

Regulations
on certificate programs
of National Technical University of Ukraine
"Ihor Sikorskyi Kyiv Polytechnic Institute"

Approved by order No. 7/71 dated 04/07/2020,
as amended by the order No. HOH/126/2022 dated 04/29/2022

1. GENERAL REGULATIONS

1.1. Regulations on certificate programs of National Technical University of Ukraine "Igor Sikorskyi Kyiv Polytechnic Institute" (hereinafter – Regulations) are drawn up in accordance with the Law of Ukraine "On Higher Education", the Resolution of the Cabinet of Ministers of Ukraine "On approval of the list of paid services that can be provided by educational institutions, other institutions and institutions of the education system belonging to the state and communal form of ownership" dated August 27, 2010 No. 796.

1.2. The regulation determines the types, forms, content, order and duration of certificate programs (hereinafter – CP) by trainees (students of Igor Sikorskyi Kyiv Polytechnic Institute and other stakeholders), the use of their results in the educational process, scientific, organizational, methodical and other work, and the duties of students, teachers, heads of structural units in this educational activity area.

1.3. Certificate programs are implemented in Igor Sikorskyi Kyiv Polytechnic Institute (hereinafter - University) as a professional component or supplement to the implemented at the University educational programs, to meet the educational needs of the University's higher education applicants and external students (hereinafter - the students), deepening of professional competences, as one of the forms of a more flexible response to current needs of the labor market and high-tech business.

1.4. Based on the results of the student's mastery of the certificate program, acquisition of certain professional knowledge, abilities and skills, a certificate of Igor Sikorskyi Kyiv Polytechnic Institute. Information about mastering the certificate program be specified in the European form diploma supplements.

2. BASIC TERMS AND THEIR DEFINITIONS

2.1. The certificate program (CP) is a specialized complex of interconnected components (educational components) of a set duration, which provides for professionally oriented training of trainees, in accordance with this Regulation.

2.2. A students is a person who is undergoing training under a certificate program (students of Igor Sikorskyi Kyiv Polytechnic Institute and external students).

3. IMPLEMENTATION OF CERTIFICATE PROGRAMS

3.1. The certificate program is developed by the department, within the limits of the assigned to the department educational program (hereinafter – EP).

3.2. The Department of Organization of the Educational Process accepts the department's submission regarding the introduction of the CP, analyzes the submitted materials, and submits to the Methodological Council of the University the issue of introducing the CP.

3.3. 3.3. The introduction of the CP is approved by the Methodological Council of the University and implemented by the order of the University.

3.4. 3.4. The Department of Organization of the Educational Process enters introduced CP into the register of programs.

3.5. 3.5. The certificate program is implemented at the department (several departments), which provides the program, and at other partner institutions of the department (if necessary), within the limits of the dual form of education.

3.6. The head of the department that introduces the CP is responsible for the implementation of programs at a high professional level and for preparing printing of CP completion certificates.

4. REQUIREMENTS FOR CERTIFICATE PROGRAMS

4.1. The introduction of CP requires the presence of a CP description and syllabuses for each CP component.

4.2. The CP description is a document that indicates for which educational level the CP is created, what competencies will be formed in the student of the program, learning outcomes, as well as the main forms of mastering the program. The CP description consists of the following structural elements:

- general information (program title);
- purpose of CP;
- student participation features (including registration period for the program);
- educational components list in ECTS credits;
- competencies and expected learning outcomes;
- evaluation of learning results.

4.3. The educational components list of the CP can include disciplines from the educational program normative component and disciplines from the educational program selective component.

4.4. The selection of the certificate program takes place in accordance with the regulations on the right to free choice of disciplines by applicants for higher education.

4.5. The total scope of the certificate program can be:

- 20-60 ECTS credits for the first (bachelor) level of higher education;
- 15-40 ECTS credits for the second (master's) level of higher education.

4.6. Students are enrolled to certificate programs on the submitted application (Appendix 1) within the deadlines set by the department. Enrollment of University students for the disciplines of the certificate programs is carried out on general principles and within the established deadlines for recognition in selective disciplines. Enrollment of external students for the disciplines of the certificate program is carried out by the department that provides EP. Enrollment is carried out for the entire scope of the certificate program through the submission of an application from external students, by which the student is attached to the group for passing the CP.

4.7. Enrollment of students in certificate programs is carried out by the dean of the faculty/director of the educational and scientific institute order on approval of the student group of the certificate program (Appendix 2).

5. PROVISION OF CERTIFICATE PROGRAMS

5.1. Provision of the target audience involves the formation of a group from among University students, and other persons in accordance with 2.2 of this Regulation.

5.2. The place of certificate programs is determined and provided by the dean's office of the faculty/educational and scientific institute. CP or its educational components can be carried out in the form of distance learning.

5.3. Educational, methodological and logistical support of certificate programs is carried out by the department that implements the CP.

5.4. Certificate programs are provided for a fee in such cases:

- for students who, in the case of mastering the CP, exceed the number of credits provided for in the EP under which they are studying;
- for external students.

5.5. The cost of 1 ECTS credit for students who, upon mastering them, exceed the number of credits planned in the curricula, is established annually (until the beginning of the new academic year) by University order. The calculation is developed by the planning and financial department and provides for the payment of lecturers in accordance with current legislation, based on their workload.

5.6. The cost of the certificate program for external students is established on the basis of calculations carried out by the planning and financial department. The planning and financial

department receives input data for these calculations from the head of the department responsible for the certificate program. The planning and financial department, together with the dean of the faculty/director of the educational and scientific institute, develops and approves the order on the estimate of the certificate program.

5.7. The provision of educational services within the department's certificate programs is carried out by leading scientific and pedagogical employees of the department and/or representatives of partner institutions within the framework of current cooperation agreements.

6. REPORTING

6.1. Students of certificate programs, upon successful completion of training and attestation, are issued a University certificate signed by the rector (vice-rector).

6.2. In case of involvement in the certificate program of the University partner institutions under cooperation agreements, students are issued a certificate with the signatures of the managers and seals of the University and the partner institution (if available).

6.3. Costs for the production and printing of the certificate are paid by the student separately, at the prices approved for the current year.

Appendix 1 to the Regulation

Dean / Director

(faculty/educational and scientific institute)

(name, surname)

Applicant

(name, surname)

(course, group (for student))

S T A T E M E N T

Please registration me to the certificate program _____
(certificate program title)

_____ for the time period _____

I guarantee the payment ¹

Date

Signature

AGREED:

Dean / Director

(signature)

(name, surname)

Head of Department

(signature)

(name, surname)

¹ in the cases established in 5.4 of the Regulation

Appendix 2 to the Regulations



УКРАЇНА

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
НАЦІОНАЛЬНИЙ ТЕХНІЧНИЙ УНІВЕРСИТЕТ УКРАЇНИ
«КИЇВСЬКИЙ ПОЛІТЕХНІЧНИЙ ІНСТИТУТ
імені ІГОРЯ СІКОРСЬКОГО»

РОЗПОРЯДЖЕННЯ № _____

м. Київ

«___» _____ 20__ р.

Про затвердження складу групи слухачів
сертифікатної програми _____
(назва сертифікатної програми)

По студентському складу _____
(назва факультету/навчально-наукового інституту)
денна/заочна форма навчання

Відповідно до Закону України «Про вищу освіту» та на підставі рішення Методичної ради КПІ ім. Ігоря Сікорського протокол № ____ від _____,

ПРОПОНУЮ:

Нижченазваних студентів 2-го курсу першого (бакалаврського) рівня вищої освіти включити до складу слухачів сертифікатної програми _____ в межах спеціальностей факультету/навчально-наукового інституту:

Спеціальність 121 Інженерія програмного забезпечення,

Освітня програма «Інженерія програмного забезпечення розподілених систем»

група _____

1. Алексеева Марта Петрівна
2. Карпенко Микола Іванович (навчання за договором за рахунок коштів фізичних (юридичних) осіб)

група _____

Підстава: заяви студентів з погодженням завідувача кафедри.

Декан/директор

(підпис)

(Ім'я, ПРІЗВИЩЕ)

Проект розпорядження вносить:

Завідувач кафедри _____
(назва кафедри) (підпис) (Ім'я, ПРІЗВИЩЕ)

Дата _____

Список розсилки:

Електронні копії:

1. деканат факультету/навчально-наукового інституту;
2. департамент організації освітнього процесу

(структурний підрозділ)

Виконавець

(Ім'я, ПРІЗВИЩЕ)

Тел.: _____