



UKRAINE

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
“IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE”**

REGULATIONS № 7/177

Kyiv

1.10.2020

On approval of the Regulations on recognition learning outcomes acquired in non-formal / informal education at Igor Sikorsky Kyiv Polytechnic Institute

In order to ensure the quality of higher education and proper training of higher education students at the university and to implement the decision of the Academic Council of Igor Sikorsky Kyiv Polytechnic Institute (protocol № 5 of 30.06.2020)

REGULATIONS:

1. To approve and put into effect the Regulations on recognition learning outcomes acquired in non-formal / informal education at Igor Sikorsky Kyiv Polytechnic Institute (Appendix 1).
2. To consider the Regulations as an integral part of the Regulations for the organisation of educational process at Igor Sikorsky Kyiv Polytechnic Institute.
3. Control over the execution of the order to place upon the Vice-Rector for Education A. A. Melnychenko.

Rector

/signed/ Michael ZGUROVSKY

The draft regulations are introduced by
Vice-Rector for Education
_ /signed/ _ Anatolii MELNYCHENKO.

tel. 204-84-50

AGREED:

Chairman of the Academic Council	___ /signed/ ___	Mykhailo ILCHENKO
First Vice-Rector	_____/signed/ ___	Yuri YAKYMENKO
Vice-rector for the Educational work	_____/signed/ _____	Natalia SEMINSKA
Chairman of the student council	___ /signed/ ___	Nazar BULAVKO
Legal adviser	___ /signed/ ___	_____

Agreement № 0116

Printed in 1 copy

Executant: T.M. Zheliaskova
tel. 204-93-91

Distribution:

1. General department - the original
2. All structural units - electronic copy
3. Website

REGULATIONS
ON RECOGNITION LEARNING OUTCOMES ACQUIRED IN NON-FORMAL / INFORMAL
EDUCATION AT IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE

1. GENERAL PROVISIONS

1.1.Regulations on recognition learning outcomes acquired in non-formal / informal education at Igor Sikorsky Kyiv Polytechnic Institute developed in accordance with the Laws of Ukraine “On Education”, “On Higher Education.”

1.2.The regulation defines the recognition procedure by validating the learning outcomes obtained in non-formal / informal education by applicants of all levels of higher education who study at Igor Sikorsky Kyiv Polytechnic Institute.

1.3.The learning outcomes and competencies required for the award of an educational or professional qualification can be achieved and obtained in a formal, non-formal, or informal education system.

1.4.Recognition of learning outcomes acquired in the system of formal education is defined by the Regulations on recognition results of previous training at the Igor Sikorsky Kyiv Polytechnic Institute.

1.5.Basic terms and definitions:

Formal education – education that is obtained through educational programs in accordance with the statutory levels of education, fields of knowledge, specialties (professions) and involves students achieving educational standards recognized by the state.

Non-formal education – education that is usually obtained through educational programs and does not involve the award of state-recognized educational qualifications of the appropriate level but may lead to the assignment of professional and / or partial educational qualifications. Types of non-formal education: professional courses / trainings, civic education, online education, professional internships, etc.

Informal education (self-education) – education, which presupposes self-organized acquisition of certain competencies by a person, in particular during everyday activities related to professional, social or other activities, family or leisure.

Learning outcomes - knowledge, skills, abilities, ways of thinking, attitudes, values, other personal qualities that can be identified, planned, evaluated, measured, and which a person is able to demonstrate after completing an educational program or mastering individual learning disciplines.

Validation – a formalized process of determining the level of mastering by students of the planned learning outcomes. Means of validation of results of non-formal and informal education - examination paper, control and test tasks, tools, equipment, materials and other means in accordance with the level of qualification and technological requirements.

2. ORGANISATION OF RECOGNITION OF LEARNING OUTCOMES OBTAINED IN NON-FORMAL / INFORMAL EDUCATION

2.1. In the presence of an international certificate in a foreign language (English, French, German) at the level of B2 and above, the discipline “Foreign language” from the cycle of general preparation of the curriculum of the bachelor's degree can be credited with the maximum mark.

2.2. In the case of the syllabus – the work program of the initial presence of the discipline of the recommendations of the scientific and pedagogical worker on the possibility of taking a certain online course or another element of non-formal education, additional validation of non-formal learning outcomes is not required. Semester and current tests in the relevant discipline are evaluated by the scientific and pedagogical worker in accordance with the rating system for evaluating learning outcomes and policy of the discipline.

Procedure for recognition of learning outcomes obtained in non-formal / informal education

2.3. Recognition of learning outcomes acquired in non-formal / informal education is allowed for the educational components that are included in the curriculum according to which the applicant is studying, from the second semester. Recognition of learning outcomes is carried out before the start of the semester, during which the applicant masters the educational component, which can be partially or fully credited.

2.4. Recognition of learning outcomes acquired in non-formal / informal education extends to both normative and elective disciplines / educational components of the applicant, with the exception of diploma projects.

2.5. The discipline can be credited both in full and in separate components (educational components, content modules, individual topics).

2.6. The University may recognize learning outcomes obtained in non-formal / informal education in an amount not exceeding 10% of the total

educational program of the applicant, but, as a rule, not more than 6 credits within the academic year.

Procedure for validation of learning outcomes obtained in non-formal / informal education

2.7. Applicants for higher education prepare a statement which is addressed to the Dean of faculty / Director of the Institute with a request for recognition of learning outcomes acquired in non-formal / informal education (Appendix 1). The statement is accompanied by documents (certificates, references, etc.), which determine the subject, scope and list of learning outcomes acquired during non-formal learning, as well as the results of control. If the applicant has the results of training in educational components, which he/she acquired independently during informal education, he indicates this in the statement, asking to appoint an extraordinary control measure.

2.8. By order of the Dean / Director of the relevant faculty / institute, a subject commission will be created, which includes: The Head of the Graduates Department, scientific and pedagogical worker responsible for the educational component proposed for enrollment, scientific and pedagogical worker of the graduating department, usually the curator of the academic group of the applicant or his/her scientific supervisor.

2.9. The subject commission reviews the submitted documents, analyses their compliance with the syllabus – work program of the discipline / educational component, conducts an interview with the applicant (if necessary) and makes one of the decisions (Appendix 2):

- 1) recognize the results obtained during non-formal education and credit them as an assessment of semester control in the relevant discipline / educational component;
- 2) recognize the results obtained during non-formal education and include them in accordance with the rating system of assessment as the current control of the relevant component of the discipline / educational component;
- 3) not to recognize results obtained during non-formal / informal education;
- 4) set the date of the unscheduled control session, as specified in the curriculum for the discipline / educational component that may be credited.

2.10. If the subject commission deems it necessary to conduct a control session, the applicant is acquainted with the syllabus - work program of the discipline / educational component and a list of questions to be submitted for control. If the curriculum provides for the implementation of an individual task in the discipline / educational component (paper, calculation paper, homework), the applicant is acquainted with the list of topics and assessment criteria.

2.11. The subject commission gives the applicant up to 10 working days to prepare for the control session (for each discipline / educational component) and to perform the chosen topic / variant of the individual task (if available). The term of training is discussed with the applicant.

2.12. Based on the results of the control session, the subject commission evaluates the results and makes a decision on crediting these results as an assessment of the semester control in the relevant discipline / educational component (Appendix 3). If the applicant received less than 60 points, the learning outcomes obtained in non-formal / informal education are not valid.

2.13. In case of enrollment of an academic discipline / educational component by the dean's office, the following is included in the applicant's educational card: name of the discipline / educational component, the total number of hours / credits, academic year and grounds for enrollment (minutes of control session). The applicant is exempted from studying the enrolled discipline / educational component.

2.14. In case of enrollment of only a separate module / module of the discipline, the applicant is exempted from the relevant tasks, receiving the maximum score for them in accordance with the rating system of evaluation of this discipline / educational component.

3. FINAL PROVISIONS

3.1. The protocol of the subject commission, which contains the conclusion on the recognition of learning outcomes obtained during non-formal / informal education, as well as the statement addressed to the Dean of the Faculty / Director of the Institute with copies of documents (certificates, references, etc.) are stored in the applicant's study card. The protocol containing the conclusion on non-recognition of learning outcomes obtained during non-formal / informal education should be kept by the Chairman of the Subject Commission for 3 years.

3.2. In case of a conflict situation between the applicant and the members of the subject commission, the settlement is carried out in accordance with the Regulations on the resolution of conflict situations in the Igor Sikorsky Kyiv Polytechnic Institute at the request of one of the parties to the conflict.

Vice-Rector for Education /signed/ Anatolii MELNYCHENKO

Appendix 1

*To the Dean of Faculty / Director of the Institute
from _____ grade student / postgraduate
of Faculty / Institute _____*

(name)

STATEMENT

I request You to recognize the learning outcomes I have acquired in non-formal / informal (indicate required) education as the results of semester control in the discipline / educational component “ _____ ”.

To recognize the results of non-formal education, documents (personally certified copies of documents) confirming the acquisition of the relevant results are attached.

To recognize the results of informal education, the applicant provides a justification for why he considers validation possible.

(date)

(sign)

I am familiar with the procedure for checking the results of non-formal / non-formal learning _____

(sign)

**NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
“IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE”**

PROTOCOL № _____
of “___” _____ 20__

The session of subject commission for validation of the results of non-formal education, created by the order of the Dean / Director of Faculty / Institute of _____ (date) № _____

Members of the subject committee:

Chairman: _____

Members: _____

Validation of learning outcomes acquired in non-formal education by the applicant _____ **was considered.**

The following documents have been submitted for consideration by the subject commission:

- the statement of applicant _____ for recognition of learning outcomes acquired in non-formal education as a result of semester control in the educational component “ _____ ”;
- documents confirming the acquisition of learning outcomes: _____

(indicate: the name and date of issue of the document, the organization that issued the document, a link to its website, the name of the course, the volume of the course, achieved learning outcomes, etc.)

Decision of the subject commission: *(Choose the necessary)*

1. Based on the results of consideration of the documents provided by the applicant _____, confirming the acquisition of learning outcomes in non-formal education, to establish their **FULL COMPLIANCE** with the competencies formed by the discipline / educational component “ _____ ”

2. **RECOGNIZE** the results obtained during non-formal learning as the results of semester control in the discipline / educational component “ _____ ” and give an assessment _____ (ECTS).

1. Based on the results of consideration of the documents provided by the applicant _____, confirming the acquisition of learning outcomes in non-formal education, to establish their **INCOMPATIBILITY** with the competencies formed by the discipline / educational component “ _____ ”

2. **DO NOT RECOGNIZE** the results obtained during non-formal education as the results of semester control in the academic discipline / educational component “ _____ ”

1. Based on the results of consideration of the documents provided by the applicant _____, confirming the acquisition of learning outcomes in non-formal education, to establish their **PARTIAL COMPLIANCE** with the competencies formed by the educational component “ _____ ”

2. **RECOGNIZE** the results obtained during non-formal learning as the results of the current control of the educational component “ _____ ”

3. To enroll the following components of the work program of the educational component with assessment, in accordance with the rating system for assessing learning outcomes:

topic: “ _____ ”, assessment: _____

topic: “ _____ ”, assessment: _____

1. Based on the results of consideration of the documents provided by the applicant _____, confirming the acquisition of learning outcomes in non-formal education, there is **NO POSSIBILITY TO ESTABLISH THEIR DEGREE OF COMPLIANCE** the competencies formed by the discipline / educational component “ _____ ”

2. Appoint a **SEMESTER CONTROL** “ _____ ” _____ 20____ in the form of an exam / test in the discipline / educational component “ _____ ”

Chairman: _____

Members: _____

(sign)

(name)

I am familiar with the decision of the commission _____

(date)

(sign)

(name)

**NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
“IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE”**

PROTOCOL № _____
of “___” _____ 20__

The session of subject commission for validation of the results of non-formal / informal education,
created by the order of the Dean / Director of Faculty / Institute of _____ (date) № _____

Members of the subject committee:

Chairman: _____

Members: _____

Validation of learning outcomes acquired in non-formal education by the applicant
_____ **was considered** in order to enroll the discipline /
educational component “_____”.

Examination question and assessment of the response:

1. _____

2. _____

(indicate the examination question and assessment of the response (excellent, very good,
good, satisfactory, sufficient, unsatisfactory) of each question)

Decision of the subject commission:

1. Based on the results of the analysis of the answers of the applicant _____ of the examination question and performance of the individual task (if available) give an **ASSESSMENT** _____ (ECTS).

2. **RECOGNIZE** control results as an assessment of semester control in the discipline / educational component “_____”.

Chairman: _____

Members: _____

(sign)

(name)

I am familiar with the decision of the commission _____

(date)

(sign)

(name)