

Ministry of Education and Science of Ukraine



National University

"Lviv Polytechnic"

I APPROVE

Rector
National University
"Lviv Polytechnic"

_____ Yu. Ya. Bobalo

Entered into force by order of the rector

No. _____

from " ____ " _____ 2020

Quality assurance standard
educational activities and higher education


HES LP 03.13

**REGULATIONS ON THE CERTIFICATION OF HIGHER EDUCATION
ACQUIRES AND THE WORK OF EXAMINATION COMMITTEES**

Redaction 2

*(The basic edition was approved by order of the Rector of the National University
"Lviv Polytechnic" No. 27-1-10 dated January 23, 2019 and
by the resolution of the Academic Council, protocol No. 50 of 12/20/2018)*

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<i>Developed</i>	<i>The first vice-rector</i>	<i>Matviykov O.M.</i>	
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	Lviv Polytechnic National University	
	The system of internal assurance of the quality of educational activities and the quality of higher education	
	Regulations on certification of higher education applicants and the work of examination commissions	SVO LP 03.13

This provision determines the procedure for attesting higher education applicants, forming and organizing the work of examination commissions (hereinafter referred to as EC) at Lviv Polytechnic National University (hereinafter referred to as the University). The regulation was developed in accordance with the Law of Ukraine "On Higher Education" dated July 1, 2014 No. 1556, other normative documents of the Ministry of Education and Culture of Ukraine and the University.

1. Terms

1.1. Attestation of persons who obtain a bachelor's or master's degree is the establishment of the actual compliance of the level of their educational, professional and practical training, acquired competences with the requirements of standards of educational activity and educational programs.

Certification of a person who obtains a bachelor's or master's degree is carried out by the EC after he has completed his studies at a certain level of higher education.

1.2. The EC verifies the scientific-theoretical and practical training of students, makes decisions on awarding graduates with the appropriate degree of higher education, issuing a document on higher education, provides recommendations on improving the quality of educational and professional training of specialists.

1.3. Control over the formation and organization of the work of the EC is carried out by the rector.

1.4. Forms and terms of the attestation of applicants for higher education (hereinafter referred to as Higher Education Applicants) are determined by the schedule of the educational process and the work curriculum.

1.5. Assessment educational, professional and practical training of the Vocational Education and Training Awardee during the attestation is carried out according to the institutional 100-point and national knowledge assessment scale.

2. Forms of attestation of higher education graduates


2.1. Forms of attestation of Vocational Education and Training are:

- qualification exam;
- qualification work (project).

2.2. The qualification exam of a higher education applicant is the final control of the results of his studies, which he must demonstrate in order to confirm that he has acquired the competencies defined by the educational program. The qualification exam can be conducted after the completion of studies at a certain level of higher education (hereinafter referred to as the educational level, OR).

2.3. The purpose of performing qualification works is:

- systematization, consolidation, expansion of theoretical and practical knowledge and skills in the specialty and their application during the performance of specific scientific, project, technical, economic, production and other tasks;

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– development of independent work skills and mastering of research and experiment methods related to the topic of the work.

Depending on the OP and the type of educational program for the preparation of the Vocational Education and Training Program, the following types of qualification work are provided:

– diploma project (work) according to the OR of bachelor's training (bachelor's qualification work) - graduation qualification work, the execution and defense of which takes place at the final stage of training under the OR of bachelor's training;

– diploma project (work) of a master who is studying under an educational and professional program (master's qualification work) - graduation qualification work, the execution and defense of which takes place at the final stage of training under the educational and professional program of master's training;

– diploma project (work) of a master studying under an educational and scientific program (master's thesis) - a final qualifying work, the execution and defense of which takes place at the final stage of training under an educational and scientific master's training program.

3. Procedure for formation of examination commissions and organization of their work

3.1. The EC is created from each specialty in the composition of the chairman, his deputy (if necessary), secretary and members of the commission. By with a large number of graduates, it is possible to create several commissions for one specialty, and with a small number - the creation of a joint EC for related specialties.


3.2. The personal composition of the EC members is approved by the order of the rector of the University (Appendix 1), as a rule, no later than a month before the start of EC work for a period of one year.

3.3. A highly qualified production specialist or a scientific or scientific-pedagogical worker from the relevant field of knowledge, who is not an employee of the University, is appointed as the head of the EC for each specialty. The same person can be the head of the EC for no more than three years in a row.

If necessary, the head of the department or his deputy can be appointed as the deputy head of the EC.

3.4. To the EC from the specialty they can include: the director of the educational and scientific institute, deans, heads of departments, professors, associate professors (teachers) of profiling departments, leading specialists of enterprises, organizations and institutions, including scientific ones. Professors and associate professors (teachers) of other departments may be involved in the work of the EC with the rights of commission members.

If necessary, other qualified specialists of the relevant profile may be involved in the composition of the EC.

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The number of members of the EC should be no more than six people (not including the EC secretary, if he is not allocated hours of training to perform his duties).

3.5. Duties of the Chairman of the EC:


- acquainting all members of the commission with their rights and obligations;
- bringing to the members of the EC the main tasks and requirements regarding the attestation of Higher Education Candidates, criteria for evaluating the quality of graduate training, the commission's work schedule, the specifics of the organization and conduct of the qualifying examination or the defense of qualifying papers;
- ensuring the work of the EC in accordance with the approved schedule;
- managing the work of the EC during the defense of qualification papers or taking qualification exams, participating in the discussion of exam results, defense of qualification papers, issuing evaluations, deciding the issue of awarding a degree of higher education and assigning a qualification;
- consideration of appeals from Higher Education Candidates on matters of defense of a qualifying work or passing a qualifying exam and making relevant decisions;
- control of the work of the secretary of the commission regarding the preparation of the necessary documents before the start of the work of the EC and drawing up the minutes of the commission's meetings;
- drawing up a report based on the results of the EC's work.

3.6. Secretary An employee of the graduation department is appointed to the EC for each specialty. He performs his duties during working hours according to his main position.

3.7. The secretary of the EC is responsible for the correct and timely drafting of the minutes of the EC meeting and other documents about its work, checking the qualification papers for academic plagiarism, transferring the documents of the EC work to the archive and the qualification papers of graduates to the University library. Corrections in EC documents are not allowed.

3.8. For the formation of the EC, the head of the department prepares a submission in the name of the Vice-Rector for Scientific and Pedagogical Work with proposals for the personnel composition and heads of the EC (Appendix 2), which he submits to the Educational and Methodological Department of the University (hereinafter - NMV) by the end of October of the year preceding year of EC work. The following documents regarding the candidate for the position of EC chairman are attached to this Submission:

- application addressed to the rector of the University from the candidate for the position of EC chairman (Appendix 3);
- 2 color photos (3x4 cm);
- a copy of the passport (1, 2 and 11 pages) and identification number;
- a copy of diplomas on higher education, awarding of scientific degrees and scientific titles;

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- an identity card from the main place of work (copy or duplicate);
- permission from the head of the enterprise (organization, institution) - the main place of work of the applicant for the head of the EC regarding the performance of the duties of the head of the EC at the University (on company letterhead).

Persons who previously worked as heads of the EC at the University submit only an application from the specified list of documents.

3.9. Making changes to the personal composition of the EC is possible, as a rule, no later than a month before the start of the commission's work. The basis for making changes to the personnel composition of the EC can be:

- long-term business trip;
- inpatient treatment;
- other valid reasons.

3.10. The work schedules of the EC of the University are formed by the NMV on the basis of the submissions of the directors of the NNI, agreed with the heads of the EC, and approved by the Vice-Rector for Scientific and Pedagogical Work. The work schedule of the EC is announced no later than a month before the beginning of qualifying exams or the defense of qualifying works (projects) (Appendix 4).

An extraordinary meeting of the EC can be convened by order of the rector in special cases, if there are appropriate grounds.

3.11. The admission of Higher Education Candidates to attestation is issued by the rector's order (Appendix 5). The order for the admission of the Vocational Education and Training Awardees to certification is issued before the start of EC work in accordance with the schedule of the educational process. The draft of the order on the admission of Higher Education Graduates to attestation is prepared by the Deans of Higher Education Institutions on the basis of submissions by the heads of departments. The admission of Higher Education Candidates to the defense of qualifying papers is carried out taking into account the results of the examination of these papers for academic plagiarism in accordance with the approved regulations (Order of the Rector of the University No. 17-2-10 dated 04/19/2017). In case of detection of academic plagiarism in qualifying papers, they are directed to revision or re-execution with the right to re-defense no earlier than a year later.

3.12. Before the start of the work of the EC, the secretary prepares the materials necessary for the work of the commission (Table 1).

3.13. Compilation of qualifying exams and defense of qualifying works is held at an open meeting of the EC with the participation of at least two-thirds of its members, with the mandatory presence of the chairman of the commission. The meeting of the EC is formalized by a protocol. The duration of the session should not exceed six academic hours per day.


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Table 1


List of documents required for EC work

List of documents required for EC work	Types of state certification	
	Qualifying exam	Qualification work
1. Order (excerpt from the order) of the University on approval of the personal composition of the commission	+	+
2. The commission's work schedule	+	+
3. Lists of Higher Education Candidates admitted to take qualifying exams or defense of qualifying papers under the signature of the Director of the Higher Education Institution or the Dean	+	+
4. Information on the success rate of Higher Education Graduates, as well as the list of Higher Education Graduates applying for a diploma with honors	+	+
5. Record books of students	+	+
6. Work programs of educational disciplines presented for the qualification exam	+	–
7. A set of examination tickets, variants of complex tasks or written examination papers	+	–
8. Criteria for evaluating the quality of passing qualifying exams and defending qualifying papers	+	+
9. List of visual aids, reference materials intended for use by students during preparation and answering the questions of the qualification exam, including technical and didactic means	+	+
10. Qualification papers, signed by managers and heads of graduation departments	–	+
11. Results of checking qualification works for academic plagiarism	–	+
12. Written reviews of managers	–	+
13. Written reviews of qualification works	–	+

3.14. The decision of the EC regarding the results of the evaluation of the quality of the training of specialists, the awarding of degrees of higher education to them, the assignment of qualifications and the issuance of a diploma is taken at a closed meeting by open voting by a simple majority of the votes of the members of the commission who participated in its meeting. In the event of an equal number of votes, the EC chairman's vote is decisive.

3.15. After the work of the EC, the secretary must:

– no later than five working days after the last EC meeting to submit to the department, to the dean's office and to the NMV the report of the head of the EC, as well as to hand over to the dean's office the completed score books and the minutes of the EC meeting;

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– no later than two weeks after the last EC meeting hand over to the University archives the EC's work documents, and to the University's library - students' written answers to the qualification exam (in sealed envelopes certified by all EC members) and qualification papers (projects);

– no later than two weeks after the last meeting of the EC, download the electronic files of the protected qualification papers of the Higher Education Candidates in the University's repository and fill in the corresponding extended annotations in Ukrainian and English."

3.16. The chairman and members of the EC who do not work at the University are paid on an hourly basis in accordance with current legislation. Participation in the work of the EC by the members of the commission from the educational institution is planned as educational work (study load).

4. Attestation in the form of a qualification exam

4.1. The qualification exam is conducted according to individual tasks, as a comprehensive check of the level of knowledge and skills of the Vocational Education and Training Program Applicant, which he must demonstrate in order to confirm the competencies he has acquired.


4.2. The program of the qualification examination in the specialty is developed by the graduation department, considered by the Scientific and Methodological Council of the National Institute of Advanced Studies and approved by the director.

The secretary of the EC notifies the candidates of the qualification exam no later than two months before the start of the exam in accordance with the calendar schedule of the educational process, and also places it in the information system "Virtual educational environment of the Lviv Polytechnic".

4.3. The qualification exam is conducted in written and oral form. The duration of the written component of the exam, as a rule, should not exceed three academic hours.

4.4. Examination tickets, criteria for evaluating answers to tasks, a list of visual aids and materials are developed by the teachers of the department that organizes and conducts the qualifying exam, after which they are considered at a meeting of this department and, no later than a month before the start of the work of the EC on the preparation of qualifying exams, are submitted for the approval of the director of the National Institute of Education.

4.5. Examination tickets and criteria for evaluating answers to tasks are developed in accordance with Methodological recommendations for the formation of test tasks and tests. They must provide an objective assessment of the results of the study of the Higher Education Graduates according to the institutional 100-point and national scale.

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5. Attestation in the form of defense of the qualification work

5.1. The student of VO has the right to choose the topic of the qualifying work from the list of topics proposed by the graduation department, or to propose his own topic with justification of the feasibility of its development. In the latter case, he chooses the topic of the qualifying work by writing an application to the head of the graduation department and, if necessary, submits a letter of approval from the management of the enterprise (organization, institution), which is the basis of the pre-diploma practice of such a HE Acquirer.


To supervise the performance of the qualification work, a supervisor from among the teachers of the graduation department or highly qualified specialists of industrial, scientific and project organizations, etc., is appointed to the VO recipient. The manager formulates the tasks for the qualification work (Appendix 6), advises the VO Acquirer in the process of its implementation, signs it and provides written feedback on the characteristics of the VO Acquirer's work.

The assignment for the qualification work includes the initial data for the work, a list of questions that the Vocational Apprentice must work out, a list of software products to be used in the process of performing the work, a calendar plan for the performance of the work and the deadline for its completion and submission to the defense, etc. Assignments for qualification work are approved by the head of the department.

5.2. The topics of the qualification papers and their supervisors chosen by the Higher Education Candidates are approved by the Rector of the University by his order no later than two months before the start of the defense of the qualification papers, provided for in the calendar schedule of the educational process. The draft orders are formed by the relevant dean's offices of NNI on the basis of the information provided by the graduation departments about the topics of the work and the proposed supervisors (Appendix 7).

5.3. The order of execution and registration of qualification works, requirements for their structure and scope, etc., are regulated by the graduation department with appropriate methodical recommendations. Compilation of explanatory notes for qualification works is carried out in accordance with the requirements of the State Standards. An integral part of the explanatory note to the qualification work is an extended annotation in Ukrainian and English (appendix 17).

5.4. In order to ensure a high level of quality of qualification papers and to prepare VO Candidates for their defense, graduation departments carry out standard control, check for academic plagiarism and may conduct a preliminary defense of qualification papers. For this purpose, graduation departments create appropriate commissions from among their teachers. Teachers record their work as part of commissions for regulatory control or preliminary defense of qualification papers in their individual plans in the "Organizational work" section.

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5.5. The recipient of the VO is admitted to the defense of the qualifying work, if:

- he successfully completed the theoretical training course and completed all types of practices provided for in the curriculum;

- his qualifying work passed norm control (preliminary defense) and an academic plagiarism check. Before checking for academic plagiarism, the Honorary Voucher signs and submits to the secretary of the EC a declaration regarding the uniqueness of the text of the qualification work and non-use of other authors' materials without references (Appendix 8);

- he submitted to the secretary of the EC not later than one day before the start of the work of the EC provided by the schedule of the educational process, a qualification paper checked for academic plagiarism, signed by the head and head of the graduation department; a written feedback from the manager with a description of the graduate's activity in the process of performing the qualification work, a written review of the qualification work.

5.6. The review of qualification papers is carried out by scientific and pedagogical and scientific workers of the departments and scientific units of the University, determined by the rector's order. The draft order on approval of reviewers is formed by graduation departments (Appendix 9). The composition of the reviewers is approved by the rector of the University by order no later than two months before the start of the work of the EC for the defense of qualification papers.


5.7. The review of the qualification work must include its evaluation according to the national knowledge evaluation scale (Appendix 10). A negative review is not a reason to prevent a work from being defended.

5.8. Other materials that characterize the scientific and practical value of the completed qualification work can be submitted to the EC - printed articles on the topic of the work, documents confirming the practical application of the work, models, samples of materials, products, etc.

5.9. The defense of qualification works can be carried out both at the University and at enterprises, institutions and organizations, in particular at branches of departments for which the subject of the works submitted for defense is of scientific, theoretical or practical interest.

5.10. Meetings of the EC on the defense of qualification works are open (public). Heads of work, teachers of departments, invitees, and those who wish can participate in EC meetings.

5.11. To reveal the content of the qualification work, the Vocational Education Awardee is given up to 15 minutes. After reports The winner of the VO answers the questions of the members EC. Questions can concern both the topics of the work done and the mother general character within the content of academic disciplines specialty. By permission all present can ask questions of the head of the EC protect After that

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the secretary of the EC announces the manager's feedback and the reviewer's assessment. After the response of the VO Acquirer to the comments made in the reviews and reviews, the protection ends.

5.12. When evaluating the qualification work, the level of theoretical, scientific, and practical training of the Higher Education Applicant, as well as the supervisor's and reviewer's evaluations, are taken into account. The evaluation of the defense of the qualification work of the VO recipient takes place on a national scale with conversion to a 100-point scale (according to the average interval value of the evaluation scale at the University according to Table 2).

Table 2

The scale of the transfer of evaluations of the defense of the qualification work

Evaluation on a national scale	Assessment on a 100-point scale
perfectly	94
fine	80
satisfactorily	60
unsatisfactorily	–


5.13. The defense of qualification works is carried out, as a rule, in the Ukrainian language. The recipient of the VO has the right to defend the qualification work in a foreign language in which he is certified at the University.

5.14. In order to obtain permission to defend a qualification work in a foreign language, the Vocational Education and Training Awardee issues a corresponding application addressed to the director of the National Institute of Higher Education, in which the work is defended (Appendix 11). The application is agreed with the head of the qualification work, the head of the graduation department and, if necessary (in the absence of teachers fluent in the relevant foreign language at the graduation department) the head of the department of foreign languages or the department of applied linguistics.

5.15. Permission to defend qualification work in a foreign language is granted by the rector's order on approval of the topics of qualification work, supervisors and consultants (Appendix 7). By this order, a foreign language consultant - a teacher of the graduation department, who is fluent in the foreign language in which the qualification work will be defended, or a teacher of the department of foreign languages or the department of applied linguistics - is appointed to the HE student.

The foreign language consultant provides linguistic support for the preparation of the qualification paper and certifies the correspondence of the content of the essay in a foreign language to the content of the essay in Ukrainian.

The standard time for foreign language counseling is 1.5 hours per student. The foreign language consultant is obliged to be present during the defense of the qualification work by the Honorary Voucher.

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5.16. A necessary condition for the admission of the Vocational Education and Training Awardee to the defense of the qualification work in a foreign language is the presence of abstracts in Ukrainian and foreign languages up to 10 pages each with a concise statement of the main provisions of the project (work) attached to the explanatory note.

The structure of the essay:

- general characteristics of qualification work;
- purpose and tasks of qualification work;
- relevance, issues and practical significance of qualification work;
- main content and results of qualification work;
- conclusions;
- a list of graphic material of the qualification work.


The student completes the explanatory note and graphic part of the qualification work in Ukrainian. The report according to the main provisions of the qualification work is made by the Vocational Vocational Apprentice in a foreign language and, if necessary, it can be accompanied by a translation into Ukrainian. The discussion of the report, questions and answers to them take place in both Ukrainian and foreign languages. The announcement of the feedback of the head of the qualification work and review, drawing up of the protocol of the EC meeting is carried out in the Ukrainian language. The minutes of the meeting of the EC indicate the language in which the defense of the qualification work took place.

On the basis of the protocol of the EC, in the appendix to the diploma of the HE student who defended the qualification work in a foreign language, in the column "Attestation information" an additional entry is made "The defense took place in the language of _____".
(language name)

6. Generalization of the results of the attestation of higher education graduates

6.1. A higher education applicant who has successfully completed all types of attestation determined by the individual curriculum is awarded a corresponding degree of higher education by decision of the EC, a qualification is assigned and a document on higher education (qualification) is issued.

6.2. A higher education student who has at least 75 percent of all curriculum components with "excellent" final grades (88–100 points) and "good" grades (71–87 points) for the rest of the disciplines and individual tasks has passed all types of certification with an "excellent" rating, and also has achievements in scientific / creative work, on the recommendation of the department and the decision of the EC, a diploma with honors is issued, which is recorded in the minutes of the EC meeting.

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The department's recommendation to issue a diploma with honors to the Graduate of Higher Education is provided on the condition that he complies with at least one of the following mandatory requirements during his studies at the appropriate level of higher education:

- participation of the Higher Education Awardee in the performance of fundamental and applied scientific research as part of the university's research teams;
- the availability of published scientific works that correspond to his specialty;
- participation of the Higher Education Awardee in international or all-Ukrainian scientific conferences, student Olympiads or competitions of scientific works.

The participation of VO winners in the above-mentioned scientific events must be confirmed by relevant documents (conference programs, published papers, rector's orders on enrollment in the NDR performers, etc.).

6.3. A higher education applicant who, based on the results of the attestation, received an unsatisfactory grade or was admitted to the attestation, but was not attested for any reason, is dismissed from the University as having completed a full theoretical and practical course of study, with the right to re-attestation within three years. He is issued an academic certificate of the established model.

The list of disciplines that are taken for qualification exams for persons who undergo re-attestation is determined in accordance with the OP that were in effect in the year the student completed theoretical studies.

The subject of the qualification work (previous or new) for persons undergoing re-attestation is determined by the graduation department.

6.4. Re-attestation of a person is carried out on a compensatory basis, with the exception of cases of non-appearance for attestation or failure to present a qualifying work for defense for good reasons, documented.


6.5. It is not allowed to repeat the attestation of Higher Education Candidates for the purpose of increasing the grade.

6.6. If the Voucher did not appear at the meeting of the EC to take the exam or defend the qualification work, then in the protocol of the commission it is noted that he was not certified in connection with the failure to appear at the EC meeting.


6.7. The results of the defense of qualifying papers, as well as the passing of qualifying exams, are announced on the day of the EC meeting.

6.8. In the protocol of the meeting of the EC (Appendices 12, 13) the following are recorded: the grades received by the Winners of Higher Education are displayed in the national scale; questions put to the Acquirer of VO; special opinions of EC members; assigned qualification; recommendations on further academic rights of the graduate.

The protocol is signed by the chairman and members of the EC who participated in the meeting. The Secretary of the EC transfers the protocols for storage to the archive

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of the Scientific and Technical Library of the University, where they form a protocol book.

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6.9. Based on the results of EC activities, the head of the commission prepares a report (Appendices 14, 15). In the report:

- reflect the quality of training and acquired competences of Higher Education in the specialty (academic discipline), the quality of the performance of qualification works, the relevance of their topics and compliance with the current state of science, technology and production, and the demands of the labor market;
- indicate deficiencies in the professional training of graduates, comments on the organizational and technical support of EC work;
- formulate proposals for improving the training of specialists;
- provide recommendations regarding the further study of masters in graduate school;
- note qualification works that can be used at enterprises, in research institutions;
- provide recommendations on submission of qualification papers for the competition (scientific papers, qualification papers, both University and All-Ukrainian and international), etc.

6.10. The results of the work of the EC are discussed at the meetings of the departments, and the reports of the heads of the EC are discussed at the meetings of the scientific councils of the Institute of Scientific Research.

6.11. The information on the results of the certification of the Graduates of the Higher Education Institution of the NMV is summarized and submitted to the rector of the University.

6.12. NNI directorates, at the request of EC secretaries, within a month after the end of EC work, prepare a draft order on the hourly remuneration of EC leaders and reviewers (Appendix 16), to which the following is added:

- requests for payment;
- copies of certificates on the assignment of reviewers' identification numbers.

6.13. All EC documentation is kept in the "Graduate-employment" information system in accordance with the terms specified in paragraphs 3.15.



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Appendix 1

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "LVIV POLYTECHNIC"

ORDER

" ___ " _____ 20___, born in Lviv No. _____

On the approval of examination commissions for _____
final exam and defense
qualification works in 20___-20___

In accordance with the Law of Ukraine "On Higher Education" dated 01.07.2014 No. 1556-VII and in accordance with the proposals of methodological commissions of specialties

1. In order to conduct the qualification examination and defense of _____ qualification papers for students of educational level _____ in 20___-20___, to approve examination commissions with the following composition:

Institute _____
(name of NNI)

EC in the specialty (academic discipline) _____
(code and name of specialty or name of academic discipline)

Head of Commission:(*surname, first name, patronymic, scientific degree, academic title, position and main place of work*)

Deputy Chairman(*surname, first name, patronymic, academic degree, academic title*);
Commission

Secretary of the Commission: *surname, first name, patronymic, scientific degree, academic title and position*)

Commission members: *surname, first name, patronymic, scientific degree, academic title and position of each member of the commission*) with a load of ___ %

(similarly for all other ECs in specialties (academic disciplines) in terms of educational and scientific institutes)

Rector _____

The draft order introduces: AGREED

Head of NMV _____ Vice-rector

Head of Legal
department _____



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Appendix 2

to the vice-rector
National University
"Lviv Polytechnic"

p. _____

PRESENTATION

Please include in the order on the composition of the EC for _____ year for
the _____ specialty (academic discipline)

(indicate the code and the name of the specialty or the name of the academic discipline)

OR _____ of the following persons:
(specify OP)

Head of Commission: (*surname, first name, patronymic, scientific degree, academic title, position and main place of work*)

Deputy Chairman

commissions: (*surname, first name, patronymic, academic degree, academic title*);

Secretary of the Commission: *surname, first name, patronymic, scientific degree, academic title and position*)

Commission members: *surname, first name, patronymic, scientific degree, academic title and position of each member of the commission,, as well as the amount of load in the amount of the rate*)

Head of Department

_____ signature (Surname and initials)

(abbreviation of department)



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Appendix 3

Rector

National University

"Lviv Polytechnic"

Prof. _____

(Surname, first name, patronymic, position and place)

work of the applicant for the position of the head of the EC)

STATEMENT

I agree to work as the head of the EC in the specialty(s)

_____ at the _____ department in 20__.

Date signature

(Surname and initials)

Please hire me

head of the EC for department specialties _____
(abbreviation of the department)

Head of Department _____

(code of the department)

(signature, surname and initials of the head of the department)



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Appendix 4

I APPROVE
Vice Chancellor

" __ " _____ 20__yr.

SCHEDULE OF WORK EC

of _____ students
(specify the certification form)

_____ forms of education
(full-time, part-time, externship)

specialty _____

departments _____

institute _____


in the period from " __ " _____ 20__ to " __ " _____ 20__

Date	The beginning of EC work	Audience	Level of higher education	Amount of students

Director of NNI *signature* (Surname and initials)

Head of Department *signature* (Surname and initials)

Secretary of the EC *signature* (Surname and initials)

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Appendix 5

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "LVIV POLYTECHNIC"

ORDER

" ____ " _____ 20____, Lviv No. _____

▭ About the admission of students of _____ forms of education
level of higher education _____

specialty _____

before passing the qualification exam (defense
qualification papers).

The students listed below ____ course _____ form of study at the level of higher
education _____ specialty _____ to be admitted to the defense of
qualifying papers (taking the final exam) _____:

(indicate the type of final exam)

(a list of students admitted to attestation by academic group is given)

Vice-rector _____

The draft of the order shall be AGREED

Director _____ Head of NMV _____

(abbreviation NNI)

Head of Legal Department _____



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Appendix 6

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "LVIV POLYTECHNIC"

Institute _____

Department _____

Specialty _____

"I APPROVE"

Head of Department

" ____ " _____ 20__ yr.

TASK

for the qualification work (project) of a student of the group _____ OR

(Full Name)

1. Topic of work (project) _____
(in the case of complex work, "complex work (project)" is indicated in brackets)


approved by order of the university dated " ____ " _____ 20__ year No. _____

2. Deadline for student submission of finished work (project) _____

3. Initial data for work (project) _____

4. Content of the settlement and explanatory note (list of issues to be developed)

5. List of graphic material _____

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6. List of software products to be used in the process of developing work (project)



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Continuation of Appendix 6

7. Work (project) consultation, indicating work sections

Section	Consultant	Issued the task		I accepted the task	
		signature	Date	signature	date

8. Date when the task was issued _____

Head _____
(signature)

The task was accepted by _____
(signature)

CALENDAR PLAN

No. z/p	Name of work stages (project)	The deadline for the completion of work (project) stages	Note

Student _____
(signature)

Head _____
(signature)



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Appendix 7

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "LVIV POLYTECHNIC"

ORDER

" ____ " _____ 20____, Lviv No. _____

□ About approval of topics, leaders and consultants of qualification works
students of _____ forms of education
level of higher education _____
specialty _____

To the students listed below ____ course _____ form of study level of higher education _____ specialty _____ to approve the topics of qualification papers (diploma theses, projects), supervisors and consultants:

1. Surname, first name, patronymic of the student - "Theme of the qualification work" (diploma work (project)). Manager (position, surname and initials of the work manager)
2. _____ – “ _____ ” (diploma thesis (project)). Head _____
3. _____ – “ _____ ” (diploma thesis (project)). Head _____

(a complete list of students of the corresponding course, form of study and OR, and topics of qualifying papers approved by them and supervisors is given)

Appoint as consultants from _____
(indicate the part of the qualification work from which the consultants are appointed)

(indicate surnames and initials, scientific degrees and scientific titles of consultants)

Vice-rector _____


The draft of the order shall be AGREED

Director _____
(abbreviation NNI)

Chief department _____
(abbreviation of department)

Head of the NMV _____

Head of Legal Department _____

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Appendix 8

(date, month, year)

(Surname, first name, patronymic of the student)

(form of education)

(specialty)

(institute)

STATEMENT (Declaration)

Aware of my responsibility for providing false information, I affirm that the submitted qualification work (diploma project, thesis) on the topic:


is written by me personally.

At the same time, I declare that this work:

- does not violate copyright in accordance with the Law of Ukraine "On Copyright and Related Rights (Articles 21–25);
- was not used by other persons, and data and information were not obtained in an unauthorized manner;
- was not transferred to other persons and is submitted for protection for the first time.

I understand that in case of violation of these rules, my qualifying work will be rejected without the right to defend it, or during the defense it will be given an "unsatisfactory" grade.

(student's signature)

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Appendix 9

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "LVIV POLYTECHNIC"

ORDER

" ____ " _____ 20 ____, Lviv# _____

[About enrollment by reviewers _____]
 master's, diploma and
 bachelor's qualifications
 works at the department _____

Appoint: as reviewers of master's, diploma and bachelor's qualification works in the specialty
 _____ (specialty codes) at the department _____ for the year 20__:

1. Surname, first name, patronymic of the reviewer – scientific degree, academic title, position and place of work

2.

3.

(a complete list of reviewers for the relevant department of the indicated specialties is given)

Vice-rector _____

The draft of the order shall be AGREED

Director _____ Vice Chancellor _____

(abbreviation NNI)

Chief department _____
 (abbreviation of department)

Head of the NMV _____

Head of Legal Department _____



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Appendix 10

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "LVIV POLYTECHNIC"
REVIEW

on _____
(indicate the type of qualifying work)

Student

Topic

Specialty and group _____

Scope of qualification work _____

Number of sheets of drawings

The number of pages of the explanatory note _____

a) a summary of the qualification work and the decisions made _____

b) conclusion on the compliance of the qualification work with the task




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c) characteristics of the performance of each section of the qualification work, the level of compliance with the latest achievements of science and technology and advanced work methods

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Continuation of appendix 10

d) negative features of work performance _____

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e) positive features _____

f) evaluation of the graphic design and explanatory note to the qualification work _____



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End of Appendix 10

g) feedback on work in general

g) other comments _____

h) assessment of qualifying work

The review was made by

(position, place of work, surname, first name, patronymic, signature)




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" ____ " _____ 20 ____

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Appendix 11

To the director _____
(abbreviation NNI)

National University
"Lviv Polytechnic"
Prof. _____

(Surname, first name, patronymic of the VO recipient)

STATEMENT

Please allow me to defend my thesis in _____ language.

Date signature

(Surname and initials)

"Agreed" _____ Head of qualification work

"Agreed" _____ Head of the graduation department

"Agreed" _____ Head of the Department of IM (PL)



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Appendix 12

NATIONAL UNIVERSITY "LVIV POLYTECHNIC"
Protocol No. ___ of "___" _____ 20__
Meeting of the EC No. ___ on the acceptance of the final exam
from a specialty (academic discipline)

Present:

Chairman of the EC _____

- Members: EC 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Students of the group of _____ institute _____ number of _____ people

The meeting started at ___h ___min and ended at ___h ___min

No. z/p	Surname, first name, patronymic of students	No. copy ticket	Characteristics of the completeness of the answer to the question of the ticket	Additional questions of commission members		Assessment from the state exam		Signatures of the EC chairman and secretary
				Last name of the person who asked	Characteristics of the completeness of the answer	on a 100-point scale	on a national scale	

Special opinions of individual EC members _____

A total of _____ students were certified
(number of students in the register)

Signatures:

Chairman _____ (signature, surname and initials) Members: 1. _____

2. _____
3. _____
4. _____
5. _____
6. _____

The protocol was drawn up by the secretary of the commission _____
(position, surname and initials, signature)



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Continuation of Appendix 13

1	2	3	4	5	6	7	8	9	10	11	12	13

Special opinions of individual EC members

A total of _____ students were considered

(indicate the type of qualifying work and the number of students)

Signatures:

Head _____

Members: 1. _____

(signature, surname and initials)


2. _____

3. _____

4. _____

5. _____

6. _____

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Appendix 14

Considered and approved at the meeting of the EC ____ " ____ " _____ 20__

REPORT

**chairman of the examination commission
on the protection of _____ by students**

(indicate the type of qualification work)

_____ **forms of education**

majors _____

at the department of _____ institute _____

1. Organizational work of certification.

1.1. The examination committee was formed in accordance with the university order No. ____ of " ____ " _____ 20__.

Head of Commission - _____ -

(surname and initials) (academic degree, academic title, position by main place of work)

Commission members:

1. _____ -

(surname and initials) (academic degree, academic title, position by main place of work)
2. _____ -

3. _____ -

4. _____ -

5. _____ -

6. _____ -

1.2. The meeting of the EC took place _____ 20__ in the auditorium


_____ (indicate the dates of EC meetings)

The following members of the commission took part in the meeting of the EC:

At the meeting of the EC, all the documents of the students admitted to the certification were prepared and submitted according to the established procedure, in particular, feedback from managers, reviews, etc. According to order No. _____

from " ____ " _____ 20__, _____ students of _____ form were admitted to defense
(number) (full-time, part-time)

studies, of which _____ students appeared in defense.

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During the meeting of the EC, teachers of the department and students were present. Qualification works performed at enterprises and organizations of the city of Lviv, _____ oblasts are presented to the EC.

2. Results of the defense of qualification works.

The total number of works submitted for defense is ____.

Continuation of Appendix 14

Qualification works contain: an explanatory note, drawings, graphic (illustrative) part (_____ sheets).

Protection Summary:

"excellent" - _____;

"fine" - _____;

"satisfactory" - _____;

"unsatisfactory" - _____.

It is recommended to issue diplomas with honors to _____ students.

Of the total number of qualification works, _____ were completed and defended in Ukrainian, _____ - in _____.

(indicate in which language)


More detailed information about the protection results is given in the appendix.

3. Analysis of the quality of specialist training (bachelor's, master's).

(an analysis of the quality of students' knowledge, the ability to apply the acquired theoretical knowledge in practice, the use of computer equipment and modern information technologies in the preparation and defense of qualification papers, etc. is carried out).

4. Remarks and wishes made during the defense of qualifying works.

(remarks of the head and members of the EC regarding the preparation and conduct of student attestation, compliance with the subject of specialty works, etc., and wishes regarding the elimination of identified deficiencies are indicated).

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Chairman of the EC
and initials)

signature

(Surname

Continuation of Appendix 14

Addition

to the Report of the Chairman of the EC

Form of education	Admitted to defense		Qualifying works are protected		Evaluations of EC						Protected in English		Honors degree		Recommended for admission to postgraduate studies (master's degree)	
					Perfectly		Fine		Satisfactorily							
	Mr	%	Mr	%	Mr	%	Mr	%	Mr	%	Mr	%	Mr	%	Mr	%
Denna																
Correspondence																
Together																

Form of education	General number of students	Made using application packages		Of an experimental nature		With real design and engineering technical developments		Recommended for implementation		On order of enterprises		Protected in production		Complex projects (works)			Recommended for printing		Protection in a foreign language	
		Mr	%	Mr	%	Mr	%	Mr	%	Mr	%	Mr	%	Inter-university	Inter-cathedral	Cathedral	Mr	%	Mr	%
Denna																				
Correspondence																				
Together																				

Chairman of the EC

signature

(Surname and initials)




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Correspondence								
Together								

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Continuation of appendix 15

Based on the results of the final exam, it can be stated (further analysis is carried out and conclusions are presented based on the results of the qualifying exam)

3. Analysis of the quality of specialist training (bachelor's, master's).

(an analysis of the quality of students' knowledge, the ability to apply the acquired theoretical knowledge in practice, the number of students who are recommended to be awarded a diploma with honors, etc.) is conducted.


4. Remarks and wishes made during the qualification examination.

(remarks of the chairman and members of the EC regarding the preparation and conduct of student attestation, the quality of examination tickets, etc. and wishes regarding the elimination of identified deficiencies are indicated).

Chairman of the EC
initials)

signature

(Surname and

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Appendix 16

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

NATIONAL UNIVERSITY "LVIV POLYTECHNIC"

ORDER

" ____ " _____ 20____, Lviv No. _____

About hourly payment
EC heads and reviewers

According to the rector's orders (*the numbers and names of the orders regarding the approval of the EC, admission to the final exam, approval of the topics of qualification works and appointment of supervisors, approval of reviewers are given*) by department _____

I ORDER

Enroll with hourly wages and make hourly wages for educational work at the department

_____:

— to the heads of the EC:

1. *Surname, first name, patronymic, scientific degree, academic rank, position and main place of work of the head of the EC—the number of hours worked in terms of forms of attestation and types of qualification works.*

(a complete list of EC heads and hours worked by them is provided)

— to the reviewers:

1. *Surname, first name, patronymic, scientific degree, academic title, position and main place of work of the reviewer—number of hours worked.*

(a complete list of reviewers and hours worked by them is given)

Rector _____

The draft of the order shall be AGREED


Director _____ Vice Chancellor _____

(abbreviation NNI)

Vice-rector-chief accountant

The head of the NMV

Head of the legal department

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Appendix 17

Requirements for the preparation of an extended abstract of a master's qualification thesis

The structure of the extended annotation:

- a) title part (name of the student, name of the supervisor, subject, higher education institution, year);
- b) the main text of about 4,000 characters for master's qualification papers and 2,000 characters for bachelor's qualification papers, which contains (if possible) 5–10 references;
- c) keywords (5–6 keywords);
- d) the list of references used in the text of the extended abstract, which is recommended to be drawn up in APA style, if possible, the DOI of scientific works should be indicated.

An example of the Ukrainian-language version of the extended annotation.

Petrenko P.P., Ivanchuk I.I. (head). Analysis of the h-index growth of Lviv Polytechnic. Master's qualification work. - Lviv Polytechnic National University, Lviv, 2020.

Extended abstract.

The h-index is an author level indicator that attempts to measure both the productivity and the citation impact of a scientist or scientist's publications. The index is based on a set of the most cited works of a scientist and the number of citations they have received in other publications. The index can also be used to evaluate the effectiveness and impact of a scientific journal [1], as well as a group of scientists representing a department, university or country [2]. ...[3–9]...

The index was proposed in 2005 by Jorge E. Hirsch, a physicist at the University of California, San Diego, as a tool to determine the relative quality of theoretical physicists [10] and is sometimes called the Hirsch index or Hirsch number.

Object of study - ...

Subject of study - ...


The aim of the study: ...

Briefly state the results of the study.

Keywords - h-index, scientific and metric bases,...

List of used literary sources.

1. Jones, T., Huggett, S., & Kamalski, J. (2011). Finding a Way Through the Scientific Literature: Indexes and Measures. *World Neurosurgery*, 76(1–2), 36–38. doi: 10.1016/j.wneu.2011.01.015.

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2. Bar-Ilan, J. (2007). Which h-index? – A comparison of WoS, Scopus and Google Scholar. *Scientometrics*, 74(2), 257–271. doi: 10.1007/s11192–008–0216-y

...

10. Meho, L., & Yang, K. (2007). Impact of data sources on citation counts and rankings of LIS faculty: Web of science versus scopus and google scholar. *Journal Of The American Society For Information Science And Technology*, 58(13), 2105–2125. doi: 10.1002/asi.20677

An example of an English-language extended annotation

Petrenko PP, Ivanchuk II (supervisor). Analysis of the h-index growth of Lviv Polytechnic. Master's thesis. – Lviv Polytechnic National University, Lviv, 2020.

Extended abstract.

The h-index is an author-level metric that attempts to measure both the productivity and citation impact of the publications of a scientist or scholar. The index is based on the set of the scientist's most cited papers and the number of citations that they have received in other publications. The index can also be applied to the productivity and impact of a scholarly journal [1] as well as a group of scientists, such as a department or university or country [2]. ...[3–9]...

The index was suggested in 2005 by Jorge E. Hirsch, a physicist at UC San Diego, as a tool for determining theoretical physicists' relative quality [10] and is sometimes called the Hirsch index or Hirsch number.

Study object - ...

Scope of research - ...

Goal of research: ...

Briefly put research results.

Keywords: h-index, scientific metric bases,...

References.

1. Jones, T., Huggett, S., & Kamalski, J. (2011). Finding a Way Through the Scientific Literature: Indexes and Measures. *World Neurosurgery*, 76(1–2), 36–38. doi: 10.1016/j.wneu.2011.01.015

2. Bar-Ilan, J. (2007). Which h-index? – A comparison of WoS, Scopus and Google Scholar. *Scientometrics*, 74(2), 257–271. doi: 10.1007/s11192–008–0216-y

...

10. Meho, L., & Yang, K. (2007). Impact of data sources on citation counts and rankings of LIS faculty: Web of science versus scopus and google scholar. *Journal Of The American Society For Information Science And Technology*, 58(13), 2105–2125. doi: 10.1002/asi.20677