

REGULATION OF STUDENTS "LIFE-CYCLE" IN THE CONTEXT OF WP2 QUALITY ASSURANCE POLICY AND STRATEGY DEVELOPMENT

Ukrainian case

Improving the "life cycle" procedures of
higher education applicants

Implementation of Education Quality Assurance system via
cooperation of University-Business-Government in HEIs
586109-EPP-1-2017-1-RO-EPPKA2-CBHE-SP-EDUQAS



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About the project ERASMUS+ EDUQAS “Implementation of Education Quality Assurance System via Cooperation of University- Business-Government in HEIs”

The wider objective of the project is to improve education quality assurance systems through development of efficient internal quality standards leading to better employability of students in Partner Countries Universities. The internal QA system is based on analysis of needs and capacities in Kazakh and Ukrainian HEIs, experiences and best practices from the successful quality assurance action line of the Bologna Process.

Main goals:

- to promote the creation of quality culture at various levels through motivation, trust, responsibility of students, institutional leadership, individual staff members;
- to elaborate proposals for the design of programmes on Bachelor and Master levels with the involvement of all stakeholders;
- to develop technologies of assessment quality of Bachelor and Master programmes; designed programmes should meet the objectives including learning outcomes;
- to conduct training for the QA specialist and academic staff;
- to improve affiliate network university-business-government, collaboration with the EU universities;
- to enhance internal university information systems of quality evaluation;
- to develop a corporate QA infrastructure based on ICT, on-line, mobile technologies.

Partnership:

- P1 - UNIVERSITATEA DIN CRAIOVA, Craiova, Romania – Project coordinator
- P2 - KUNGLIGA TEKNISKA HOEGSKOLAN, Stockholm, Sweden
- P3 - UNIVERSITE DE LIEGE, Liege, Belgium
- P4 - UNIVERSITY OF PLOVDIV PAISII HILENDARSKI, Plovdiv, Bulgaria
- P5 - LATVIJAS UNIVERSITATE, Riga, Latvia
- P6 - UNIVERSITE DE LORRAINE, Nancy Cedex, France
- P7 - SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS, Kharkiv, Ukraine
- P8 - LVIV POLYTECHNIC NATIONAL UNIVERSITY, Lviv, Ukraine
- P9 - DONETSK STATE UNIVERSITY OF MANAGEMENT, Mariupol, Ukraine
- P10 - NATIONAL METALLURGICAL ACADEMY OF UKRAINE, Dnipropetrovsk, Ukraine
- P11 - ABLAI KHAN UNIVERSITY OF INTERNATIONAL RELATIONS AND WORLD LANGUAGES, Almaty, Kazakhstan
- P12 - KAZAKH UNIVERSITY OF ECONOMY, FINANCE AND INTERNATIONAL TRADE, Astana, Kazakhstan
- P13 - INSTITUTE OF HIGHER EDUCATION, NATIONAL ACADEMY OF EDUCATION, Kyiv, Ukraine
- P14 - NATIONAL AGENCY FOR HIGHER EDUCATION QUALITY ASSURANCE, Kyiv, Ukraine
- P15 - MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE, Kyiv, Ukraine
- P16 - MINISTRY OF EDUCATION AND SCIENCE, Astana, Kazakhstan
- P17 - HAUT CONSEIL DE L'EVALUATION DE LA RECHERCHE ET DE L'ENSEIGNEMENT, Paris, France

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INTRODUCTION

ESG 1.4 Standard: Institutions should consistently apply pre-defined and published regulations covering all phases of the student “life cycle”, e.g. student admission, progression, recognition and certification.

The implementation of this standard acknowledges that the quality of student learning depends in part on the integrity and effectiveness of processes related to admission, progression, recognition and certification.

Admission

Admission is an institutional practice that usually rests on a set of formal policies. admission is regulated nationally and institutionally which means that, in some cases, institutions do not have much autonomy in this regard.

Progression

Collecting and analysing data on students, including on their progression, are essential responsibilities for higher education institutions and should be carried out regularly to look for patterns of success and failure and analyse and address their underlying causes.

Recognition

Final recognition decisions are made by the central government authority (Ministry of education and science of Ukraine) upon the advice of the ENIC/NARIC offices¹³ or by the ENIC/NARIC themselves; this means that where “recognition implies a right to admission, the higher education institutions are excluded from a decisionmaking process that affects them directly”. As with the general admission process, there are issues of institutional autonomy in national system of Ukraine that the QA process will need to take into account.

Certification

The Diploma Supplement is the most commonly used tool for this.

1. Improving the procedures of the "life cycle" of applicants for higher education P7 (Simon Kuznets Kharkiv National University of Economics)

During its activity, S. KUZNETS KhNUE consistently applies predetermined and published normative documents of the University (Regulations, Methodical recommendations, etc.), which cover all stages of the "life cycle" of higher education applicants: enrollment, achievement, recognition and certification.

Annually, the Ministry of Education and Science of Ukraine develops the Terms of Admission to the relevant year (<https://www.hneu.edu.ua/wp-content/uploads/2020/12/Umovy-pryjomu-2021.pdf>), the University admission rules in S. KUZNETS KhNUE are developed on the basis of the approved conditions of admission (<https://www.hneu.edu.ua/wp-content/uploads/2021/02/Pravylo-pryjomu-do-HNEU-2021.pdf>). University admission rules determine:

- who exactly and on the basis of which documents can be accepted to study at the University;
 - sources of funding for higher education;
 - volumes of reception and volumes of the state (regional) order;
 - terms and procedure for receiving applications and documents, competitive selection and enrollment;
 - special conditions for participation in the competitive selection for higher education;
- the procedure for forming and adjusting the ranking lists of entrants and recommendations for enrollment;
- the procedure for transferring to vacant places of the state (regional) order of persons who are enrolled in training at the expense of individuals, legal entities on the basis of complete general secondary education;
 - formation of the order on enrollment, additional competition, enrollment at the expense of the target preferential state credit;
 - peculiarities of admission to Kharkiv National Economic University named after S. Kuznets foreigners and stateless persons;
 - the procedure for forming bids;
 - ensuring openness and transparency during the admission to S. Kuznets Kharkiv National Economic University.

if the student's interests change or other reasons arise, then during the training the applicant for higher education may be transferred:

- to another educational program within one specialty;
- to another specialty at the University,
- to another form of education (full-time, part-time);
- to another institution of higher education.

In addition, the applicant may be expelled and reinstated. The grounds for deduction are defined in the Law of Ukraine "On Higher Education". The normative basis for the movement of the contingent is the "Regulation on the procedure for transfer, expulsion and reinstatement of students of higher education institutions", approved by the order of the Ministry of Education of Ukraine № 245 from 15.07.1996

(<https://zakon.rada.gov.ua/laws/show/z0427-96#Text>) and "Regulations on the procedure for transferring students and renewal of expelled persons at the Semyon Kuznets Kharkiv National Economic University" (<https://www.hneu.edu.ua/wp-content/uploads/2018/11/Polozhennya-pro-poryadok-perevedennya-studentiv-ta-ponovnolennya-vidrakhovanykh-osib-v-HNEU.pdf>).

The university creates an educational environment focused on meeting the needs and interests of applicants for higher education and provides opportunities for the formation of an individual educational trajectory.

According to p.62 of the Law of Ukraine "On Higher Education" (<https://zakon.rada.gov.ua/laws/show/1556-18#Text>) the University provides a choice of academic disciplines within the framework provided by the relevant educational program and curriculum, in an amount that is at least 25 percent of the total number of ECTS credits provided for a given level of higher education. In pursuance of this law, the University developed and updated the "Procedure for the formation and implementation of the electoral component of educational programs of S. Kuznets KhNUE" (<https://www.hneu.edu.ua/wp-content/uploads/2020/09/Poryadok-formuvannya-ta-realizatsiyi-vybirkovoyi-skladovoyi-osvitnih-program-HNEU-im.-S.-Kuznetsya.pdf>).

This procedure determines:

- for each level of education, the type (conventional name) of the sample educational components. At the University, these are disciplines in the direction, Minor, free Minor, Majors, Mage-Minor, selective disciplines;
- procedures for the formation of a university-wide pool and a specialty pool (educational program);
- procedures for the selection of educational components by applicants for higher education.

In addition, the University creates opportunities for applicants for higher education in academic mobility, including international.

Regulation on the exercise of the right to academic mobility of educational process participants in the S. Kuznets KhNUE (<https://www.hneu.edu.ua/wp-content/uploads/2018/11/Polozhennya-pro-poryadok-realizatsiyi-prava-na-akademichnu-mobilnist-uchasnykiv-osvitnoho-protsesu-u-HNEU.pdf>) determines the procedure:

- competitive selection of applicants for higher education;
- preparation of documents for participation in academic mobility programs;
- registration of individual academic mobility;
- reporting and paperwork after studying at a partner institution;
- recognition of periods and learning outcomes of higher education applicants in the partner institution;
- re-enrollment of academic disciplines, ECTS credits;
- elimination of academic difference.

Applicants for higher education have the right to receive not only formal education, but also non-formal or informal. The University recognizes learning outcomes obtained in the system of non-formal or informal education on the basis of "Regulations on the procedure for recognition of learning outcomes obtained in non-formal and informal education at Simon Kuznets Kharkiv National University of

Economics”(<https://www.hneu.edu.ua/wp-content/uploads/2020/02/Polozhennya-pro-neformalnu-inf-osvitu.pdf>).

In accordance with the Regulations, learning outcomes received in the system of non-formal or informal education are recognized by the subject commission, which is created in accordance with the order of the rector and includes: vice-rector (according to the division of responsibilities); the dean of the faculty to which the applicant for higher education is assigned; the head of the department to which the applicant for higher education is assigned; the guarantor of the educational program on which the applicant of higher education studies; research and teaching staff who teach disciplines proposed for re-enrollment based on the recognition of learning outcomes in non-formal or informal education; representatives of the scientific society of students, graduate students, doctoral students and young scientists of the University (only for graduate students), representatives of the youth organization (for students).

Based on the results of the work, the subject commission forms a protocol on enrollment or non-enrollment of the relevant discipline (indicating the name of the discipline, the total number of hours / credits, grades and grounds for re-enrollment).

The decision of the subject commission is brought to the notice of the rector, after which the relevant order is issued, on the basis of which the applicant is re-enrolled in the specified discipline (s), data are entered into the individual curriculum, performance data, academic transcript.

In addition, the University has a simplified procedure for recognizing the results of non-formal education, obtained on the online platform "Prometheus", "Coursera"; CISCO Academy courses; international and national professional certification programs (SAR / SIRA, ACCA, SIMA, etc.), which is regulated by orders of the Rector of the University:

- <https://www.hneu.edu.ua/wp-content/uploads/2019/12/Nakaz-34-vid-15.01.2019-Pro-perezarahuvannya-navchalnyh-dystsyplin-v-ramkah-neformalnoyi-osvity.pdf>
- <https://www.hneu.edu.ua/wp-content/uploads/2019/12/Nakaz-115-vid-28.05.2019-Pro-perezarahuvannya-navchalnyh-dystsyplin-v-ramkah-neformalnoyi-osvity.pdf>
- <https://www.hneu.edu.ua/wp-content/uploads/2019/12/Nakaz-158-vid-02.09.2019-Pro-perezarahuvannya-navchalnyh-dystsyplin-v-ramkah-spivpratsi-z-GO-Prometeus.pdf>

Learning outcomes are credited if the following conditions are met:

- the name of the discipline provided in the curriculum coincides with the name of the online course. In the event that there are differences in the name of the course, the department for which this discipline is assigned considers the content of the online course, the list of competencies that are formed and can decide on transfer.
- the existing certificate, which contains the last name, first name and patronymic, grade for the online course.
- the mark received by the on-line course is more than 60 points on a 100 point scale.

During the study, the student can exercise his right to receive dual education. Dual education is carried out on the basis of an agreement between the University and the employer (enterprise, institution, organization, etc.), which provides:

- the procedure for employment of the applicant for higher education and payment for his work;
- the amount and expected learning outcomes of the higher education applicant in the workplace;
- obligations of the University and the employer in terms of implementation of the individual curriculum by the applicant in the workplace;

- the procedure for evaluating learning outcomes obtained in the workplace.

Acquisition of dual education at the University is regulated by the "Regulations on the organization and training of dual education in higher education at Simon Kuznets Kharkiv National University of Economics (<https://www.hneu.edu.ua/wp-content/uploads/2019/09/Polozhennya-pro-dualnu-osvitu.pdf>).

For independent verification of the level of acquired learning outcomes, the University introduced written exams (exams). Compliance with the "Regulations on the conduct of written exams (exams) (<https://www.hneu.edu.ua/wp-content/uploads/2020/08/Polozhennya-pro-provedennya-pysmovyh-ekzameniv-Ispytiv-u-HNEU-im.-S.Kuznetsya.pdf>) students take exams (exams) in writing, and a commission of teachers checks their work without title work (which indicates the name, name of the student), which ensures an unbiased opinion and objectivity of the work test. In case of disagreement with the received assessment, the student has the right to appeal. The procedure for reviewing appeals is regulated by the "Regulations on the appeal of the results of final control in the form of an exam (exams)" (<https://www.hneu.edu.ua/wp-content/uploads/2020/08/Polozhennya-pro-apelyatsiyu-rezultativ-pidsumkovo-kontrolyu-u-formi-ekzamenu-ispytu.pdf>). Taking into account the quarantine restrictions caused by acute respiratory disease COVID-19 caused by coronavirus SARS-CoV-2 at the University developed:

- "Regulations on the organization of the educational process with the use of distance learning technologies at the Simon Kuznets Kharkiv National University of Economics " (<https://www.hneu.edu.ua/wp-content/uploads/2020/02/Polozhennya-pro-organ-navch-protseesu.pdf>);
- "Regulations on the organization of evaluation of learning outcomes and quality of higher education with the use of distance technologies at the Simon Kuznets Kharkiv National University of Economics" (<https://www.hneu.edu.ua/wp-content/uploads/2020/05/Polozhennya-pro-organizatsiyu-otsinyuvannya-resultativ-navchannya-Dyst.-tehnologiyi.pdf>);
- "Procedure for conducting an examination session in quarantine at the Simon Kuznets Kharkiv National University of Economics" (<https://www.hneu.edu.ua/wp-content/uploads/2020/12/Poryadok-provedennya-ekzamenatsijnoyi-sesiyi-v-umovah-karantynu-v-HNEU.pdf>), which allows you to use the site of personal training systems to check the level of the formed learning outcomes of higher education.

The decision on awarding the degree of higher education is made by the examination commission on final attestation during the attestation of applicants for higher education. Certification at the University is carried out in the form of public defense of qualifying work and / or qualifying exam in the specialty on the basis of "Regulations on attestation of graduates the Simon Kuznets Kharkiv National University of Economics" (<https://www.hneu.edu.ua/wp-content/uploads/2018/11/Polozhennya-pro-atestatsiyu-vypusknikiv-HNEU.pdf>).

For the period of quarantine, the University has developed and operates a "Procedure for certification in quarantine at the the Simon Kuznets Kharkiv National University of Economics" (<https://www.hneu.edu.ua/wp-content/uploads/2020/11/Poryadok-provedennya-atestatsiyi-v-umovah-karantynu.pdf>), which allows the work of the examination commission for final certification on the use of online platforms (Zoom, Edumeet, etc.) and personal training systems.

Based on the decision of the examination commission for final certification, the University issues a diploma of higher education and a supplement to the European diploma. The procedure for issuing a diploma and its annex is regulated by the ""Regulations on ordering, filling out, issuing and registering documents on higher education (scientific degrees) and annexes to them, an academic transcript at Simon

Kuznets Kharkiv National University of Economics" (2020 - 2021 academic year). The university defines the requirements for the diploma with honors, in addition, the appendix to the European diploma defines the special achievements of the applicant (winner of competitions, contests), periods and results of academic mobility programs, recognized learning outcomes in non-formal and informal education.

2. Improving the procedures of the "life cycle" of applicants for higher education P8 (National University "Lviv Polytechnic")

"The life cycle of higher education applicants" National University "Lviv Polytechnic" (NULP) is regulated by a number of procedures determined by the approved Academy's normative documents.

Annually, on the basis of the admission rules of the Ministry of Education and Science of Ukraine, the Conditions of admission to study in the relevant year are developed (<https://lpnu.ua/sites/default/files/2020/pages/2074/pravyla2020.pdf>). The rules of admission to the university determine:

- Requirements for the level of education of applicants.
- Financing the training of specialists.
- Deadlines for accepting applications and documents, entrance examinations, competitive selection and enrollment in training in 2020.
- The procedure for accepting applications and documents for admission to the University.
- Organization and conduct of the competition.
- Formation and publication of the rating list of applicants.
- Providing recommendations for enrollment.
- Implementation of the right of applicants to choose a place of study to correct the list of those recommended for admission.
- Transfer to vacant places of the state order of persons who are enrolled in training at the expense of individuals, legal entities on the basis of complete general secondary education.
- Order on admission to the University for vacant and vacant places during the first days of training and storage of applicants' papers.
- Features of admission to study of foreigners and stateless persons at the University.
- Ensuring openness and transparency during admission to the University.
- Special conditions for participation in the competitive selection for higher education.

NULP provides the choice of disciplines in the amount provided by current legislation on the basis of the Procedure for selection of disciplines by students of the National University "Lviv Polytechnic" (<https://lpnu.ua/sites/default/files/2020/pages/2002/svolp0103.pdf>). To implement the right of students to form an individual educational trajectory at the university there is an information system that is related to the university system "Dean's Office". Within two months after enrollment, they form an individual curriculum that allows pre-selection of disciplines by students from their list, which is proposed by the university for each academic semester of the academic year. The exception is the first semester of the first academic year of the student, in which the choice of disciplines is absent. Based on the list of disciplines formed in the curriculum of the educational program, the applicant chooses to choose the discipline through an individual (personal) electronic office. Based on this information, a schedule of the educational process is formed, taking into account the choice of students. The individual curriculum of the student is made for each academic year, it is approved by the director of the institute. An individual student curriculum is a document according to which an individual student studies during the academic year. It contains information about the list and sequence of study of academic disciplines, the amount of student workload in all types of educational activities and the appropriate forms of control (Appendix). The student forms an individual curriculum on the basis of the educational program and the curriculum of training specialists of the corresponding level of higher education of a certain specialty, approved by the rector (vice-rector) of the National University "Lviv Polytechnic" (hereinafter - the University). Assistance to students in the formation of these plans is provided by the staff of the dean's office and curators of academic groups (tutors). Forming the individual curriculum of the student for the next academic year, take into account the actual implementation of the individual curriculum of the previous academic year. The individual curriculum of the student is formed on the basis of the Regulations on the

formation and implementation of individual curricula of students (<https://lpnu.ua/sites/default/files/2020/pages/2001/cvo0102polozhennyaproformuvannyatarealizacij uindyvidualnyhnavchalnyhplanivstud>).

The analysis of the attitude of stakeholders to the formation and implementation of educational programs is based on the Regulations on the survey of stakeholders at the National University "Lviv Polytechnic" (<https://lpnu.ua/sites/default/files/2021/2/24/paragraphs/14918/proekt-standart-vo-opituvannya-nulpre-d3-1.pdf>). Survey of stakeholders is carried out in order to:

- timely identification of weaknesses and threats in the educational activities of the University, positive practices and their promotion;
- taking into account the needs of stakeholders and society in the development and periodic review of educational programs, the organization of the educational process;
- implementation of educational activities on the basis of student-centered approach;
- ensuring compliance of program competencies in educational programs with higher education standards, professional standards,
- compliance with international standards (if any) and current labor market requirements;
- ensuring the proper quality of higher education to guarantee employability in the specialty;
- development of proposals to improve the quality of higher education and educational activities of the University with informing stakeholders;
- implementation of procedures for internal and external quality assurance of higher education and educational activities of the University.

Accordingly, the objectives of the surveys are:

- timely receipt of objective information by way of conducting surveys of stakeholders, involving them in the formation of questionnaires;
- verification and analysis of the received information, generalization of results;
- preparation of survey reports, publication of results and dissemination of information to provide participants with feedback;
- discussion of the results of surveys at meetings of departments, scientific and methodological commissions of specialties, Scientific Councils of the Institute, scientific and methodological council of the University, Academic Council of the University and others;
- monitoring the consideration of survey results in the internal quality assurance system.

Another aspect of the student's life cycle is academic mobility, which is regulated by the Regulations on Academic Mobility of Students, Postgraduates, Doctoral Students, Research and Teaching and Research Workers at Lviv Polytechnic National University (<https://lpnu.ua/sites/default/files/2020/pages/2007/svo0203polozhennyaproakademichnumobilnist.pdf>). The regulations provide for the following rules of academic mobility:

- Participants of the educational process who are applicants for higher education within the framework of internal mobility programs are enrolled in the university - partners in Ukraine as such, temporarily admitted to the educational process and have the rights and obligations of applicants for higher education of the Ukrainian university for the period of exercising the right to academic mobility.
- Participants in the educational process who exercise their right to international academic mobility in a foreign partner organization follow the rules of organizational registration in accordance with the legislation of the host country.

- Applicants for higher education who exercise the right to academic mobility, and are not expelled from the University for the period of exercising the right to academic mobility and are included in the Unified State Electronic Database on Education.
- Academic mobility of students, postgraduates of the University is implemented without increasing the standard period of study in the specialty during the academic or calendar year or during holidays or academic leave.
- For the period of study under the programs of graduated or credit academic mobility, a student or postgraduate student of the University is set an individual training schedule. In the case of participation in other forms of academic mobility, the establishment of an individual schedule is necessary only in cases where the period of mobility covers the period of semester control at the University.
- A prerequisite for degree and credit mobility is its program, agreed with the head of the NMC / guarantor of the educational program (or supervisor of the graduate student) indicating the disciplines (or list of research) that the participant of academic mobility will study (or perform) in the organization- partners.

Recognition of learning outcomes obtained in non-formal education is carried out in accordance with the Procedure for recognition of learning outcomes obtained in non-formal and informal education at the National University "Lviv Polytechnic" ([https://lpnu.ua/sites/default/files/2020/pages/2139/poryadok - viznannya-resultativ-navchannya.pdf](https://lpnu.ua/sites/default/files/2020/pages/2139/poryadok_viznannya-resultativ-navchannya.pdf)). Assessment and recognition of learning outcomes.

Assessment and recognition of learning outcomes. Certification of students "of normative documents of NU "Lviv Polytechnic "at the link: <https://lpnu.ua/documents> . And also, in clause 6.1. Of the Rules for admission to graduate school, it is indicated that an applicant who has confirmed his level of knowledge of the English language with a valid test certificate TOEFL or International English Language Testing System or Cambridge English Language Assessment (at least B2 CEA level or equivalent) of German - valid TestDaF certificate (at least B2 CE or equivalent level) French - valid certificate DELF or DALF test (not lower than the B2 level of the Common European Framework of Reference for Languages or a similar level), is exempt from passing the entrance exam in a foreign language when determining the results of the competition, these certificates are equated to the results of the entrance exam in a foreign language with the highest score.

3. Improving the procedures of the "life cycle" of applicants for higher education P9 (Donetsk State University of Management)

DSUM during its activity, consistently applies predetermined and published normative documents of the University (Regulations, Methodical recommendations, etc.), which cover all stages of the "life cycle" of higher education applicants: enrollment, achievement, recognition and certification.

The Ministry of Education and Science of Ukraine is developing the Terms of Admission for the year in question (<https://mon.gov.ua/ua/osvita/visha-osvita/vstupna-kampaniya-2021/umovi-prijomu-dlya-zdobuttya-vishoyi-osviti-2021-roku>). On the basis of the approved conditions of admission, DSUM is developing the rules of admission to the university (https://dsum.edu.ua/storage/documents/vstup/Правила_прийому_2021.pdf).

The rules of admission to the university define:

- Who can be admitted to the university on the basis of which documents;
- The sources of funding for higher education;
- the scope of admission and the scope of state (regional) orders;
- terms and procedures for accepting applications and documents, competitive selection and enrollment;
- special conditions of participation in the competitive selection for higher education;
- the order of forming and corriging the ranking lists of entrants and recommendations for enrollment;
- procedure for transferring to the vacant places of state (regional) enrollment of persons who are enrolled at the expense of individuals, legal entities on the basis of full general secondary education;
- formation of the order on enrollment, additional competition, enrollment at the expense of the target preferential state credit;
- Peculiarities of admission to the Donetsk State University of Management of foreigners and persons without citizenship;
- the order of formation of competitive bids;
- Ensuring transparency and transparency during the admission to the Donetsk State University of Management.

If a student's interests change, or for other reasons, a higher education student may be transferred during the course of his or her studies:

- to another educational program within the framework of one specialty;
- to another specialty at the University,
- another form of education (full-time, part-time);
- to another institution of higher education.

Moreover, an educational specialist can be included in the number of graduates. The grounds for the selection are specified in the Law of Ukraine "On Higher Education". The regulatory framework for the flow of students is the "Provisions on the order of transfer, counting and renewal of students of institutions of higher education", approved by Order ¹ 245 of the Ministry of Education of Ukraine dated 15.07.1996. (<https://zakon.rada.gov.ua/laws/show/z0427-96#Text>) and "Regulations on the order of selection, re-training, renewal and transfer of persons studying at the Donetsk State University of

Management". https://dsum.edu.ua/storage/documents/Regulations_on_the_order_of_deduction_transfer.pdf

Most of the issues related to the education process in the Donetsk State University of Management are regulated by the "Regulations on the organization of the educational process in the Donetsk State University of Management". ([Regulations on the organization of the educational process](#)), which is supplemented by a low number of specific regulations that specify and detail the appropriate procedures in certain areas of educational activity and at certain stages of the "life cycle" of education students.

The university creates an educational environment designed to meet the needs and interests of higher education students, in particular by providing opportunities for individualized educational trajectories.

According to Article 62 of the Law of Ukraine "On Higher Education" (<https://zakon.rada.gov.ua/laws/show/1556-18#Text>) The university ensures the selection of academic disciplines within the limits provided by the relevant educational program and curriculum, to the extent of not less than 25 percent of the total number of ECTS credits provided by the educational program. To implement this law, the university developed the "Regulations on the Formation of Individual Educational Pathways of Higher Education Students at Donetsk State University of Management". ([Regulations on the formation of individual educational trajectories](#))

- This provision determines:
 - The structure of the catalog of elective disciplines, which is composed of general courses designed to form in the students a set of soft skills and specialized courses whose purpose is to expand the competencies that define certain educational programs (<https://dsum.edu.ua/uk/syllabuses>).
 - The procedure and terms of choice of disciplines. Consumers are also offered a video guide on how to use the "Catalog".
 - Mechanism, principles of formation of inter-faculty groups.

For the purpose of effective foreign language study, the DSUM has created opportunities to study foreign language in groups based on language proficiency. For this purpose, at the beginning of each academic year the teachers of the Foreign Languages Department conduct an online test and a short debriefing to assess the student's vocabulary, reading and listening comprehension skills.

In addition, the University provides opportunities for higher education students to be academically mobile, including internationally.

Regulations on the procedure for implementing the right to academic mobility in the Donetsk State University of Management ([Regulations on the procedure for exercising the right to academic mobility](#)) determines the order:

- competitive selection of high school graduates;
- drawing up the documents for participation in the programs of academic mobility;
- Registration of the individual academic mobility;
- Checking and execution of documents after the training at the partner institution;
- recognition of the periods and results of higher education at the partner institution;
- re-payment of academic disciplines, ECTS credits;
- liquidation of academic differences.

An integral part of the "life cycle" of higher education students is practical training, which is aimed at consolidation of theoretical knowledge acquired by students during the training, gaining and improving the practical skills and abilities for the reverse specialty. The main requirements to the planning, organization, content and summarizing of the practical training of students of DSUM are regulated by the "Regulations on the practice of students of Donetsk State University of Management" (Regulations on Practice)

Higher education students have the right to pursue not only formal education, but also non-formal or informal education. The university recognizes the results of learning in the system of non-formal or informal education on the basis of the "Regulations on the procedure of recognition of the results of learning obtained in non-formal and informal education". (Regulations on the procedure of recognition of the results of training received in non-formal and informal education).

In accordance with the Statute, the results of training received in the system of informal or non-formal education are recognized by the subject committee, which is created in accordance with the order of the rector and includes in its composition the guarantor of the educational program for which the higher education student is studying; the teaching staff who teach the disciplines proposed for re-enrollment on the basis of the recognition of the learning outcomes of the non-formal/informal education; the representatives of the University's young scientists, the representatives of the students' self-governing body.

Based on the results of the work, the subject committee draws up a protocol on taking or not taking the discipline in question (noting the discipline name, the total number of hours/credits, the evaluation and the grounds for the re-evaluation).

The decision of the subject committee is brought to the rector's notice, after which the corresponding order is issued, on the basis of which the higher education student is recalculated the specified discipline(s), data is entered into the individual educational plan, information on the success, the academic report.

During the period of study, a student may exercise his or her right to receive dual education. Dual education is carried out on the basis of a contract between the University and the employer (company, institution, organization, etc.), which stipulates:

- the procedure for paying a higher education teacher and his or her salary;
- the scope and expected results of the higher education student's training at the workplace;
- the university's and the employer's obligations with respect to the higher education student's fulfillment of the individualized training plan at the workplace;
- the procedure for evaluating the results of the training received at the workplace.

Acquisition of dual education at the University is regulated by the Provisional Regulation on the dual form of higher education at the Donetsk State University of Management (Temporary Regulation on the dual form of higher education at DSUM).

The evaluation of students' learning achievements, their attainment of appropriate competencies and program learning outcomes are regulated:

- "Regulations on the assessment of the knowledge of students of Donetsk State University of Management" (Regulations on the assessment of knowledge of students of DSUM) and "Rules of recognition of academic scholarships Donetsk State University of Management" (Rules of

Awarding Academic Scholarships) in terms of enhancing students' motivation for active knowledgeable learning, systematic self-directed work and accountability for the results of educational activities, Ensuring a healthy competition in education, creating conditions for a comparison of students' academic achievements in the process of obtaining higher education, determining the grounds for awarding academic scholarships to students, The "Regulation on the Procedure of Recognition of Academic Scholarships for Students at the Expense of State Budget Funds, additional encouragement of students to participate in scientific, athletic, cultural and social activities.

- "Regulations on the procedure for recognition and payment of scholarships for students, graduate students and doctoral candidates of Donetsk State University of Management" (Regulations on Scholarship Provision of DSUM) in terms of the legal and organizational principles of recognition of academic and social scholarships, as well as material aid and material support for higher education students.

In case of disagreement with the assessment received, the student has the right to appeal. The procedure of appeals is regulated by the "Regulations on Appealing the Results of Preliminary Knowledge Control of Students of Donetsk State University of Management" (Regulations on Appealing the Results of Preliminary Knowledge Control of Students). Taking into account quarantine restrictions caused by COVID-19 chronic respiratory disease caused by SARS-CoV-2 coronavirus in the university is the "Regulations on distance learning in the Donetsk State University of Management (Regulations on distance learning) and the order of the current, Completed semester control and certification of higher education students using distance learning technologies" (addendum to the "Regulations on the organization of the educational process in the Donbas Energo") (Regulations on the organization of the educational process); The document contains procedures for all forms of knowledge control and certification of students in the distance learning environment.

Decisions on the awarding of the higher education level are made by the examination committee during the certification of higher education students. The certification at the University is conducted in the form of a public examination of the qualification work and / or a qualification exam for the specialty on the basis of the "Regulations on the establishment of and organization of the work of the Examination Commission at the Donetsk State University of Management" (Regulations on the establishment and organization of the work of the Examination Commission).

"The order of the flow, semester control and certification of higher education students using distance learning technologies" (addendum to the "Regulations on the organization of the educational process in the DonbasEnergo") (Regulations on the organization of the educational process), This allows the examination committee to work using online platforms (Zoom, MS Teams, etc.) and personal learning systems.

Based on the decision of the examination committee for the graduation attestation, the University issues a diploma of higher education and an addendum to the European Diploma. The procedure for issuing diplomas and its supplement is regulated by the "Regulations on the procedure of production, procedure and grounds for issuing diplomas in the Donetsk State University of Management. (Regulations on the order of diploma production) (2020 - 2021 academic year). The university defines the requirements for the diploma with a diploma, moreover, in the addendum to the diploma of the European standard is

determined by the special achievements of a student (winner of the Olympics, The diploma of the European Union is recognized for the special achievements of the student (winners of Olympiads and competitions), periods and results of study in the programs of academic mobility, recognized results of studies that were obtained in non-formal and informal education.

4. Improvement of procedures of "life cycle" of higher education students P10 (National Metallurgical Academy of Ukraine)

"Life cycle" of higher education students at the National Metallurgical Academy of Ukraine (NMetAU) is regulated by low procedures, which are specified by the approved in the established order normative documents of the Academy. In this case, the main regulatory document is the "Regulations on the system of internal quality assurance of educational activities and quality of higher education at NMetAU (https://nmetau.edu.ua/file/polozhennya_pro_svzya_nmetau_2018.pdf), which in accordance with ESG-2015 defines the basic principles of higher education attainment by students and graduate students of the Academy, in particular the implementation of the concept of student-centered educational process, admission procedures, assessment of higher education students and certification of graduates.

All issues related to the enrollment of high school students for training at NMetAU are regulated by the Admission Rules (https://nmetau.edu.ua/file/pp_nmetau2021_pl_sveta.pdf), which are formed according to the annually approved by the Ministry of Education and Science of Ukraine conditions of admission to higher education institutions (<https://www.hneu.edu.ua/wp-content/uploads/2020/12/Umovy-pryjomu-2021.pdf>) and approved by the Scientific Council of NMetAU. The rules specify the terms and order of acceptance of applications and documents for participation in the competitive selection to NMetAU, procedures for organizing and conducting of competitive selection and admission to training, special conditions for participation in the competitive selection, peculiarities of transfer to the vacant places of state (regional) order of persons who are enrolled for training at the expense of individuals or legal entities, the order of formation and corriging of the rating lists of admission and recommendations for enrollment, etc.

Most of the issues related to the education process at NMetAU are regulated by the "Regulations on the organization of the educational process at NMetAU". (https://nmetau.edu.ua/file/organizatsiya_osvit._prots.pdf), which is supplemented by a low number of specific regulations that specify and detail the appropriate procedures in certain areas of educational activity and at certain stages of the "life cycle" of education students.

Ensuring the right of education students to form their own learning paths is regulated:

- in terms of implementation of the right to academic mobility, including international - "Regulations on the implementation of the right to international academic mobility of participants in the educational process of NMetAU". (https://nmetau.edu.ua/file/polozhennya_pro_akademichnu_mobilnist_nmetau.pdf), "Regulations on the Recognition of Secondary, Secondary Professional, Professional and Higher Education Documents Issued by Educational Institutions of Other Countries at the NMetAU". (https://nmetau.edu.ua/file/polozhennya_pro_viznannya_dokumentiv.pdf);

- In terms of formation of an individual educational plan - "Regulations on the organization of the educational process at NMetAU". (https://nmetau.edu.ua/file/organizatsiya_osvit._prots.pdf), which determines the form, order of formation and maintenance of the individual educational plan, as well as "Organization and methodological principles of providing for the selection component of educational and professional training programs for specialists at NMetAU".

(https://nmetau.edu.ua/file/omz_zvsopppf.pdf), which regulate the procedures for realizing the right of the student to choose at least 25% of the academic disciplines.

Participation of education students in the procedures of periodic review and updating of educational programs is ensured due to their direct participation in the work of the educational program quality assurance group, which is regulated by the "Provisions on educational program quality assurance groups of NMetAU". (https://nmetau.edu.ua/file/polozhennya_pro_gzypaop_nmetau.pdf),

and by taking into account students' thoughts and opinions expressed by them during questionnaires and observations, the content, frequency and procedure of which are governed by the "Regulation on Questionnaires (Opinions) of Higher Education Students of NMetAU". (https://nmetau.edu.ua/file/polozhennya_pro_anketuvannya.pdf).

An integral part of the "life cycle" of higher education students is practical training, which is aimed at consolidation of theoretical knowledge acquired by students during the training, acquiring and improving the practical skills and abilities for the relevant specialty. The main requirements to the planning, organization, content and summarizing of the practical training of the students of NMetAU are regulated by the "Provisions on the practice of the students of NMetAU". (https://nmetau.edu.ua/file/provedennya_praktiki.pdf).

The evaluation of students' learning achievements, their attainment of appropriate competencies and program learning outcomes are regulated:

- "Regulations on the organization of the educational process at NMetAU". (https://nmetau.edu.ua/file/organizatsiya_osvit._prots.pdf) in terms of defining the main types and forms of educational control, the rules of their implementation, formation and approval of evaluation criteria, documentation and certification of the results, etc;

"Regulations on the Rating System for Assessing the Achievements of the Students of NMetAU" (https://nmetau.edu.ua/file/polozhennya_pro_reyting_studentiv_nmetau-zmini.pdf) and "Rules of Awarding Academic Scholarships at NMetAU" (https://nmetau.edu.ua/file/pravila_priznachennya_as.pdf) in the part of increasing the students' motivation for active knowledgeable learning, systematic self-directed work and responsibility for the results of educational activities, ensuring healthy competition in education, creating conditions for the comparison of students' educational achievements in the process of higher education, Determination of grounds for awarding academic scholarships to students who study at the expense of state budget funds, additional encouragement of students to participate in scientific, sports, cultural and social activities.

"Regulations on Scholarship Support for Individuals Studying at NMetAU" (https://nmetau.edu.ua/file/polozhennya_pro_szo.pdf) in terms of the legal and organizational provisions for the appointment of academic and social scholarships, as well as material aid and material support for higher education students.

Issues related to the selection of the students of NMetAU, renewal of the students of NMetAU by the persons who were selected from the NMetAU or from other institutions of higher education of Ukraine, renewal of the students of NMetAU to the educational process, transfer of the students of NMetAU from one specialty (educational (research) program) to another within the same field of knowledge, transfer of the students of NMetAU from one form of training to another, transferring the

students of NMetAU from one source of funding to another within the framework of educational (research) program, transferring the students who are studying at other institutions of higher education to study at NMetAU, Determination and liquidation of academic differences and provision of academic leave of absence to students are regulated by "Regulations on the procedure of assessment, re-training, renewal and transfer of students who study at NMetAU". (https://nmetau.edu.ua/file/polozhennya_pro_poryadok_vidrahuvannya.pdf).

NMMetAU pays constant attention to the creation of favorable conditions for the development and formation of high professional and moral qualities of students, encouraging them to actively participate in community life, forming in them an active life position, reverence for the laws of the state, national competence and self-awareness, humanism, spirituality, creative thinking, desire for sound health, active way of life, establishment of inter-community relations. Activity of structural divisions of the Academy and scientific and pedagogical staff in this sphere is determined by "Provisions on educational work at NMetAU". (https://nmetau.edu.ua/file/polozhennya_pro_vihovnu_robotu_nmetau.pdf).

Certification of high school graduates upon completion of the educational program at NMetAU in the form of a public examination of the graduation qualification work and / or a summary qualification exam according to the procedure approved by the Scientific Council of the normative documents" Organization of the Graduation Qualification Works at NMetAU" (https://nmetau.edu.ua/file/organizatsiya_vikonannya_vipusknih_kvalifikatsiy_nih_robit_u_nmetau_2016.pdf) and "Regulations on the Assessment Committees of NMetAU" (https://nmetau.edu.ua/file/ekzamenatsiy_na_komisiya.pdf), which in particular specifies the requirements of the Academy for diplomas with recognition and regulates the appeal procedures on the results of the certification.

On the basis of the decision of the examination committee NMetAU issues a Diploma of Higher Education and Diploma Supplement of the European standard indicating the special achievements of a student (winner of the Olympiads, competitions), periods and results of study in the programs of academic mobility.