines for practical training, internship and other types of practices;
- electronic teaching and learning materials in VLE.