



INTERNATIONAL EUROPEAN UNIVERSITY

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REGULATIONS ON THE ASSESSMENT OF STUDENTS AND THE WORK OF EXAMINATION COMMITTEES AT INTERNATIONAL EUROPEAN UNIVERSITY

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1. GENERAL PROVISIONS

1.1. Regulations on the Assessment of Students and the Work of Examination Committees at International European University (hereinafter referred to as the Regulations) are developed in accordance with the Law of Ukraine “On Higher Education”, the Resolution of the Cabinet of Ministers of Ukraine dated May 19, 2021, No. 497 (as amended on March 28, 2022) “On the attestation of holders of professional preliminary higher education degrees and degrees of higher education at the first (Bachelor’s) and second (Master’s) levels in the form of a unified state qualification exam”, the Procedure for the establishment of the examination committee at higher education institutions training students in the knowledge area: 22 Public health approved by the Order of the Ministry of Health of Ukraine dated May 14, 2021, No. 932, the Resolution of the Cabinet of Ministers of Ukraine dated March 28, 2018, No. 334 “On approval of the procedure for the implementation of the unified state qualification exam for graduates of higher education Master’s degree in knowledge area 22 Public health”, Higher Education Standards, Regulations on the Organization of the Educational Process at International European University, etc.

1.2. Terms used in these Regulations are used in the meaning given in the Law of Ukraine “On Higher Education”.

1.3. These Regulations apply to persons receiving Bachelor’s and Master’s degrees at International European University (hereinafter referred to as the University) and determine the basic legal, organizational and methodical principles of the assessment of students.

2. FORMS AND PROCEDURES FOR THE ASSESSMENT OF STUDENTS

2.1. Assessment is the definition of compliance of the learning outcomes of students with the requirements of the educational program and/or requirements of the unified state qualification exam program.

2.2. Assessment of Bachelor or Master students is carried out by the Examination Committee.

2.3. The assessment period is determined by the curricula and schedule of the training process. Each student shall pass the assessment after full accomplishment of the curriculum according to the corresponding educational program.

2.4. Assessment of students is carried out in accordance with the requirements of the higher education standards and educational programs in the following forms:

- unified state qualification exam;
- qualification exam (certification exam);
- public defense of the qualifying paper;
- public defense of the qualifying paper and qualification exam (certification exam).

2.5. Assessment of persons obtaining a Master’s degree in 222 Medicine is carried

out in the form of the *unified state qualification exam* in the manner prescribed by the Cabinet of Ministers of Ukraine and according to the Regulations on the Organization and Holding of the Objective Structured Practical (Clinical) Exam at International European University.

2.6. *Qualification exam (certification exam)* implies the assessment of achieving the learning outcomes stipulated by the Standard and the educational and professional program. Additional requirements are stipulated by the Institute and the Graduating Department (specialty support group).

2.7. *Public defense of the qualifying paper* implies independent carrying out of the theoretical and applied research on relevant issues of the knowledge area in accredited specialties and educational programs with mandatory observation of academic integrity principles.

2.8. Assessment of all forms is conducted transparently and publicly. Students and other attendees are free to make audio and/or video recordings of the assessment process.

3. ESTABLISHMENT PROCEDURE, KEY OBJECTIVES AND RESPONSIBILITIES OF THE CHAIR, MEMBERS AND SECRETARY OF THE EXAMINATION COMMITTEE

3.1. Examination Committee (hereinafter referred to as the Committee) is established annually composed of the Chair, members of the Committee and the Secretary of the Committee, separately for each educational program, the same for all modes of study.

3.2. The establishment, organization of work and control of Committee activities is conducted by the Rector of the University (Directors of ERIs).

3.3. The Chair of the Committee is appointed by order of the University Rector at the submission of Directors of ERIs among leading specialists in the appropriate area or the leading scientific (academic) staff of the appropriate knowledge area and/or area of scientific activities.

3.4. The Chair of the Committee is not appointed out of the academic staff of the University or its individual structural unit where the Committee is established. The same person can be the Chair of the Committee for no more than three consecutive years.

3.5. The number of members of the Committee is no more than four people (the Chair and no more than three members). The Secretary of the Committee is not its member. One of the members shall act as a Deputy Chair of the Committee.

3.6. Members of the Committee are appointed out of the leading academic staff of the appropriate Departments. In addition, the Committee can include: the Rector of the University (Directors of Institutes) or Vice-rectors (Deputy Directors); stakeholders of educational programs, representatives of employers and their associations.

3.7. The personal composition of the Committee and its Secretary are approved by order of the University Rector no later than two months before the work of the Committee.

3.8. Particularities of establishing the Examination Committee to conduct the assessment in the form of the *unified state qualification exam* of students in the 222

Medicine specialty are regulated by the Procedure for the establishment of the examination committee at higher education institutions training students in the knowledge area: 22 Public health and the Regulations on the Organization and Holding of the Objective Structured Practical (Clinical) Exam at International European University.

3.9. When establishing a committee, one must take into account the absence of a conflict of interest among the members of the committee.

3.10. The term of office of the Committee is one calendar year.

3.11. Key objectives of the Examination Committee:

- comprehensive inspection and assessment of theoretical and practical professional training of students of the corresponding degree of higher education who have successfully completed the educational and professional program in order to define compliance of the learning outcomes of students with the requirements of the educational program and/or requirements of the unified state qualification exam program.

- making decisions on awarding students the appropriate qualification and issuing a diploma (diploma with honors) on higher education;

- development of suggestions on further improvement of the quality of training students in the corresponding specialty;

- solving issues of providing graduates with recommendations on the implementation and publication of research findings;

- solving issues of providing Master graduates with recommendations to continue their studies at the third academic and scientific level of higher education.

3.12. Responsibilities of the Chair of the Committee:

- to chair meetings of the Committee;

- to inform all members of the Committee about their rights and obligations;

- to inform members of the Committee about key objectives and requirements for student assessment, criteria for assessing the quality of graduates' training, Committee schedule, features of the organization and holding of assessment activities;

- to ensure the work of the Committee according to the approved schedule;

- to be present at the assessment of students, discussion of its results, assigning grades, solving issues of awarding an appropriate degree, professional qualification, and making decisions on issuing state diplomas or refusing it;

- to consider students' applications or complaints concerning the violation of rights or biased grades during the assessment and make appropriate objective decisions;

- to distribute the work on checking written examination papers of students, preparing individual questions of the report, etc. among members of the Committee;

- to control the work of the Secretary of the Committee on preparing the necessary documents and keeping minutes;

- to draw up a report on the results of Committee operations, submit it to the University Rector (Director of ERI), discuss it at meetings of Academic Councils of Institutes.

3.13. Responsibilities of members of the Committee:

- to ensure compliance with the stipulated assessment procedure;

- to interact with the Chair and Secretary of the Committee;

- to record violations during the assessment;
- in case of detecting gross violations by students during the assessment, to take part in making a decision on the removal of the student from the assessment process;
- to put their own grades for the defense of qualifying papers;
- to promptly check qualifying papers and test assignments;
- together with other members of the Committee and its Chair, to promptly and properly draw up minutes of Committee meetings.

3.14. The Secretary of the Committee is obliged to:

3.14.1 Before the Committee begins its work, obtain appropriate documents from:

a) the administration of corresponding ERIs:

- forms of minutes of Committee meetings;
- accompanying documents (copies of orders and instructions: on approval of the personal composition of the Committee; on the admission of students to the assessment; on the distribution of students into groups, the Committee schedule, submission of summary information on students' accomplishment of the individual curriculum and received grades, credit books, etc. to the Chair of the Committee on the Defense of Qualifying Papers) required to ensure the quality of Committee operations.

b) the corresponding Graduating Department:

- qualifying papers;
- written reviews of qualifying papers;
- certificates or acts on the implementation of scientific research, letters of order of enterprises to perform a qualifying paper, if any;
- copies of student publications, if any, etc.

3.14.2 During the work of the Committee:

- inform the Chair and members of the Committee about its operations;
- keep minutes of Committee meetings.

3.14.3 After the Committee meeting:

- submit the prepared minutes to the Director of ERI;
- return qualifying papers and obtained accompanying documents to the Graduating Department;
- transfer the completed and duly executed file on the work of the Committee to the archives for safekeeping.

4. ORGANIZATION OF THE WORK OF THE EXAMINATION COMMITTEE

4.1. The work of the Committee is carried out in terms determined by the schedules of the training process for the current academic year developed based on curricula and educational programs approved in the prescribed manner.

4.2. The schedule of each Committee is drawn up by the corresponding Graduating Department, approved by its Chair, and then submitted to the Education and

Research Department of Organization of the Educational Process whose responsible employee draws up a general schedule of the Committee, which is approved by the Vice-rector of the University (Deputy Director of the Institute) no later than three weeks before the start of its work.

4.3. The Committee schedule is made publicly available by publishing it on the University (Institute) website and on information stands of corresponding departments no later than the next working day after its approval.

4.4. Students who have fulfilled all the requirements of the curriculum in the particular educational program are allowed to take the qualification exam and/or defend their qualifying paper.

4.5. Lists of students admitted to the assessment are drawn up by the administration of the corresponding ERI based on extracts from the minutes of meetings of Graduating Departments, which are submitted to the corresponding administration no later than 5 working days before the Committee in the corresponding semester.

4.6. At least one working day prior to the assessment, the responsible employee of the administration of ERI shall submit the following to the Secretary of the Committee:

- order (extract from the order) of the University (Institute) on the approval of the personal composition of the Committee;
- Committee schedule;
- forms of minutes of Committee meetings;
- lists of students admitted to the assessment (by academic groups);
- summary of students' performance;
- individual curricula (credit books) of students allowed to take the exam or defend their qualifying paper;

4.7. The responsible employee of the corresponding Institute shall submit the following to the Chair of the Committee on the day of the qualification exam (prior to its start):

- approved exam program;
- examination materials (a set of examination tickets or complex qualifying tasks and options of correct answers (in the test form) developed in accordance with the exam program;
 - criteria for assessing students' written (test) answers on the 100-point and four-point university scale;
 - list of visual aids, reference materials, technical and didactic tools and equipment permitted for use by students when preparing and answering questions of the exam.

4.8. When defending the qualifying paper, one shall submit the following to the Committee:

- student's qualifying paper with the note on it by the head of the Graduating Department concerning the student's admission to the defense;
- conclusion on the admission to the defense of the graduate qualifying paper

with the written conclusion of the supervisor, containing the characteristics of the graduate's performance when executing the qualifying paper;

- written review(s) of the qualifying paper.

4.9. Other materials characterizing the graduate's educational and professional competence, scientific and practical value of his/her qualifying paper can also be submitted to the Committee. For example, printed articles, patent applications, patents, acts of practical implementation of results, models, products, new technologies, original mathematical patterns and programs, etc.

4.10. Committee meetings are documented in minutes.

4.11. The duration of the Committee meeting is defined by current statutory documents of the University.

4.12. The Committee meeting can be on-site at the enterprise, institution, or organization, problem tasks of which are addressed in the qualifying paper, and its results can be implemented in their activities. Under objective circumstances (internship abroad, disease, etc.), the defense of the qualifying paper can be conducted in video mode. In such cases, the Committee meeting is documented in the same way as the meeting held at the University.

4.13. Minutes shall include grades received by students during the assessment in the form of a qualification exam (certification exam) or during the defense of the qualifying paper, questions asked, special opinions of the Committee members, the level of higher education received, as well as the recommendation to award graduates who have successfully passed the assessment with a regular or honors diploma. Minutes of Committee meetings shall be signed by its Chair and members involved in the meeting.

4.14. The results of the defense of the qualifying paper and the qualification exam (certification exam) are assessed with excellent, good, satisfactory (these grades are considered positive) and fail, as well as on the national grading scale (University grading scale) and using the ECTS grades. Grades based on the results of the assessment are given by each member of the Committee present at the meeting, and the Chair of the Committee summarizes their results for each student.

4.15. The Committee's decision on the assessment of knowledge revealed by students during the assessment process as well as the awarding of the appropriate degree of higher education and awarding of the appropriate qualification is made at the closed meeting of the Committee by open voting by a simple majority of votes of the Committee members involved in the meeting. If the votes on any of the issues put to the voting are divided equally, the vote of the Chair of the Committee is considered decisive.

4.16. The results of the defense of the qualifying paper and the results of the exam are announced on the same day after preparing the minutes of the Committee meeting.

4.17. In case of disagreement with the grade, the student has the right to appeal.

4.18. An appeal is submitted in person by the student to the Rector no later than the next working day after the results are announced.

4.19. By Rector's order, in case of receiving the appeal, the order of the First vice-rector, under his/her leadership, one establishes a Committee to consider the appeal. The Committee consists of specialists with sufficient competence in the corresponding

knowledge area and procedural issues on conducting defenses of qualifying papers.

4.20. The appeal is considered by the Appeals Committee no later than the next working day after its submission. Conclusions of the Appeals Committee shall be formalized by the appropriate minutes. If the Appeals Committee detects violations during the assessment process, affecting the assessment results, the grade is changed by the decision of the Examination Committee based on the conclusions of the Appeals Committee.

4.21. Repeated assessment in order to increase the positive grade is not allowed.

4.22. In cases when the defense of the qualifying paper or the quality of its execution or the results of the academic plagiarism check are deemed unsatisfactory, the Examination Committee determines whether the student can submit the same paper for re-defense with revision or whether he/she has to work on a new topic (assignment) defined by the Graduating Department. These conditions are indicated in the minutes of the meeting of the Examination Committee and in the order on student's expulsion.

4.23. If a student does not come to the Committee meeting to undergo assessment for a valid reason, which is confirmed by the relevant documents, he/she can be assigned another date of the qualification exam or defense of the qualifying paper during the work of the Committee.

4.24. If a student does not come to the Committee meeting to undergo assessment without a valid reason, one notes in the minutes of the Committee meeting that he/she is not assessed due to the failure to appear at the Committee meeting.

4.25. A student who receives a failing grade during assessment or is not assessed because of failing to appear at the Committee meeting without a valid reason is expelled from the University and is provided with an academic certificate of the stipulated form.

4.26. Students failing to pass assessment within the prescribed deadlines have the right to be re-assessed at subsequent terms of Committee operations within three years after the Committee meeting where they should have been assessed.

4.27. If the repeated assessment of students is carried out in the form of a qualification exam (certification exam), the list of disciplines submitted for this exam is determined by the curriculum being in effect in the year of the student's completion of the theoretical course.

4.28. As part of the assessment, students have the option to defend the qualifying paper in a foreign language upon agreement with the Graduating Department. In this case, the qualifying paper is executed in the state language, and its public defense is carried out in a foreign language selected by the student for the defense. Foreign students execute and defend the qualifying paper in the language of their instruction. The composition of the Committee is formed in such a way that its Chair or at least one of its members is proficient in a foreign language, or teachers of the appropriate foreign language are involved in the work of the Committee.

4.29. Upon written request of the student defending the qualifying paper in a foreign language submitted to the administration of the corresponding ERI, he/she is provided with a certificate verifying the fact of the defense in the foreign language.

5. GENERALIZATION OF THE RESULTS OF ASSESSMENT OF STUDENTS

4.1. When the Committee finishes its work, its Chair draws up a report discussed at the last meeting of the Committee and submits it to the University Rector.

4.2. When the Committee finishes its work, its Secretary compiles a file separately for each group of students (graduates) who have passed the exam and/or defended the qualifying paper.

4.3. The results of the Committee's work, suggestions and recommendations are discussed at meetings of Graduating Departments, meetings of the Academic Council of the University (Institutes).