

Ministry of Education and Science of Ukraine

Lviv Polytechnic National University

APPROVED

by the Rector of

Lviv Polytechnic National University

_____ Yurii Bobalo

Order No 27-1-10 dated January 23, 2019

The Standard for Quality Assurance
in Educational Activities and Higher Education
(HES LP 03.15)

**The Procedure for Re-enrollment (Enrollment) of Academic Disciplines or
Other Components of the Curriculum
in Lviv Polytechnic National University**

APPROVED

by **Academic Board**

of Lviv Polytechnic National University

minutes No 50 dated December 20, 2018

Lviv

	Job title	Name	Signature
Developed	Chairman of the Commission on Education of the University Academic Board	Lozynskiy O. Yu.	
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The procedure for re-enrollment (enrollment) of academic disciplines or other components of the curriculum (hereinafter referred to as the Components) may be performed in the case of transfer of a student to Lviv Polytechnic National University (hereinafter referred to as the University) from another higher education institution (hereinafter referred to as HEI), renewal of studies, simultaneous training in two subject areas or getting a second undergraduate degree by a student in the case of successful completion of the Components provided in an individual curriculum for their training in the current term, as well as the outcomes of academic mobility (including international).

1. GENERAL PROVISIONS

1.1. This procedure determines the re-enrollment (enrollment) of the Components in the process of devising an individual curriculum for students of all forms of education which:

- transfer to the University from other higher education institutions;
- transfer to another subject area within the University;
- study in two subject area simultaneously;
- continue their studies after taking of an academic leave or a repeated course;
- renewal of studies after expulsion;
- get a second undergraduate degree;
- obtain education at a certain level of education on the basis of a previously obtained level of education;
- participated in academic mobility programmes (degree or credit) in Ukraine or abroad.

1.2. The Components are re-completed or completed at the request of the student (see Annexes 1, 2) on the basis of an academic certificate or a supplement to a document of higher education (diploma of Junior Specialist, Junior Bachelor, Bachelor, Specialist, and Master, issued by accredited HEI of Ukraine), or an extract from a Student Study Card (for University students).

A student submits the application for re-enrollment (enrollment) of Components to the director of the educational-scientific institute (hereinafter referred to as ESI) no later than ten days after the beginning of his studies (before the formation of his individual curriculum).

The period during which the documents are considered and the decision on re-enrollment (enrollment) of the Components is made shall not exceed ten days.

2. THE PROCEDURE FOR ENROLLMENT OF THE COMPONENTS

2.1. The director of the ESI re-enrolls the Components by his decision (if the names and the number of ECTS credits of the Components coincide) or makes a decision based on the conclusions of the expert commission they create in those cases when:

- the Component names do not coincide;

- the total number of hours (ECTS credits) of the Component, which the student studied earlier, differs, but is no less than 80% of the volume of the Component provided by the curriculum of the subject area;
- several Components that the student has studied before together correspond to one Component, provided by the curriculum of student training at the University;
- one Component, which the student studied earlier, corresponds in content and volume to several Components provided by the curriculum of student training at the University.

2.2. The expert commission is formed by the director of the ESI by his order which consists of the following:

- chairman of the expert commission (usually the chairman of the scientific-methodical commission of the subject area or the guarantor of the education programme);
- two representatives of the department to which the Component is assigned in the curriculum.

2.3. The expert commission considers the student's application, examines their previous education documents, compares the programmes of the Components and, if necessary, conducts an interview with the student.

The expert commission records its conclusion on the possibility (impossibility) of re-enrollment of the Component on the student's application.

2.4. In case of re-enrollment of the Component, the form of control and the previously obtained assessment of the student's academic achievements remain unchanged, and their credit dimension corresponds to the credit dimension of this Component in the individual student's curriculum.

When transferring and renewing a student whose academic achievements were not evaluated on a 100-point grading scale, the grades obtained by them are converted into a 100-point grading scale according to the minimum values of the institutional 100-point grading scale at the University.

If the student's academic achievements in the previously studied Component were assessed by several grades, then when re-enrolling in the relevant Component of their curriculum, a weighted average grade is given.

3. ENROLLMENT IN ELECTIVE COURSES

3.1. In case of student's transfer to the University from another HEI (another subject area), the previously studied academic disciplines at their request can be credited as elective disciplines.

3.2. Academic disciplines are credited by the decision of the director of the ESI on the basis of the conclusions of the expert commission formed in accordance with paragraphs. 2.2, while maintaining the total annual volume of ECTS credits (hours) and taking into account the structural and logical scheme of training.

4. RECOGNITION OF LEARNING OUTCOMES UNDER THE INTERNATIONAL ACADEMIC MOBILITY PROGRAMME

4.1. After completion of the international academic mobility programme, the student shall receive a Transcript of Records with their learning outcomes from a foreign HEI, which is the basis for academic recognition of these outcomes at the University and re-crediting. The student submits the Transcript of Records together with the report on the whole period of study to the dean's office of the ESI.

4.2. Recognition of learning outcomes of the participant of academic mobility and enrollment (re-enrollment) of Components obtained in a foreign HEI, provided by the previously concluded training agreement and an individual curriculum, is carried out by the dean's office of the ESI on the basis of academic certificate.

If changes have been made to the individual curriculum in a foreign HEI, the expert commission shall recognize the learning outcomes in accordance with the procedure provided for in Sections 2 and 3 of this Procedure.

4.3. In case of non-fulfillment of the individual curriculum in a foreign HEI, the student has academic debts with the Components of which they are not certified. The student carries out the elimination of such academic debts according to an individual schedule.

4.4. Components obtained by a participant of academic mobility in a foreign HEI that are included in their academic certificate, but not provided for in the individual curriculum, shall be included in the diploma supplement.

5. METHODS FOR TRANSFERRING GRADES TO THE UNIVERSITY INSTITUTIONAL GRADING SCALE

5.1. In order to ensure transparent and comprehensive information on the learning outcomes of a particular student, each foreign HEI that enrolls participants in international academic mobility must provide them with an institutional grading scale for assessing and conversion this scale, and, if required, a statistical table of positive grades (according to EGRACONS grade conversion).

5.2. In the Mobility and Learning Agreements Erasmus + and in the agreements on joint degree programmes, the University predetermines the evaluation of learning outcomes and the methods for transferring grades with a foreign HEI.

In the absence of such an agreement, the ESI expert commission shall use the European EGRACONS grade conversion system or the ECTS table and grading scale. This system can be represented in a table, as follows:

Table for transferring ECTS institutional grading scales

Foreign HEI scale	ECTS grading scale	Institutional 100-point grading scale of the University	100-point grading scale	4-point grading scale
1	2	3	4	5

max	A	88-100	94	excellent (5)
...	B	80-87	84	good (4)
...	C	71-79	75	
...	D	61-70	66	satisfactory (3)
min	E	50-60	55	

Column 1 of the table contains the values of the institutional grading scale for assessing the foreign HEI in the proportions corresponding to the ECTS scale and the valid 100-point grading scale of the University.

Each row of the table shows the correspondence between the assessment of the foreign HEI and 100-point grading scale of the University (column 3 of the table), which is transferred to the average value (column 4 of the table).

5.3. If student's learning outcomes in a particular Component consist of several grades (i.g. several grades for individual terms or grades of several Components), a weighted average grade is calculated according to the following formula:

$$X = \frac{Q_1 X_1 + Q_2 X_2 + \dots + Q_n X_n}{Q_1 + Q_2 + \dots + Q_n}$$

Where X is a weighted average grade; Q_1 is the total number of credits provided to study of the i -th academic discipline during the term; X_i is the term examination grade of the i -th academic discipline; n is the number of academic disciplines, where $i=1 \dots n$.

6. REGISTRATION OF DOCUMENTS

6.1. Registration of documents for re-enrollment (enrollment) of the Components is carried out by employees of the dean's office of the Institute, to which the student has submitted an application.

6.2. An Academic Certificate or a copy of the Diploma Supplement of higher education (extract from the Student Study Card for a University student) and the application for re-enrollment (enrollment) of Components with the conclusion of the Director of the Institute are attached to the student personal file.

6.3. Records on re-enrollment (enrollment) of the Components are made in the Student Study Card and the Transcript of Records, and are certified by the signature of the director of the ESI.

To the Director
of the Institute _____

(name)

from a student of _____ year , group _____

(name)

APPLICATION*

I would like you to re-enroll the academic discipline (course project, practical training)

(name of the discipline / project)

on the basis of the academic discipline (course project, practical training)

(name of the discipline / project)

In which I am certified in _____

(name of the education institution)

I am acquainted with the procedure for re-enrollment (enrollment) of academic disciplines
or other components of the curriculum at Lviv Polytechnic National University.

Please find enclosed with the Application as follows:

(document proving the certification)

Date

Signature _____

Expert commission opinion: **

Chairman of the expert commission of the subject area

signature (last name)

Teacher of department _____ signature (last name)

Teacher of department _____ signature (last name)

* The Application is made separately for each academic discipline (course project, practical training) provided by the curriculum of the University. In case of coincidence of names and total amount of hours (ECTS credits) of Components, one application is made for re-enrollment of such disciplines.

** In case of appointing of an expert commission.

To the Director
of the Institute _____

(name)

from a student of _____ year , group _____

(name)

APPLICATION

I would like you to re-enroll as the elective academic discipline

(name of the discipline studied)

in which I am certified in _____

(name of the education institution)

I am acquainted with the procedure for re-enrollment (enrollment) of academic disciplines or other components of the curriculum at Lviv Polytechnic National University.

Please find enclosed with the Application as follows:

(document proving the certification)

Date

Signature _____

Decision on enrollment of the elective academic discipline:

Chairman of the expert commission _____ *signature (last name)*

Director of Institute _____ *signature (last name)*