



INTERNATIONAL EUROPEAN UNIVERSITY

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**PROVISIONS ON THE ORGANIZATION OF THE EDUCATIONAL  
PROCESS IN THE INTERNATIONAL EUROPEAN UNIVERSITY**

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International European university  
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International European  
university

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**CONTENT**

<b>1. General provisions</b>	<b>3</b>
<b>2. Form, levels, degrees and qualifications of higher education at the University</b>	<b>4</b>
<b>3. Forms of organization of the educational process and types of classes and control</b>	<b>6</b>
<b>4. Planning the educational process</b>	<b>16</b>
<b>5. Organizational and scientific-methodical support of the educational process</b>	<b>20</b>
<b>6. Assignment of qualification</b>	<b>22</b>
<b>7. Academic regulations of higher education seekers and teachers</b>	<b>24</b>
<b>8. Ensuring the quality of the educational process</b>	<b>28</b>
<b>9. Final provisions</b>	<b>29</b>
<b>10. Appendix</b>	<b>30</b>

## 1. GENERAL PROVISIONS

**1.1.** Position about organization of educational process (farther is Statute) in PRIVATE ESTABLISHMENT of HIGHER EDUCATION "INTERNATIONAL EUROPEAN UNIVERSITY" (farther is University) is a normative document, that determines basic principles of organization and realization of educational activity after educational program, their realization and scientifically-methodical accompaniment, evaluation of results of studies and appropriation of qualification, providing of quality of educational process, rights and duties of participants of educational process.

**1.2.** Position is worked out under the Law of Ukraine "On higher education" and Constitutions of Ukraine taking into account the requirements of Laws of Ukraine "About education", "About scientific and scientific and technical activity", "About professional development of workers" and other laws of Ukraine, Decrees of President of Ukraine, acts of Cabinet of Ministers of Ukraine, Charter of University, other normatively legal acts in the field of higher education, employment and social labour relations, and also recommendations and standards, certain the documents of Bolonian and Copenhagen processes that is confessed Organization of educational process in University comes true, in accordance with this Statute, taking into account Conception of educational activity of University, Statute about Scientific advice of University, Strategy of development of University, Program of measures from providing of quality of education in University, Statute about the educational-scientific institute (farther - HHI) of University, Statute about the department of University, Rules of internal order in University, Statute about an ethic code and other documents that regulate activity of University, and also ДСТУ ISO 9001: 2015 "Control system by quality".

**1.3.** Educational activity in University on the different levels of education comes true after the corresponding educational (educationally-professional or educationally-scientific) programs (in future are the Educational programs or ОП) in accordance with "Statute about the educational program".

For every Educational program, programs of general and double дипломування the additionalss of access, that is determined for every program separately and driven to Rules of reception to University on the corresponding year (of укладаються in accordance with this Statute and Terms of reception for the receipt of higher education, can be determined, that become firmly established by Ministry of education and science of Ukraine.

About opening or closing of the Educational program Scientific advice of University makes decision taking into account Conception of educational activity, Strategy of development of University, it and the special positions, and also results of the conducted evaluation (including financial viability) and other examinations.

**1.4.** The organization of the educational process at the University is carried out in accordance with the European Credit Transfer and Accumulation System (hereinafter - ECTS), which is based on determining the study load of higher education required to

achieve the expected learning outcomes and accounted for in ECTS credits. The amount of one ECTS credit is 30 hours.

**1.5.** The structure of the ECTS loan is a percentage of the classroom and extracurricular study time of the student. The recommended structure of the ECTS credit at the University provides: for the first (bachelor's) level of higher education (hereinafter educational level - PR) - not less than 50% of classroom classes, for the second (master's) level of PR - as a rule, not less than 33% of classroom classes.

**1.6.** The language of instruction at the University is the state (Ukrainian) language. In order to create conditions for international academic mobility, the University may teach certain educational programs or part of academic disciplines in English or other foreign languages, while ensuring the knowledge of higher education students of these disciplines in Ukrainian. The organization of teaching educational components in foreign languages is regulated by the relevant regulations of the University.

To teach educational components in a foreign language, the University creates separate groups for foreign citizens, stateless persons or citizens of Ukraine.

**1.7.** The University provides students with the opportunity to use educational facilities, library, educational, educational and methodical and scientific literature, equipment, equipment and other teaching aids under the conditions specified by the Rules of Procedure in the PRIVATE INSTITUTION OF HIGHER EDUCATION "INTERNATIONAL EUROPEAN EUROPE".

## **2. FORM, LEVELS, DEGREES AND QUALIFICATIONS OF HIGHER EDUCATION**

**2.1.** The main form of higher education at the University is institutional (full-time and part-time).

The University can organize an educational process in the form of blended learning for the period of the pandemic, to organize work with applicants for higher education with special educational needs, and so on.

The procedure for training in all forms at each level of education is regulated by separate provisions.

**2.1.1.** Full-time (full-time) form of higher education is the main way of organizing the education of higher education students, which involves training and practical training.

**2.1.2.** Part-time form of higher education is a way of organizing the education of higher education students by combining training sessions and control activities during short sessions and self-mastery of the educational program in between.

**2.2.** A person has the right to obtain higher education in various forms of education or a combination of them.

**2.3.** The University may use other forms of higher education and combine forms of higher education in accordance with the Regulations on the organization of the

educational process at the University, as well as set requirements for the combination of forms of higher education.

2.4. Training of specialists with higher education at the University is carried out according to the relevant educational or scientific programs at the following levels of higher education:

- the first (bachelor's) level;
- the second (master's) level;

2.5. Obtaining higher education at each level of higher education involves the successful implementation of the relevant educational program, which is the basis for awarding the appropriate degree of higher education:

- bachelor;
- master.

### **3. FORMS OF ORGANIZATION OF THE EDUCATIONAL PROCESS AND TYPES OF EDUCATIONAL CLASSES AND CONTROL**

3.1. The organization of the educational process at the University is carried out in the following forms:

- classes (lecture, practical classes, laboratory classes, seminars, independent work, consultation, electives, etc.);
- independent work (independent mastering of educational components, individual task, including course qualification work);
- practical training (training and production practices, research work);
- control measures (exam, test, differentiated test, entrance and final tests, defense of course and qualification works, etc.).

3.2. Classes at the University are held in the following main types:

- lecture;
- practice session;
- seminars;
- laboratory lesson;
- individual work;
- consultation;
- optional lesson (optional).

The University has the right to establish other forms of educational process and types of educational activities.

3.2.1. A lecture is a special type of lesson, during which the teacher informs the students of higher education in a structured and logical way, and the students actively perceive it.

Lectures distinguish:

- by place in the educational process (introductory, constituent, current, final and review);

- by the method of conducting (informational, visual, binary, lectures-provocations, lectures-conferences, lectures-consultations, lectures-discussions, etc.).

The topics of lectures are determined by the working program of the educational component, which is developed by each lecturer independently. Lectures are given by lecturers - professors and associate professors, as well as leading scientists or specialists invited to read them. It is allowed with a separate permission to give lectures by assistants / teachers who do not have scientific degrees, but have experience in scientific and pedagogical and / or practical work and meet the educational and / or professional qualifications of the educational component (with experience of professional and / or managerial work). ). A lecturer who is applying for lectures for the first time must submit a syllabus of lectures to the guarantor of the Educational Program and conduct a trial open lecture. The lecturer is obliged to adhere to the work program of the Educational component on the topics of lectures, but is not limited to the interpretation of educational material, the sequence of its presentation, forms and means of communicating it to students.

3.2.2. Practical lesson is a type of educational lesson, during which the teacher organizes a detailed consideration by students of certain theoretical provisions of the discipline and develops the ability to apply them in practice by individual performance of the student formulated tasks. The list of topics of practical classes is determined by the working program of the discipline. Conducting a practical lesson is based on pre-prepared methodological material - a set of tasks of varying complexity to solve them in class.

The practical lesson includes preliminary control of knowledge, skills and abilities of applicants for higher education, setting a general problem by the teacher and its discussion, solving problems with their discussion, control tasks, their verification, evaluation. Practical classes are held in classrooms equipped with the necessary technical means of learning. One of the types of practical classes is a computer workshop. In some disciplines, practical classes can be conducted with half of the academic group, which is determined by the working program of the discipline.

3.2.3. Laboratory lesson - a type of study under the guidance of a teacher, during which higher education students conduct experiments or research using appropriate educational and methodological support, equipment, computer technology in order to practically confirm certain theoretical provisions of the science (discipline), acquire practical skills work with laboratory equipment, equipment, computer equipment, methods of experimental research in a particular subject area.

Laboratory classes are conducted in specially equipped premises (laboratories) with the use of laboratory equipment adapted to the educational process (chemical reagents, laboratory utensils, devices, laboratory installations, special licensed software). Admission of higher education students to laboratory classes in any discipline is preceded by instruction on occupational safety and health. Laboratory lesson includes current control of readiness to perform specific laboratory work, performance of tasks

on the topic of laboratory work, preparation of an individual report (protocol) on the work performed and its defense before the teacher.

3.2.4. Seminar - a training session in the form of a collective discussion of pre-defined by the teacher issues, reports, essays, tasks, essays, etc. Seminars are aimed at deepening and systematizing the knowledge of students, organizing and increasing the level of autonomy of their independent cognitive activity, the formation of evaluative judgments.

The list of seminar topics is defined and approved in the work program of the discipline. At each seminar, the teacher evaluates the quality of students' performance of tasks, their performances, activity, ability to formulate and defend their position, and so on. The methodology of conducting a seminar (seminar-conversation, seminar-hearing, seminar-dispute, etc.) for a particular discipline is developed by those teachers who teach it.

Seminars are usually held with one academic group. In the case of a small number of students in academic groups, it is allowed to bring together two or more academic groups in a seminar (the total number of students in the consolidated group should not exceed 30 people).

3.2.5. Independent work is a type of lesson conducted with individual applicants for higher education in order to increase the level of their training and the disclosure of individual creative abilities. Independent work of classes is organized according to a separate schedule, they can cover part or all of the classes in one or more disciplines. Carrying out independent work involves a much higher, compared to other types of training, the amount of independent work of the applicant. Types, forms and methods of independent work are defined in the work program of the educational component.

3.2.6. Consultation - a type of training session, during which higher education students receive explanations from the teacher about certain theoretical provisions or aspects of their practical application; answers to specific questions within the discipline. The consultation can be individual or collective, and is focused on the implementation of individual tasks or interpretation of theoretical issues of the educational component.

3.2.7. Elective (optional lesson) - classes aimed at expanding scientific and theoretical knowledge and practical skills by:

- in-depth study of educational components;
- study of additional educational components within or outside the profession.

Optional classes are an additional educational service, are not mandatory for students, and do not have consequences for the assignment of educational qualifications provided by the Educational Program.

3.2.8. Analytical reviews (abstracts, essays, etc.) are tasks that contribute to the deepening and expansion of theoretical knowledge of higher education students in certain topics of science (disciplines), develop skills of independent work with educational and scientific literature.

3.2.9. Qualification work (project) of bachelor and master (diploma work / project) is performed, according to the curriculum, at the final stage of education of a certain educational level and provides:

- systematization, consolidation, expansion of theoretical and practical knowledge in the specialty and their application in solving specific scientific, technical, economic production and other problems;
- development of skills of independent work and mastering of research and experiment methods related to the topic of the project (work).

The student has the right to choose the topic of the qualification work / project determined in accordance with the established procedure or to propose his / her own with the substantiation of the expediency of its development. Approval of the names of topics and supervisors of qualification works (if necessary - and the language of execution and / or defense of the work) is carried out by the Academic Council of the University at the beginning of the last academic year (for OR "Bachelor") and during the first semester (for OR "Master" ). The procedure for protection of qualification works, their publication and storage (in accordance with the requirements of the regulations of the National Repository of Academic Texts) are regulated by the *Regulations on the preparation and defense of qualification works*.

3.2.10. Course work (project) is one of the types of individual task, performed in accordance with the curriculum, in order to consolidate, deepen and generalize the knowledge gained by students during their studies, and their application to the complex solution of a specific professional task. The topics of course projects / works must meet the practical needs of the profession or the tasks of a particular discipline.

The applicant for higher education performs no more than one term paper / project per academic year. It is defended before the commission with the participation of the head of the course work / project.

3.2.11. Research work is a form of organization of work of applicants for higher education, during which they are involved in active independent (or under the guidance of a teacher) research activities to form a scientific worldview, development of research skills, creative problem solving skills. This form contributes to the mastery of methodology and methods of scientific research by young researchers. Research work of higher education students at the University is carried out in the following main areas:

- research work in the educational process (determined by the program of the educational component);
- research work of applicants for higher education in extracurricular time;
- scientific and organizational events - conferences, competitions, Olympiads, etc.

**3.3.** Practical training is a mandatory component of the Educational Program, which is aimed at acquiring professional and general competencies by applicants for higher education and provides for:

- mastering by applicants of higher education of modern methods, forms of organization and tools in the field of their future profession;

- formation of higher education professional skills for making independent decisions during specific work in real market and production conditions of skills;
- education of the need to systematically update their knowledge and creatively apply them in practice;
- development of skills of research work and the decision of applied problems;
- formation of team work skills;
- increasing the ability to work;
- obtaining by the applicant of higher education the work experience necessary for the assignment of professional qualification.

**3.4.** Practices and a list of types of practices for a particular educational program, their content, forms, duration, timing are defined in the description of the educational program and curricula and regulated by the "Regulations" and other regulations of the University.

The practice of higher education seekers is carried out taking into account the competence approach on the basis of practice of the University, in public authorities, in scientific institutions, enterprises, organizations and institutions of various forms of ownership, in educational and cultural institutions of Ukraine and other countries.

The purpose of practice is the formation of integrated, general and professional (professional) competencies of the future specialist, the acquisition of program learning outcomes, education of the need to systematically update knowledge, conduct research and creatively apply them in practice.

**3.5.** The tasks of practical training are:

- training of specialists who are able to solve production problems in modern market conditions and have the techniques and methods that are part of the latest technologies;
- acquisition of skills: making independent decisions based on the specific production situation; introduction into production of advanced technologies and results of scientific researches; cooperation with the workforce; -relevant working profession, etc.

Practical training of the applicant provides continuity and sequence of its carrying out during training that promotes fixing of the corresponding competences at future bachelors and masters.

**3.6.** Assessment of learning outcomes includes input, current and final control measures to determine the acquired competencies and program learning outcomes for the relevant educational program.

**3.6.1. The following types of control measures** are used in the educational process:

- Input control** from the educational component.
- Current control** is carried out during practical, laboratory and seminar classes, aims to check the level of readiness of the student to perform specific work. The form of current control during training sessions and the system of assessment of the level of

knowledge are determined by the working program of the relevant discipline (practice program).

□ **Final control** is carried out in order to assess learning outcomes at a particular educational level or at some of its completed stages. The award of ECTS credits and the award of qualifications to higher education seekers is carried out exclusively based on the results of the final control. Final control includes semester control and certification of students.

□ **Semester control** is conducted in the form of an exam, a differentiated test or a test in a specific discipline in the amount of educational material determined by its curriculum, and within the time limits set by the curriculum.

The applicant for higher education may not be admitted to the semester control in a particular discipline, if he has not confirmed the mastery of the minimum level of program learning outcomes within the schedule of the educational process, according to the work program of the educational component.

The terms of the semester control determine the schedules of the educational process and the defense of term papers / projects and practices. Exams are held according to the schedule, which is communicated to teachers and students no later than one week before the semester control. The procedure and methods of conducting tests and exams are defined in the *"Regulations on the assessment of educational activities of applicants for higher education."*

If there are objective grounds for an applicant, an individual schedule of semester control may be established by the order of the director of the Research Institute with the consent of the vice-rector for educational and methodical work.

- **Semester exam** - a form of final control of mastering by higher education students of theoretical and practical material from a separate discipline for the semester, which takes place as a separate control event. The form of the exam (written, oral, written-oral) and the type of tasks (test, open-ended questions, case-tasks) are defined in the work program of the educational component. More than one teacher usually participates in the assessment. In determining the final grade, take into account the learning outcomes assessed during the semester, but a positive grade in the discipline can not be given other than as a result of passing the exam.

- **Semester differentiated test** - a form of final control, which consists in assessing the mastering of higher education educational material from a particular educational component solely on the basis of the results of individual tasks (calculation, graphics, etc.). It is used, in particular, in the evaluation of practices and term papers (projects).

- **Semester test** - a form of final control, which involves assessing the mastering of higher education educational material usually on the basis of current control (based on the results of practical, seminar or laboratory classes, as well as control measures).

3.6.2. **Certification** is the establishment of compliance of learning outcomes (scientific work) of higher education students with the requirements of the Educational Program (defense of qualification work) and / or the requirements of the single state qualification exam and the licensed integrated exam.

Certification of persons obtaining a bachelor's or master's degree is carried out by an examination commission, which may include representatives of employers and their associations, in accordance with the *"Regulations on the procedure for establishing and organizing the work of the examination commission."*

Based on the decision of the examination commission, the University awards a person who has successfully completed the educational program at a certain level of higher education, the appropriate degree of higher education and assigns the appropriate qualification.

Certification of persons at the first (bachelor's) and / or second (master's) levels of higher education may include a single state qualifying examination conducted in the specialties and in the manner determined by the Cabinet of Ministers of Ukraine.

The decision to award a higher education degree and award the appropriate qualification is revoked by the University in case of detection of violations of academic integrity by the higher education applicant, in particular the presence of academic plagiarism, fabrication, falsification in the qualification work, in accordance with the Cabinet of Ministers of Ukraine.

3.6.3. The final assessment of learning outcomes at the University is carried out on a 100-point scale and a 200-point scale and is governed by the Regulations on the assessment of knowledge of higher education.

According to the Educational Programs, the recommendations of the European Credit Transfer and Accumulative System (unless otherwise provided by a bilateral agreement), *"Regulations on deductions, interruptions, transfers and renewal of higher education students"* are used to recalculate grades obtained in other educational institutions.

3.6.4. Conditions for recognition of successful studies at the University:

- the criterion for successful completion of the assessment by the applicant is the achievement of the minimum threshold levels of assessment for each planned learning outcome of the educational component and the minimum threshold level of assessment for the educational component in general (60% of the maximum possible number of points);

- Credits are awarded to individual students after the completion of educational activities and successful evaluation of their learning outcomes, which is required by the Educational Program or a separate educational component.

- the final grade for the educational component, the final form of control for which the test or differentiated test is set, is defined as the sum of grades / points for all, successfully assessed, learning outcomes;

- the final grade for the educational component as a whole is the final form of control for which the exam is set and is defined as the sum of grades / points for all successfully assessed learning outcomes during the semester and the grade obtained during the exam;

- in case of unsuccessful assessment of learning outcomes in the educational component, credits are not assigned to the student;

- If the student admitted to the semester control does not participate in it for reasons dependent on him, it is considered that the control is not made and the statement says "did not appear". He must immediately inform the methodologist of the Research Institute or the curator about the reasons independent of the applicant (including temporary incapacity due to illness) that may justify his absence. In case of timely (not later than within three working days after the end of the period of temporary incapacity) submission of the relevant application with confirmation (reference of the established sample) of temporary incapacity, the applicant's term of semester control is extended: within the limits defined by , for a later date - by order of the Vice-Rector for Educational and Pedagogical Work. The term of extension of the semester control may not exceed the term of temporary incapacity for work;

- the number of credits that can be awarded to the applicant for higher education, demonstrating their own (obtained outside the program) achievements, equivalent to the number of credits established for the relevant educational component of the program;

- if the educational component (practice) lasts two or more semesters, the final grade is determined at the last semester control. The procedure for forming such assessments is approved in the work program of the discipline.

3.6.5. the applicant for higher education may not be admitted to the final assessment if during the semester he:

- did not reach the minimum threshold level of assessment of those learning outcomes that cannot be assessed during the final control;

- scored the number of points, which is insufficient to obtain a positive assessment, even if he achieves the maximum possible result in the final control.

Conditions of non-admission are regulated in the work program of the educational component. The decision on non-admission at the request of the teacher is made by the director of the Institute and is made public before the beginning of the relevant control;

3.6.6. When designing an ongoing assessment for effective learning:

- feedback is provided: applicants for higher education should be able to use the result of the assessment so as to improve their performance during the next assessment;

- if possible, tasks are introduced, during which students use the results of their research;

- The assessment system should help the applicant to determine the presence / absence of progress in mastering the educational component.

3.6.7. Ensuring the objectivity of the assessment:

- applicants for higher education must have some time to study before being assessed;

- scientific and pedagogical (pedagogical) workers and other persons involved in assessment (hereinafter - assessors), should be acquainted with the available methods of testing and examination;

- evaluators have the opportunity not to participate in the evaluation in the event of a conflict of interest;

- the evaluation schedule of higher education students who are engaged in an individual schedule, should correspond in structure and sequence to the standard evaluation schedule, and the evaluation deadlines - to the approved individual schedule;
- assessment should be consistent, fair and objectively applied to all applicants for higher education, conducted in accordance with established procedures;
- the place of assessment, working conditions and performance of tasks by applicants for higher education who have special needs must be clearly defined;
- clear and reliable records of evaluation procedures and decisions (test and examination information, minutes of commission meetings, etc.) must be kept within the established deadlines. The works of applicants for higher education (except for those for which other terms are defined) must be stored during the semester.

3.6.8. Requirements for transparency of evaluation, creation of equal opportunities and prevention of unfair benefits:

- assessment information should be clear, accurate and accessible to all participants in the educational process (higher education seekers, teachers, practice leaders, independent members of the examination board);
- criteria and methods of assessment, assessment must be made public in advance (before the assessment);
- for persons with special educational needs, whose health condition prevents full compliance with the rules of control procedures, it is possible to pass control measures in the presence of an application addressed to the director of the Institute, submitted at least a month before the assessment;
- Other persons undergoing the assessment, in which chronic diseases or temporary incapacity for work have been identified and confirmed by a medical certificate, which may significantly affect the performance appraisal, may also be able to undergo control measures upon application addressed to the NII director.

3.6.9. The academic rating of a higher education applicant is his / her ordinal position among the applicants of a certain course, specialty, educational program, which is determined by the level of results of direct measurements of educational achievements of each educational component (discipline, practice, course work) during the final control. "Regulations on the rating of students' achievements" (semester, annual, general academic rating) is determined by the Academic Council of the University.

The responsibility for compiling academic ratings of the applicant of the Educational Program and the reliability of the results rests with the guarantor of the educational program.

The results of semester control over the Educational Program that semester are analyzed by the guarantor of the program, reported and discussed at meetings of departments, academic councils of the Institute and the Academic Council of the University and must be agreed with student government. The results of discussions at academic councils are the basis for initiating changes in educational programs and assessment rules.

## **4. PLANNING OF THE EDUCATIONAL PROCESS**

**4.1.** Planning of the educational process at the University is carried out on the basis of curricula and schedule of the educational process. In order to specify the planning of the educational process for each academic year, taking into account the conditions of study in a particular structural unit in the relevant course (year of study), a working curriculum is drawn up.

**4.2. Curriculum.** The curriculum is part of the documentation of the Educational Program and in its composition is approved by the Academic Council of the University, in accordance with the procedure established by the University. The implementation of curricula is carried out after their signing by the Rector of the University.

4.2.1. In the structure of curricula there are mandatory (75%) and optional (25%) components of the volume in ECTS loans.

4.2.2. The curriculum includes educational components, qualification works / projects, internships, term papers and other types of educational workload of the applicant, which are aimed at achieving the program learning outcomes of the Educational Program and defined by the standard of higher education. The obligatory (normative) component of the curriculum must contain all the components necessary for the assignment of the relevant educational qualification.

4.2.3. At least 60% of the total educational program should be allocated in the curriculum for mastering the normative academic disciplines, practices and writing a dissertation.

4.2.4. Within the scope of the selective component, the applicant has the right to choose the educational components independently.

4.2.5. The total number of exams and tests may not exceed 16 per academic year (excluding internships and term papers).

4.2.6. The curriculum for distance learning contains a list of educational components and forms of final control, which is similar to the curriculum for full-time education while reducing the percentage of classes. The total duration of classes by correspondence may not exceed 20% of the volume of classes of the full-time plan of the same educational program.

**4.3.** The schedule of the educational process is made for the academic year and determines the calendar terms of theoretical training and practical training, semester control (examination sessions), preparation of course and qualification works / projects, certification of students, vacations, independent work (for distance learning), research work.

The schedule of the educational process is approved by the Rector of the University.

4.3.1. The schedule of educational process on a full-time form of training is made taking into account the following features:

- academic year, in addition to graduation courses, lasts 10 months and begins mainly on September 1;

- the total duration of theoretical training, examination sessions and internships during the academic year (except for graduation courses) may not exceed 42 weeks;
- duration of vacation for the academic year (except for the last year of study under the relevant Educational Program) - not less than 8 weeks;
- the academic year is divided into 2 semesters (autumn and spring), theoretical training ends with examination sessions (winter and summer), while time is allocated for semester control and preparation of academic arrears;
- training and internships can be conducted both before and after examination sessions;
- time for writing a qualification work / project is not less than 4 weeks for the bachelor's degree and no more than 8 weeks for the master's degree (no more than 16 weeks for the specialty 192 "Construction and Civil Engineering" and 193 "Geodesy and Land Management »).
- 1 week is allocated for each form of final certification of students in the schedule of the educational process.

4.3.2. The schedule of the educational process by correspondence provides the following stages:

- constituent session, during which applicants for higher education are acquainted with the main tasks and schedule of the educational component, provide general information, provide methodological materials, explain the system of assessment of academic achievement, etc .;
- intersessional period, during which applicants for higher education independently master the theoretical material, perform and pass individual tasks to teachers;
- examination session, during which the student defends the tasks performed in the intersessional period, semester control measures are held.

The total duration of examination sessions (together with instructional) in the correspondence form of study is up to 30 calendar days a year for 1-2 courses in the bachelor's degree program; up to 40 calendar days per year for senior bachelor's and master's degree courses.

When organizing credit-examination sessions by correspondence, it is taken into account that classes can be planned for no more than 5 days a week and no more than 8 academic hours a day. At the same time, time is allocated separately for exams for the academic group.

4.3.3. The individual curriculum contains information about the list of compulsory and elective educational components, the sequence of their study and practice, the amount of study load, types of individual tasks (course and qualification works / projects), assessment results, current and semester knowledge control, attestation of the student ) "Regulations on the individual curriculum of the applicant for higher education."

**4.4.** The working curriculum is formed for the current academic year, which specifies the types of classes, their scope, forms of control over semesters, and so on.

4.4.1. The working curriculum is concluded for each form of education by Educational components (years of study) for each Educational program. The working curriculum is a document on which the planning of educational activities, its methodological, organizational, material and financial support during the school year is carried out.

The initial data for the development of a working curriculum are:

- curriculum;
- schedule of the educational process;
- the number of students who have chosen the educational components of the program, according to the List of elective subjects;
- standards for the number of students in streams, groups and subgroups;
- agreements with practice bases;
- other (resource, sanitary and hygienic, etc.) factors that affect the conduct of training sessions and practices.

4.4.2. The vice-rector for scientific work is responsible for the correspondence of the content of disciplines to the educational and scientific profile of the departments. The guarantor of the educational program may decide to involve in the implementation of mandatory components of the Educational Training programs for industry experts, employers, military professionals, as well as participate in the implementation of their mandatory components.

4.4.3. The working curriculum is considered by the Academic Council of the University and approved by the Rector. Schedules of classes and exams, schedules of consultations and exams are approved and approved by the Vice-Rector for Educational and Methodological Work of the University.

Class schedules and consultation schedules are made public no later than three days before they begin.

#### 4.4.4. **Schedule.**

4.4.4.1. The terms and time of various types of educational work are regulated by class schedules, exam schedules, schedules of examination commissions, consultations, defense of term papers (projects) and internships, as well as orders for internships. The schedule should ensure the full implementation of the curriculum for training sessions.

4.4.4.2. The schedule of the educational process according to the educational program, schedules of classes, consultations and exams, work of examination commissions is made by the Educational-methodical center on the basis of recommendations on the schedule formed at the departments and approved by the vice-rector for educational-methodical work. Orders for internships for each semester are prepared by the internship department. Internship agreements are concluded by the internship department, in accordance with the schedule of the educational process for the current academic year for each educational program.

When compiling schedules and schedules take into account: the distribution of workload between research and teaching (teaching) staff, the presence of classrooms of

the required capacity, the need to use specialized facilities and / or equipment, the location of training facilities / buildings, etc.

4.4.4.3. Schedules of tests, exams, schedules of defense of internships, term papers, qualifying papers / projects are published no later than one week before the exam session.

4.4.4.4. The schedules of the examination commission, at the request of the heads of structural units, are approved by the Educational and Methodical Center, approved by the Vice-Rector for Educational and Methodological Work and published on the official website of the University no later than one week before its work.

## **5. ORGANIZATIONAL AND EDUCATIONAL-METHODICAL PROVISION OF THE EDUCATIONAL PROCESS**

**5.1.** Activities for organizational and educational support of education include:

- development of proposals on the principles of educational policy, forecasts, information and analytical materials, recommendations for humanitarian development and improvement of the educational sphere;
- development of teaching methods, standards of higher education, educational programs, curricula, training and working programs of the educational component, textbooks, manuals, other teaching materials and their examination;
- organization of publication of textbooks (manuals), including electronic ones; implementation of educational policy of professional development of managerial, pedagogical and scientific-pedagogical workers;
- educational and methodological support for assessing and monitoring the quality of education, including international programs;
- sociological research related to educational activities (survey of applicants for higher education and graduates to take into account their views).

**5.2.** Development, examination and implementation of organizational and educational-methodical support at the University is carried out by: scientific-pedagogical and pedagogical workers, departments, Educational-methodical center, vice-rector for educational-methodical work, academic council of the Institute of the University.

**5.3.** Scientific-methodical and organizational support of the educational process is a necessary condition for high-quality mastering of training programs and includes:

- standards of higher education by specialties;
- educational and professional programs by specialties;
- educational and organizational documents of research institutes and departments;
- syllabuses;
- information support of the educational process (textbooks and manuals, methodical materials, visual aids, computer programs in - academic disciplines, etc.);
- quality control system of the educational process.

**5.4.** Documentation on scientific-methodical and organizational support of the educational process:

5.4.1. The information package of the specialty is formed in the Research Institute and contains:

- general information about research institutes and study conditions;
- a brief description of the structure of the research institute, teaching staff, areas and specialties for which training is carried out, indicating the terms and conditions of training, forms of state certification;
- syllabuses;
- curriculum for the distribution of credits in regulatory and elective disciplines, the sequence and timing of their study for each form of education;
- annotations of disciplines indicating the prerequisites for their study, forms of educational activities, names of research and teaching staff, teaching methods, teaching methods, recommended reading, conditions and terms of studying certain sections of the discipline, performance appraisal system.

Information packages are developed in Ukrainian and English and posted on the University website.

5.4.2. The documents of the Academic Council of the Institute, the Academic Council of the University are kept by the Secretary of the Council and kept by the Chairman of the relevant Council.

Documentation of the Institute for Organizational and Educational and Methodological Support of the Educational Process is developed in accordance with the International Standard ISO 9001:

- the concept of specialty development;
- work plan of the Academic Council of the Institute;
- approved working curriculum;
- schedule of the educational process in the specialty, schedules of control measures;
- schedules of consultations and working off of the missed employment.

The page of the department's website contains:

- Educational program (current) and the project of the Educational Program for discussion with reviews and feedback of stakeholders;
- list of elective courses with their descriptions;
- working training programs;
- syllabuses;
- methodical instructions, manuals, workshops;
- questions for independent work and final control;
- tasks for preparation for licensed integrated exams "Step 1", "Step 2", "Step 3";
- program of the final final exam;
- evaluation criteria;
- practice program;
- agreements for practice;
- list of practice bases;
- methodical recommendations for practice;

- approximate topics of bachelor's and master's theses;
- approximate topics of course works / projects
- methodical materials for writing and defense of qualifying work;
- work plan of the department for the academic year;
- meeting of the department (agenda).

5.4.3. Requirements for the form and content of materials and documents that are part of the organizational and educational and methodological support of the educational process, rules and deadlines for their publication are developed by the Educational and Methodological Center and approved by the Vice-Rector for Educational and Methodological Work.

5.4.4. A necessary condition for posting organizational and educational materials (including textbooks and manuals) on the University's website is their approval by the Academic Council of the Institute. The recommendation to publish educational and methodical materials on behalf of the University is carried out exclusively based on the results of consideration by the Academic Council of the University.

## **6. ASSIGNMENT OF QUALIFICATION**

**6.1.** Educational qualification is determined by the educational level and the name of the specialty.

The University, on the basis of the decision of the examination commission or based on the results of the unified state qualification exam (according to specialties and in the order determined by the Cabinet of Ministers of Ukraine), awards, recognizes and confirms educational qualifications.

**6.2.** Each applicant for higher education after full implementation of the curriculum at the appropriate educational level undergoes final certification, which ends with the issuance of a document of the prescribed form (diploma, certificate, certificate, etc.) on the award of the appropriate degree and qualification. The terms of certification are defined in the curricula and schedule of the educational process.

6.2.1. Attestation of students is carried out openly, publicly and establishes compliance with the competencies and program learning outcomes acquired by the applicant in accordance with the requirements of the industry standard of higher education and the Educational Program. Applicants for higher education who received an unsatisfactory grade in the final certification are expelled from the University. He must be issued a standard academic certificate. Applicants for higher education who have not passed the qualifying exams and / or have not defended the final qualifying work / project due to non-attendance without good reason or unsatisfactory assessment, are entitled to a separate contract for re-certification (from the next academic year) final certification within three years after expulsion from a higher education institution. When establishing academic plagiarism, re-defense of work on the same topic is not allowed.

6.2.2. Forms of attestation of higher education applicants (defense of qualification work / project, qualification exam, complex qualification exam, etc.) are defined in the Educational Program.

Certification of persons obtaining a master's degree may be carried out in the form of a single state qualifying examination in the specialties and procedures specified by the Cabinet of Ministers of Ukraine.

Attestation of applicants for the degree of Master of Science in the field of knowledge 22 "Health" is carried out in the form of a single state qualifying exam, which consists of such components as an integrated test exam "STEP"; objective structured clinical examination (OSCI) and practice-oriented examination "Standardized patient".

Certification of persons who obtain a bachelor's and master's degree is carried out by the Examination Commission, the procedure of creation and procedure of which is regulated by the "Regulations on the procedure of creation and organization of the examination commission".

6.2.3. The document on higher education is issued to a person who has successfully completed the relevant educational program and passed the certification. Applicants for higher education who received a final grade of "excellent" on a national scale in at least 75% of all educational components and individual objectives of the curriculum, and the rest - "good", and also proved himself in scientific / creative work, which is confirmed documentary (scientific publications, diplomas of the winner of student Olympiads and scientific competitions, etc.) and received a recommendation from the department, by the decision of the examination commission issued a document of higher education with honors.

The procedure for production, issuance and accounting of documents on education is provided by special regulations and the "Procedure for ordering, printing, issuance and accounting of documents on higher education."

An integral part of a bachelor's or master's degree is a supplement to a European-style diploma.

6.2.4. Information on issued documents on education must be entered into the Unified State Register of documents on education in the manner prescribed by the central executive body in the field of education and science.

6.2.5. Subdivisions of the University, which perform the functions of training, retraining and advanced training of specialists in licensed specialties, have the right to issue certificates and certificates of advanced training of scientific and pedagogical staff of the relevant specialty.

6.2.6. Preparation and issuance of a duplicate of a document on higher education and an academic certificate are carried out by order of the Rector on the basis of a personal statement of the person - holder of qualification - on the loss of a document on education in the manner approved by the Ministry of Education and Science of Ukraine.

## **7. ACADEMIC REGULATIONS OF THE APPLICANT OF HIGHER EDUCATION AND TEACHERS**

7.1. Academic regulations of the applicant for higher education.

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

7.1.2. The student's study time is determined by the number of time units allocated for mastering the educational program of the relevant educational level.

The units of study time of the applicant are:

An academic hour is the minimum unit of study time, the duration of which is 40 minutes. Two academic hours form a pair of academic hours. Classes at the University last two academic hours with breaks between them, which are held on schedule.

The duration of the educational process and school weeks determines the annual schedule of the educational process.

The academic semester is an integral part of the study time in the amount of 30 ECTS credits. The duration of the semester is determined by the schedule of the educational process and the working curriculum of the Educational Program for the academic year. The amount of study workload of higher education students during the semester is generally proportional to its duration (taking into account the practices attributed to it) and is usually half of the study load of the relevant course.

The academic year is an integral part of the study time in the amount of, as a rule, 60 ECTS credits and consists of study days, days of final control, examination sessions, practice days, weekends, holidays.

The training course (60 ECTS credits) is the completed period of study of the student of the academic year. The length of stay of a higher education applicant in the course includes the time of academic semesters, semester control, internships with separation from theoretical training, final certification and vacation. The beginning and end of the student's education in a specific course (except for admission to the program and graduation) are made out by transfer orders. The condition for transferring the applicant to the next course is the implementation of the educational program and the individual curriculum of the applicant.

7.1.3. In order to ensure the quality of the educational process, the following restrictions are set:

- the total number of classes and the time allotted for control activities may not exceed 8 academic hours during the school day;

- for applicants for higher education by correspondence, the total number of classes and time allotted for control activities may not exceed 40 academic hours during a five-day academic week.

7.1.4. Attendance at classes and internships provided by the Educational Program is mandatory for higher education.

7.1.5. It is prohibited to distract applicants for higher education from participating in training sessions and control activities established by the schedule, except in cases provided by applicable law.

7.1.6. Upon a reasoned application of the higher education applicant, agreed by the lecturer, the head of the structural unit may issue a permit to freely attend lectures

(usually such permits do not provide students with 1-2 courses for bachelor's and master's degrees). Attendance at other types of classes (except consultations) is mandatory for students.

7.1.7. The individual curriculum of the applicant is formed in compliance with the requirements of the educational program in which he studies and takes into account (through the exercise of the right to choose disciplines) his individual needs and educational and professional interests in accordance with the "Regulations on the individual curriculum."

7.1.8. The formation of an individual educational trajectory is provided by the free choice of higher education disciplines, which regulates the "Regulations on the implementation of higher education students' right to form an individual educational trajectory."

7.1.9. An applicant for higher education has the right to a break in studies due to circumstances that make it impossible to implement the Educational Program (due to health conditions, conscription in case of loss of the right to deferment, due to family circumstances, etc.). Such persons are granted academic leave in the prescribed manner. Education or internship in educational and research institutions (including foreign countries) may be grounds for a break in education, unless otherwise provided by international acts or agreements between higher education institutions. Such persons are not expelled from higher education.

Persons who have interrupted their studies (after the end of their academic leave) are reinstated in their studies without being charged for a break in their studies.

Re-education - re-education by a student of higher education (who is not entitled to academic leave for health reasons), and

namely the course of study for a certain semester, the curriculum of which he did not complete in full. Good reasons for re-learning are: long-term illnesses, in particular epidemics; frequent illnesses (more than a month per semester); business trips; non-fulfillment of the individual plan of academic mobility during study or internship in Ukrainian or foreign institutions of higher education (scientific institutions); difficult family circumstances, in particular, the need to care for family members, etc.

Applicants for higher education of the first year on the basis of complete general secondary education and on the basis of a bachelor's, master's and EQL specialist degree do not enjoy the right to re-education.

## **7.2. Academic regulations of the teacher.**

7.2.1. The working time of a teacher is determined by the amount of his educational, methodological, scientific, organizational and other work responsibilities in the current academic year, reflected in the individual work plan. The planning of working time of a research and pedagogical worker is carried out taking into account the level of his professional, scientific, innovative, communicative, pedagogical and legal qualification, on which depends the effective solution of professionally important subject tasks, as well as willingness to take responsibility for their actions.

The average weekly working time of a teacher is 36 hours.

7.2.2. Expressed in accounting (academic) hours, the amount of classes conducted by the teacher determines his workload, which may not exceed 600 hours per year. In cases of industrial necessity, the teacher may be involved in conducting training sessions in excess of the required amount of training load, but may not exceed 100 hours.

7.2.3. The teacher's working hours are regulated by: the schedule of classroom classes and consultations; schedule or schedule of control measures; time to perform other types of work provided for in the individual work plan of the teacher.

7.2.4. The distribution of teaching hours between the teachers of the department is carried out by its head, approved at the meeting of the department, approved by the director of the Institute and approved by the vice-rector for educational and methodical work.

The distribution of educational load takes into account the relevance of educational and / or professional qualifications, achievements in professional activities, research interests, teaching and practical experience, etc.

The competence to determine the level of compliance of the educational and / or professional qualifications of the scientific and pedagogical (pedagogical) teacher who provides the teaching of the educational component is assigned to the guarantor of the relevant educational program.

7.2.5. Individual plans are made by all scientific and pedagogical workers (full-time, part-time, those who work by the hour), considered and approved at the meeting of the department, signed by the head of the department. The individual plan of the head of the department is signed by the director of the Institute.

The scientific and pedagogical worker annually reports at the meeting of the department on the implementation of the work provided for in his individual plan. Reports on its implementation are discussed and approved at a meeting of the department and approved by the director of the Institute. Information on the implementation of planned indicators is drawn up in the form of ratings of teachers, which are transmitted to the Center for Quality Assurance in Education.

7.2.6. Evaluation of scientific and pedagogical (pedagogical) activity of the University staff is carried out annually, in accordance with the published indicators, rules and procedures according to a separate "Regulations on rating evaluation of scientific activity of departments and scientific and pedagogical workers", approved by the Academic Council of the University.

7.2.7. Scientific and pedagogical (pedagogical) employee has the right to advanced training and / or internship. Forms, procedure and financial support of professional development of scientific and pedagogical workers of the University are defined in the "Regulations on professional development of pedagogical and scientific and pedagogical workers".

### **7.3. Academic mobility.**

7.3.1. The right to academic mobility, domestic (within Ukraine) and international, have the following participants in the educational process:

- applicants for higher education in all educational programs of all educational levels;

- scientific and pedagogical workers;

- other participants in the educational process;

By types there are:

- degree - study in a higher education institution (scientific institution), which is not located in the place of permanent residence / study of a participant in the educational process, in order to obtain a higher education degree, confirmed by a document (documents) on higher education, or on obtaining a higher education degree two or more higher education institutions (research institutions), in particular within the framework of joint or agreed educational programs or agreements;

- credit mobility - study in a higher education institution (scientific institution) located outside the place of permanent study of a Ukrainian or foreign participant in the educational process, in order to obtain ECTS credits or relevant competencies / learning outcomes to be recognized in a higher education institution (scientific institution) ) permanent place of study of a Ukrainian or foreign participant in the educational process. At the same time, the general period of study for participants in credit mobility programs in the institution of higher education (scientific institution), which directs the mobility program, remains unchanged.

By forms:

- training in academic mobility programs;

- language internship;

- educational and scientific internship;

- practice;

- summer and other schools.

On the grounds:

- on the basis of international agreements on cooperation in the field of education and science;

- according to international programs and projects;

- under agreements on cooperation of the University with domestic institutions of higher education (scientific institutions) or their main structural units;

- under agreements on cooperation between the University and foreign institutions of higher education (scientific institutions) and their main structural units;

- on its own initiative, a participant in the educational process (researcher), who is constantly studying (working) at the University, supported by the head of the structural unit and the Rector, on the basis of individual invitations and other forms of cooperation.

7.3.2. The structural unit of the University responsible for the implementation of academic mobility programs is the International Department, Monitoring and Control over the Principles of Transparency, Fairness and Academic Integrity - Center for Quality Assurance in Education.

7.3.3. Regulation of academic mobility at the University is carried out in accordance with the "Regulations on Academic Mobility".

## **8. ENSURING THE QUALITY OF THE EDUCATIONAL PROCESS**

**8.1.** 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 the acquisition of new knowledge. The main principles of the quality assurance system of educational activities are defined in the "*Charter*", "*Concepts of educational activities of the University*", "*Quality Policy*", etc., which ensure compliance of learning outcomes with the requirements established by law, higher education standards or educational services.

Requirements The regulations are mandatory for all participants in the educational process.

**8.2.** The development of the culture of academic integrity, the formation of a system of prevention and detection of plagiarism in texts authored by all participants in the educational process in the IEA is regulated by the "*Code of Academic Integrity*".

**8.3.** Procedures for resolving conflict situations that arise during the implementation of the educational process, appealing the results of assessment, certification and final certification of students are regulated by: "*Regulations on the examination commission and certification of higher education in MEU*", , which is specified in each SRI by a separate provision.

## **9. FINAL PROVISIONS**

**9.1.** The regulation is approved by the decision of the Academic Council of the University in accordance with the legislation and approved by the order of the Rector of the University and comes into force from the moment of its approval.

**9.2.** The regulations are published on the University website.

**9.3.** The original Regulations are kept in the General Department

**9.4.** Proposals to make changes and additions to the approved Regulations have the right to make the heads of all departments, research and teaching (pedagogical) staff, as well as persons studying at the University. Applications are submitted to the head of the Center for Quality Assurance in Higher Education of the University. The received proposals are analyzed, structured and submitted to the Academic Council of the University. After their approval by the Academic Council of the University, a new version of the Regulation is approved by the order of the Rector of the University.

**9.5.** From the moment of entry into force of the new edition of the Regulations on the organization of the educational process at the University, the previous one becomes invalid and is transferred for storage to the general department.

**LIST**  
**documentation of educational and scientific institutes with**  
**educational, scientific activities**

1. Laws of Ukraine, resolutions and decisions of the Verkhovna Rada of Ukraine, decrees, orders of the President of Ukraine, resolutions, orders of the Cabinet of Ministers of Ukraine, orders, instruction letters of the Ministry of Education and Science of Ukraine, decisions of the Board of the Ministry of Education and Science, other normative legal documents higher education institutions.
2. Orders of the rector, orders of the rector.
3. Decisions of the Academic Council of the University, the Academic Council of the Institute.
4. Order of the Directorate of the Institute.

**Organizational work**

1. Plans of work of NIS.
2. Work plans of the Academic Council of the Institute.
3. Minutes of meetings of the Academic Council of the Institute.
4. Plans of work of the scientific and methodical commission of NNI.
5. Minutes of meetings of the scientific-methodical commission of the National Research Institute.
6. Annual reports of NIS.
7. Research activities.
8. Information on the ratings of teachers of the Institute.

**Educational and methodical work**

1. ECTS information packages, areas of training.
2. State standards of higher education.
3. Educational programs.
4. Curricula.
5. Working curricula.
6. Schedules of the educational process.
7. Schedules of classes, modular and final controls.
8. Orders on the composition of examination commissions (EC) for final certification.
9. Reports of EC chairmen.
10. Materials of internships: programs, orders, reports, agreements for internships, referrals for internships, information on the results of internships.
11. Reports on the results of the final certification of graduates, examination sessions.
12. Working curricula.
13. Schedules of the educational process.

**Scientific research work**

1. Plan of research work of the Institute.
2. Teacher training plan.
3. Information about the scientific work of the applicant (plans of work of problem groups, preparation of works for the competition, applicant of educational competitions, scientific conferences).
4. Reports, information on scientific work.

**Educational Activities**

1. Plan of educational work of the Institute.
2. Reports, information on educational activities of the faculty.

**Work with the applicant**

1. Individual curricula of higher education students, test books.
2. Information about the contingent of students.
3. Personnel of academic groups.
4. Journal of results of tests and exams.
5. Journal of registration of credit-examination information and credit-examination sheets.
6. Test and examination information, test and examination letters.
7. Extracts from test and examination information, consolidated statement for the EC.
8. Journals of accounting for the work of academic groups.
9. Forms of statistical reporting.
10. Journal of registration of issued documents on education.
11. Databases of students for ordering student tickets, diplomas, etc.
12. Alumni Relationship Materials.
13. Materials of scholarships, financial aid.
14. Materials on career guidance work.

**LIST of  
documentation of departments**

**Organizational work**

1. Work plans of the department.
2. Minutes of meetings of the department.
3. Reports of teachers on the implementation of individual work plans.
4. Schedule of control of independent work of the applicant.
5. Materials of the rating of teachers of the department.
6. Reports of the department.

**Educational and methodical work**

1. The teaching load of teachers.

2. Training load cards.
3. Individual plans of teachers.
4. Monthly reports on the implementation of the teaching load of teachers.
5. Logs of training load.
6. Schedules of classes, modular and final controls.
7. Reports of EC chairmen.
8. Materials of internships: programs, orders, reports, agreements for internships, referrals for internships, information on the results of internships.
9. Working programs of normative courses in the disciplines of the department.
10. Methodical developments.
11. Mutual attendance at classes at the department (schedule and magazine). Schedule of open classes.
12. Topics of course, diploma and master's theses.
13. Schedules of professional development of teachers.

### **Scientific research work**

1. Teacher training plan. supporting documents (reports, certificates, copies of diplomas).
2. Information about the scientific work of students (work plans of problem groups, preparation of works for competitions, Olympiads, scientific conferences, etc.).
3. Reports, information on scientific work.

### **Educational Activities**

1. Plans of educational work for the school year.
2. Reports, information on educational activities of the department.