

REGULATIONS OF ORGANIZATION AND CONDUCT OF DEFENSES OF RESEARCH PROJECTS AND QUALIFYING EXAMINATIONS IN REMOTE MODE

1.1. Regulations for the organization and conduct of defenses of research projects and qualifying examinations in the remote mode (hereinafter - the Regulations) are designed to properly organize the certification to ensure the implementation of educational programs Igor Sikorsky Kyiv Polytechnic Institute (hereinafter - the University) and valid at a time when opportunities for physical visits to the University by applicants for higher education (hereinafter - applicants) are limited or absent and traditional ways for certification of applicants can not be used due to force majeure (natural disasters, quarantine measures and other force -major circumstances).

1.2. The defense of research projects (diploma theses, graduation work, MSc Dissertations) and / or qualifying examinations (hereinafter - Certification) in the remote mode must be in compliance with the [Regulations on the examination board and certification of higher education in Igor Sikorsky Kyiv Polytechnic Institute](#), taking into account the peculiarities of the remote mode of appraisal procedures and other established requirements, in particular, for the defense of research projects: admission procedures and deadlines for submission of works for defense, posting works on the department's website, checks for plagiarism, providing feedback (or photocopies), reviews (or their photocopies), etc.

1.3. Arrangements for admission and defense of research projects and/or conducting qualifying examinations in remote mode should be held in synchronous mode in accordance with the approved academic calendar, schedule of defenses of research projects and schedule of qualifying examinations with reliable identification of applicants. The applicant can be identified, for example, by showing his/her record book or other identity document to the examination board via video.

1.4. In order to ensure the publicity of the defenses, it is recommended to provide the opportunity to participate in remote defense to anyone upon condition of their prior registration (registration method is determined by the administrating sub-department), by posting information on registration on the website of the department no later than one week before the defense.

1.5. The management of the departments and the heads of the research projects should ensure the availability of responses and reviews of the research projects by means of electronic communication. Allow the use of photocopies of documents with the subsequent sending by mail of paper copy or in digitized version with an electronic digital signature until the start of processing papers on higher education.

1.6. If at the time of defending the research project the examination board has not received a paper copy signed by the applicant, then before the defense the applicant must send an electronic copy of the research project to the examination board. Then, at the beginning of the defense procedure, the secretary of the examination board in the presence of the committee and the applicant should announce before the speech of the applicant the phrase: *“Do you confirm (name of the applicant), sending (date) research project on the topic “Topic of the research project” the total number of (number of pages together with appendices) pages to e-mail (mail address of the department)? ”*. The applicant's response should be recorded on a defense video.

1.7. Certification is carried out by examination board (hereinafter - EB) in the mode of video conferences. After meetings the secretary of EB draw conclusions of: the results of passing the qualification examinations, defense of research projects to the dean's office; the report of EB to the academic office of the University; protocols of EB to the person responsible of the faculty, institute for execution of the order on completion of a course.

1.8 Qualification examinations are conducted according to the same regulations as the semester examining measures provided by the Regulations for conducting semester test remotely. The duration of the oral qualification examination for one applicant should not exceed 0.5 hours, written - 3 hours. The total duration of qualification examinations should not exceed six academic hours per day.

1.9. Decisions of examination boards come into force after receipt by the examination board of originals and accompanying documents.

1.10. It is obligatory to keep a digital record of the process of defending qualification works and conducting qualification examinations for at least one year.

Pro-rector for research

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