

**REGULATIONS ON RECOGNITION
IN IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE
RESULTS OF PREVIOUS EDUCATION**

1. General regulations

1.1. Regulations on recognition in Igor Sikorsky Kyiv Polytechnic Institute results of previous education (hereinafter – Regulation) determines the procedure for crediting the relevant credits of the European Credit Transfer System (hereinafter referred to as ECTS) in the process of forming an individual study plan of a higher education applicant (hereinafter – applicant) of all forms of education and recognition at Igor Sikorsky Kyiv Polytechnic Institute (hereinafter – University) study results:

1.1.1) received by students of higher education at another institution of higher education or at the University – upon transfer, renewal, participation in academic mobility programs;

1.1.2) when obtaining education at a certain educational level on the basis of the previously obtained educational level – at the stage of forming integrated educational plans;

1.1.3) when continuing education at the University after an academic leave;

1.1.4) when simultaneously studying two specialties (educational programs) or obtaining a second higher education;

1.1.5) when calculating the amount of funds to be reimbursed by higher education recipients who are re-educating at the expense of the state budget, in accordance with the Resolution of the Cabinet of Ministers of Ukraine dated August 26, 2015 No. 658 (as amended).

1.2. This Regulation is based on the Law of Ukraine "On Higher Education", the Law of Ukraine "On Education", regulatory documents relating to the implementation of the European Credit Transfer System and programs of international academic mobility, the regulatory framework of the University and other regulatory documents on higher education .

1.3. Recognition of learning outcomes is carried out:

1.3.1) at the request of a higher education applicant based on an academic certificate or an appendix to a higher education document issued by an accredited higher education institution of Ukraine, a copy (excerpt) from the higher education applicant's educational card (for applicants permanently studying at the University);

1.3.2) on the basis of the individual study plan of the participant of academic mobility;

1.3.3) in accordance with integrated curricula.

2. Procedure for recognition of learning results upon transfer

2.1. The applicant submits an application for the recognition of the results of previous education to the name of the dean of the faculty/director of the institute after receiving:

- consent of the rector of the University regarding his transfer in case of transfer from another institution of higher education (hereinafter referred to as higher education institution) to the University;

- consent of the dean of the faculty/director of the institute to which he wishes to transfer within the framework of the University.

The application for the recognition of the results of previous education is submitted no later than two weeks before the beginning of the academic semester. A certified copy of the training card with the results of previous training is attached to the application.

2.2. The decision on the recognition of the results of previous education is made by the Commission for the recognition of the results of education (hereinafter – Commission) of the department of the faculty/institute, to the educational program of which the student of higher education is transferred within ten calendar days on the basis of the statement of the student of higher education, a certified copy of the study card and communication with him (if necessary). The decision of the Commission is drawn up in the form of a Protocol on the recognition of training results (hereinafter – Protocol).

2.3. On the basis of the Protocol, the academic difference is determined, which the applicant must eliminate within the deadlines set by the faculty/institute. The academic difference is determined for all semesters of study that precede the semester to which the student is transferred.

2.4. In the event that the academic difference exceeds 30 ECTS credits, the Commission may recommend a transfer with a reduced course.

3. The procedure for recognizing the results of education when returning to the university

3.1. The student of higher education submits an application for recognition of the results of previous education to the dean of the faculty/director of the institute no later than two weeks before the beginning of the academic semester.

The application is accompanied by an academic certificate with the results of previous education at the institution of higher education (hereinafter – HEI) in which the applicant education.

3.2. The decision on the recognition of the results is made by the Commission of the department of the faculty/institute, to whose educational program the higher education applicant is renewed, within ten calendar days on the basis of his application, academic certificate and communication with him (if necessary). The decision of the Commission is drawn up in the form of a Protocol.

3.3. On the basis of the Protocol, the academic difference is determined, which the applicant must eliminate within the deadlines set by the faculty/institute. The academic difference is determined for all semesters of study that precede the semester in which the student is renewed.

3.4. In the event that the academic difference exceeds 30 ECTS credits, the Commission may recommend renewal with a reduced course.

3.5. The protocol is the basis for the dean of the faculty/director of the institute to make a decision regarding the terms of renewal of the awardee.

4. The procedure for recognizing learning outcomes when participating in academic mobility programs

4.1. The recognition of the academic mobility participant's learning results and the crediting of ECTS credits earned at the partner higher education institution is carried out in accordance with the previously concluded study contract and the individual study plan

of the academic mobility participant, in accordance with the Regulations on Academic Mobility of Igor Sikorsky Kyiv Polytechnic Institute and Regulations on double degree programs at Igor Sikorsky Kyiv Polytechnic Institute.

4.2. The basis for recognition of the results is the academic certificate (Transcript of Records or a similar document issued by the HEI partner) of the applicant with his study results obtained at the HEI partner.

4.3. The procedure of recognition of study results is implemented by the deputy dean for educational work together with the coordinator of academic mobility and the head of the graduation department. Decisions on the recognition of study results are drawn up in the form of a protocol, a copy of which is provided by the coordinator of academic mobility to the department of academic mobility of the University.

4.4. The decision to recognize the results of education under academic mobility programs is made before the expiration of the individual study plan (hereinafter – ISP) of the mobility participant. In the event that at the time of the expiration of the period of validity of the ISP, established by the order of the University, documents confirming the results of the student's education at the partner higher education institution were not provided for reasons that are not within the scope of responsibility of the student of higher education, the dean's office of the faculty/institute, for at the request of the coordinator of academic mobility, prepares a draft order on the extension of the period of validity of the ISP of the participant of academic mobility and makes appropriate changes to the ISP, taking into account the information from the higher education institution-partner regarding the deadlines for submitting documents.

4.5. In the event that changes were made to the study plan (Learning Agreement) of the mobility participant in the HEI-partner during the mobility, the applicant informs the academic mobility coordinator of the faculty/institute about this, provides a copy of the study plan where these changes are reflected, agrees with him on these changes by means of approval by the deputy dean for educational work and the academic mobility coordinator of the relevant part of the plan, after which the faculty/institute prepares a draft order on making changes to the ISP of the participant of academic mobility.

Recognition of study results in this case is carried out on the basis of the changed INP of the participant of academic mobility.

4.6. Obtaining unsatisfactory results of education at a partner higher education institution in educational disciplines (educational components) that were subject to recognition according to the ISP of the participant of academic mobility, leads to the emergence of academic debt for the applicant, which must be liquidated at the University, in accordance with the Regulations on current, calendar and semester control of study results at Igor Sikorsky Kyiv Polytechnic Institute, if such an opportunity was not given to him in the HEI-partner. It is not allowed to contest the results of education and the liquidation of academic debt at the partner higher education institution.

4.7. The components acquired by the participant of academic mobility at the higher education partner, included in his academic certificate (Transcript of Records or a similar document issued by the higher education partner), but not provided for in the ISP of the participant of academic mobility, can be included in the supplement to the diploma. To do this, the applicant applies to the dean of the faculty/director of the institute to

include the study results in the annex to the diploma and attach supporting documents. The approved application and documents are handed over to the person responsible for the formation of annexes to the diploma in the unit.

5. The procedure for recognizing the results of education when enrolling in education according to integrated curricula

5.1. The decision on the recognition of the results of the applicants' previous education is made by the Commission of the department of the faculty/institute, in the educational program of which the applicants of higher education are enrolled, on the basis of integrated curricula and supplements to the diplomas of the applicants. The decision of the Commission is drawn up in the form of a Protocol.

5.2. The protocol is the basis for the dean of the faculty/director of the institute to make a decision regarding the enrollment of previous study results, ECTS credits and grades.

5.3. The volume of educational disciplines (educational components) that are subject to recognition cannot be less than the minimum set volume possible for enrollment in education.

6. The procedure for recognizing the results of education when the applicant resumes education after an academic leave

6.1. In the event that during the time of the applicant's stay on academic leave there was a change in the study plans of the educational program, the recognition of the results of his education before the academic leave is carried out based on the application for resumption of education after the academic leave.

6.2. The decision on the recognition of the results is made by the Commission of the department of the faculty/institute, the educational program of which the applicant returns to study after the academic leave, within ten calendar days on the basis of his application and a certified copy of the educational card of the applicant. The decision of the Commission is drawn up in the form of a Protocol.

6.3. On the basis of the Protocol, the academic difference that arose as a result of changing the study plans and which the applicant must eliminate within the deadlines set by the faculty/institute is determined. The academic difference is determined for all semesters of study that precede the semester in which the student is renewed.

7. The procedure for recognizing the results of education when studying two specialties (educational programs) or obtaining a second higher education

7.1. In the event that the applicant, who is enrolled in two specialties (educational programs), wishes to recognize the results of education in the educational disciplines (educational components) of one specialty (educational program) while studying the educational disciplines (educational components) of another specialty (educational program), he must apply to the dean of the faculty/director of the institute where he wishes to be recognized:

7.1.1) in the event that academic disciplines (educational components) are studied in one semester and the results of their education are not yet known – during the first month of the academic semester in which the study of these academic disciplines (educational components) is planned;

7.1.2) in the event that the results of education in the academic disciplines (educational components) for which recognition is expected are already known, within two weeks from the beginning of the academic semester in which the study of the academic disciplines (educational components) within which recognition is carried out is planned.

Certified copies of individual study plans of the applicant for both specialties (educational programs) or other documents are attached to the application in the case of item 7.1.1, which reflect the names, the amount of ECTS credits, individual tasks and the control form for all educational disciplines (educational components). , in the case of item 7.1.2 – an academic certificate or a certified copy of the study card with study results.

7.2. The decision on the possibility of recognition of the results is made by the Commission of the department of the faculty/institute, within the framework of the educational program of which recognition of the results of education in another specialty (educational program) is planned, within ten calendar days. The decision of the Commission is drawn up in the form of a Protocol, which specifies the educational disciplines (educational components), the learning results of which are planned to be recognized.

7.3. On the basis of the Protocol, in the case of item 7.1.1, changes are made to the ISP of the applicant – the mark "recognition of results" is placed against the educational disciplines (educational components), the results of which are subject to recognition.

The final recognition of study results is carried out upon completion of the semester control measures, taking into account the terms of their implementation in both specialties (educational programs) on the basis of the academic certificate provided by the applicant or a certified copy of the study card. If necessary, the final dates for the recognition of study results are fixed in the ISP of the applicant, based on the schedules of the educational process for both specialties (educational programs).

7.4. On the basis of the Protocol, the applicant's ISP and the documents provided by him that confirm the obtained study results, the dean's office enters grades from recognized academic disciplines (educational components) into the individual information of the semester control and electronic databases.

7.5. In case of receiving unsatisfactory results of the semester control in academic disciplines, the results of which were subject to recognition (taking into account the results of the liquidation of academic debt in the specialty/educational program, within the framework of which these disciplines were studied), the student of higher education is submitted for expulsion as one who has not completed the individual curriculum for both specialties/educational programs.

8. The procedure for recognizing the results of training at the time of calculation sums of funds subject to reimbursement by the recipient of higher education according to the Procedure for reimbursement of funds from the state or local

budget spent on the payment of services for the training of specialists, approved by Resolution of the CMU dated August 26, 2015 No. 658

8.1. The applicant submits an application for recognition of the results of previous education to the name of the dean of the faculty/director of the institute no later than three working days from the beginning of the first academic semester of the first year of study for the timely preparation of the settlement document and the reimbursement of funds within the terms stipulated by the resolution of the Cabinet of Ministers of Ukraine "On approval Procedure for reimbursement of funds from the state or local budget spent on the payment of specialist training services" dated August 26, 2015 No. 658 (hereinafter – Resolution).

The application is accompanied by an academic certificate with the results of previous education at the higher education institution in which the applicant previously studied.

8.2. The decision on the recognition of the results is made by the Commission of the department of the faculty/institute, in the educational program of which the student of higher education is enrolled, within one calendar day on the basis of his application, academic certificate and communication with him (if necessary). The decision of the Commission is entered in the appropriate field in the applicant's application for recognition of the results of previous education.

8.3. Based on the decision of the Commission, the total number of ECTS K_3 credits is determined when calculating the amount of compensation according to the Resolution:

$$S = \sum V_i \cdot 0,5 \cdot \frac{K - K_3}{K},$$

where is V_i – the average cost of education at the expense of the general fund of the state budget of one applicant; K – the total number of ECTS credits for which the person studied at the previous place of study (1 semester corresponds to 30 credits); K_3 – the total number of ECTS credits for which a person was certified at the previous place of study and which were enrolled at the new place of study.

The number of credits is determined by the applicant's academic certificate.

9. Procedural issues of the organization and work of the Commission for the recognition of the results of education of the institute/faculty

9.1. Commissions for the recognition of study results of the institute/faculty (hereinafter referred to as the Commission) are formed for each educational program and are approved by order of the dean/director for the calendar year.

9.2. The commission is headed by the head of the graduation department, where the educational program operates. The Commission includes the guarantor of the educational program, the person responsible for the formation of educational and work curricula, the person responsible for methodical work at the department. If necessary, by decision of the department, other scientific and pedagogical employees of the department are involved in the work of the Commission.

9.3. The basis for the meeting of the Commission is the applicant's statement regarding the recognition of study results with a visa-order of the dean of the

faculty/director of the institute (with the exception of the recognition of results under academic mobility programs), to which are attached copies of the documents that are the basis for recognition.

9.3. In the decision of the Commission, the following options for recognizing the results of previous education are possible:

9.3.1) if the name, amount of ECTS credits and the control form for the educational discipline (educational component) completely match – the name of the educational discipline (educational component), the amount of credits and the assessment, reflected in the copy of the student's educational card/academic certificate/diploma supplement, are entered into the protocol.

9.3.2) if the name of the educational discipline (educational component) that is subject to recognition does not coincide with the name of the educational discipline (educational component) of the University, but the amount of ECTS credits and the form of control completely match – an analysis of the content of the two educational disciplines (educational components) is carried out based on the description of the educational discipline/syllabus/work study program and, in case of their correspondence, the names of the educational discipline (educational component) whose results are recognized and the one within the framework of which the recognition is carried out, the amount of credits recognized and the assessment, reflected in the copy of the student's educational card/ academic certificate/diploma supplement.

9.3.3) if there is no complete match in terms of the amount of ECTS credits and/or the form of control – the Commission may make a decision regarding the need for the applicant to undergo certain types of classes at the University (practical classes, laboratory classes, computer practicum) / completion of individual tasks / completion of semester control activities. At the same time, the name of the academic discipline (educational component) and the amount of credits that are reflected in the copy of the applicant's study card/academic certificate/additional to the diploma are written in the results recognition protocol, the name of the academic discipline (educational component) of the University is written, within the framework of which recognition of previous results, and recommendations on further actions of the acquirer are indicated. Such academic disciplines (educational components) are included in the academic difference, which must be eliminated by the applicant, to the extent that corresponds to the differences in the amount of credits/form of control.

9.3.4) other learning outcomes from educational disciplines (educational components) that are not provided for in the curriculum of the educational program within the framework of which recognition is carried out, can be counted as educational disciplines (educational components) belonging to the selective category;

9.3.5) it is possible to recognize the results of several educational disciplines (educational components) as equivalent to the educational discipline (educational component) of the educational program, within the framework of which recognition is carried out, if:

- there is full compliance with program learning outcomes;
- the total number of ECTS credits from educational disciplines (educational components) subject to recognition exceeds the number of ECTS credits of the equivalent

educational discipline (educational component) of the educational program within the framework of which recognition is carried out;

- if an exam is provided for an educational discipline (educational component) at the University, then at least one educational discipline (educational component) must be provided with a type of control in the form of an exam;

- if the University provides credit for the academic discipline (educational component), then it is possible to recognize the results of the academic disciplines (educational component), even if the semester control for them took place in the form of an exam.

9.4. Educational disciplines (educational components), the results of which were recognized by the Commission, are entered in the ISP of the applicant with the note "recognized".

**10. Establishing correspondence between rating scales
University and educational institution evaluation scale, study results
in which they are recognized**

10.1. If the study results were evaluated on a 100-point scale, then the correspondence between the points obtained by the student and the evaluation at the University is established according to the university scale for assessing the level of acquired competencies (table 10.1).

Table 10.1

Scores	Evaluation according to the university scale
100-95	Perfectly
94-85	Very good
84-75	Fine
74-65	Satisfactorily
64-60	Enough
Less than 60	Unsatisfactorily

10.2. If the learning results from the educational discipline (educational component) subject to recognition were not evaluated on a 100-point scale or without scoring at all, the points on the 100-point scale are set at the minimum level of the corresponding ranges of the university scale of the table. 10.1 according to the results of comparison of rating scales of higher education institutions (Table 10.2).

Table 10.2

An example of a partner's HEI scale ¹		Transfer to the university scale ²	
Scale of HEI-partner without points	Evaluation according to the ECTS scale	100-point scale	University scale

¹In column 1 of the table. 10.2 enter the values of the evaluation scale of the HEI-partner in proportions corresponding to the current 100-point scale of the University.

²Each row of the table. 10.2 reflects the correspondence between the assessment of the HEI-partner and the 100-point scale of the University (column 3 of the table), to which the transfer is made according to the minimum value of the corresponding range (column 4 of the table).

1	2	3	4
Maximum score	A	95-100	Perfectly
...	B	85-94	Very good
...	C	75-84	Fine
...	D	65-74	Satisfactorily
Minimum score	E	60-64	Enough

10.3. In the case of recognition of study results, in accordance with item 9.3.5, the grade for the equivalent academic discipline (educational component) is determined as a weighted average grade:

$$\bar{X} = \frac{Q_1X_1 + Q_2X_2 + \dots + Q_nX_n}{Q_1 + Q_2 + \dots + Q_n},$$

where is \bar{X} – the weighted average score; Q_i – the total volume of loans allocated to study the i -th academic discipline (educational component) during the semester; X_i – the result of the semester control from the i -th academic discipline (educational component), expressed in points; n – is the number of academic disciplines, where $i = 1 \dots n$.

10.4. In the Erasmus+ academic mobility agreements and in the agreements on joint study programs, the University agrees in advance with the HEI-partner on the issue of evaluation of study results and the method of comparison of rating scales.

In case there is no such agreement, the Commission can use the table of transfer of evaluation scales based on the table. 10.2.

11. Paperwork

11.1. The applicant submits an application for recognition of results together with the documents on the basis of which recognition will be made (certified copy of the applicant's study card, academic certificate, supplement to the diploma, description of the academic discipline, syllabus, work curriculum, individual study plan, etc.) dean's office of the faculty/institute, within the framework of the educational program of which recognition will be carried out.

11.2. The dean's office forwards applications and packages of visa documents to the dean of the faculty/director of the institute, who, with his visa, initiates a meeting of the Commission to consider applicants' applications.

11.3. Approved applications and packages of documents are submitted to the relevant Commissions for educational programs within which recognition is carried out.

11.4. The deadlines for submission and consideration of applicants' applications are defined in sections 2-8 of this Regulation.

11.5. The protocols of recognition of study results together with the applicants' statements and document packages are sent by the Committees to the dean's offices.

11.6. The dean's office enters the recognized study results into the study cards of the applicants, electronic databases, carries out registration of individual information of semester control to eliminate the academic difference and documentary support of the processes of renewal, transfer, exit to study after academic leave, etc.

11.7. On the basis of the Protocols for the recognition of the results, appropriate notes are made to the ISP of the applicants:

- by departments – in the case of transfer, renewal, exit from academic leave, formation of integrated study plans, re-enrollment of applicants for education at the same educational level at the expense of the state budget (with reimbursement of funds),

- academic mobility coordinators or double degree program coordinators (in case of participation in academic mobility programs).

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