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| KHERSON STATE MARITIME ACADEMY | | MANAGEMENT SYSTEM | 02-35-2021 |
| CHANGE: 0 | EDITION 25.03.2021 | DP The recognition of learning outcomes obtained in non-formal education by students for the degree of Doctor of Philosophy at KSMA | |

KHERSON STATE MARITIME ACADEMY

“APPROVED” by the
Rector of Kherson state
maritime academy
Vasyl CHERNIAVSKYI
“31” March 2021 y.

CONTROL SAMPLE

DOCUMENTED PROCEDURE OF QUALITY MANAGEMENT SYSTEM

THE RECOGNITION OF LEARNING OUTCOMES OBTAINED IN NON-FORMAL EDUCATION BY STUDENTS FOR THE DEGREE OF DOCTOR OF PHILISOPHY AT KHERSON STATE MARITIME ACADEMY

QMS (QUALITY MANAGEMENT SYSTEM) 02-35-2021

Implemented by the decree №116
from

Kherson – 2021

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INTRODUCTION

1. The procedure was developed by the department of postgraduate and doctoral studies.
2. It is approved by the rector of the KSMA.
3. It is implemented from the moment of approval.
4. A periodic review of the Procedure is carried out at an interval that does not exceed 12 months.
5. Amendments to the Procedure are developed based on the results of its practical application in the KSMA or when the requirements of the regulatory documents, on the basis of which the Procedure was developed, are changed.

1. THE FIELD OF APPLICATION

- 1.1. This Procedure (hereinafter referred to as the Procedure) regulates the order and the procedure for recognition of the results of studies obtained by students of the third educational and scientific level in non-formal education.
- 1.2. This procedure is an internal normative document of the KSMA, but it can be provided for inspection, review, familiarization (including making relevant copies) to other enterprises, institutions, organizations, state bodies, local self-government bodies and quality certification auditors, only in the prescribed legislation of order.
- 1.3. This Regulation applies to all employees of departments and departments of KSMA, who are involved in the process of training students at the third educational and scientific level at KSMA, as well as those who are responsible for quality at the Academy.

2. REGULATORY REFERENCES

This documented procedure was developed to meet the requirements of the following regulatory documents:

- SSTU 180 9001:2015;
- Guideline on the quality of KSMA;
- Standards and recommendations for quality assurance in the European Higher Education Area (ESG);
- Law of Ukraine "On Education" № 2145-VIII from 05.09.2017 y.;
- Law of Ukraine "On Higher Education" № 1556-VII from 01.07.2014 y. (with changes).

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- The Ministry of Education and Science of Ukraine order dated 11.07.2019 y. № 977 "About approval of the Regulation on recognition of educational programs, according to which applicants for higher education are trained";
- Methodological recommendations for experts of the national agency regarding the application of criteria for evaluating the quality of the educational program, approved by the Decision of the national agency for quality assurance of higher education
Protocol dated August 29, 2019 № 9;
- Recommendations for experts of the National Agency regarding educational programs recognition of the third level of higher education (appendix to the "Methodological recommendations for experts of the National Agency on the application of the Criteria for evaluating the quality of an educational program").

3. TERMS, DEFINITIONS AND ABBREVIATIONS

This Procedure uses the terms, definitions and abbreviations given in the regulatory documents on the basis of which the Procedure was developed.

Terms and definitions:

Doctor of Philosophy is an educational and at the same time the first scientific degree obtained at the third level of higher education on the basis of a master's degree.

Formal education - education that is obtained under educational programs in accordance with the levels of education, fields of knowledge, and specialties determined by the law and is provided for the achievement by the students of education of the learning outcomes determined by the standards of education / educational programs of the corresponding level of education and the acquisition of qualifications recognized by the state.

Non-formal education - education that is obtained, as a rule, according to educational programs and does not involve the awarding of state-recognized educational qualifications by education level, but may end with the awarding of professional and / or the awarding of partial educational qualifications.

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

Abbreviations:

IHE - Institution of Higher Education.

KSMA - Kherson State Maritime Academy

QMS - Quality Management System

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ESP – an Educational and Scientific Program

SPW – a scientific and pedagogical work

DP – Documented Procedure

4. THE ORDER OF LEARNING OUTCOMES RECOGNITION OBTAINED IN NON-FORMAL EDUCATION

4.1. The right to recognition of learning outcomes in non-formal education applies to applicants at all levels of higher education, including applicants for the degree of Doctor of Philosophy.

4.2. Recognition of learning outcomes in non-formal education is allowed for educational components that begin to be mastered from the second semester. At the same time, recognition of learning outcomes is carried out in the semester, which precedes the semester in which, according to the curriculum of a specific educational and scientific program, the study of the re-enrolled component is provided. This limitation is provided in accordance with the probability of applicants for The degree of Doctor of Philosophy not to confirm their learning outcomes in non-informal education.

4.3. The recognition of learning outcomes, which are obtained in non-formal education, is evident both on the obligatory and on the optional components of the ESP.

4.4. Learning outcomes are not obtained in non-formal education, if they were obtained before the start of studies at the third level of higher education or obtained during the period of formal studies at the previous level of higher education.

4.5. The Academy can recognize the learning outcomes in non-formal education for PhD candidates in the amount of no more than 10% of the total amount of specific ESP.

5. THE PROCEDURE OF LEARNING OUTCOMES RECOGNITION OBTAINED IN NON-FORMAL EDUCATION

5.1. Recognition of learning outcomes acquired in non-formal education involves the following mandatory stages:

5.1.1. The applicant for the degree of Doctor of Philosophy applies with an application to the name of the rector of the KSMA with a request for recognition of learning outcomes in non-formal education. The application is accompanied by documents (certificates, certificates, academic certificates, etc.) that confirm the educational results claimed by the applicant.

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5.1.2. By the order of the vice-rector for scientific and pedagogical work a commission is created to determine the possibility and forms of recognition of learning outcomes acquired in non-formal education. The commission includes the head of postgraduate and doctoral studies, the head of the graduation department, the guarantor of the educational and scientific program in which the applicant studies, leading scientific and pedagogical workers who implement the relevant educational component, which is offered for re-enrollment based on the recognition of learning outcomes in non-formal education.

5.1.3. The procedure for recognizing learning outcomes acquired in non-formal education:

- the commission examines the documents submitted by the applicant, conducts an interview with him and, if possible, recalculates learning outcomes;
- if the commission deems it necessary to conduct attestation, it determines the methods and means of diagnosing learning outcomes and acquaints the student with the work program (syllabus) of the educational discipline and the list of questions that are submitted for attestation. Also, the applicant is familiarized with the evaluation criteria and the rules for contesting the results. The applicant is given 10 working days to prepare for certification. Attestation is carried out in the form of an exam. Evaluation of the certification results is carried out on the basis of the normalized KSMA scale and evaluation criteria. If the applicant receives less than 60 points according to the results of the certification, the learning outcomes in non-formal education will not be credited to him;
- based on the results of the work, the committee draws up a report containing a conclusion on the enrollment or non-enrollment of the relevant educational component.

5.2. When re-enrolling an educational component in accordance with the decision of the commission in the educational documentation (individual plan for the implementation of the educational and scientific program of the Doctor of Philosophy, the graduate student's record book and information on the record of success), the head of the commission makes the appropriate entries: name of the educational component, the total number of hours / credits, assessment and reason for re-enrollment (number and date of the protocol of the committee meeting). The applicant is exempted from taking the re-enrolled component in the next semester. His application and submitted documents, a copy of the vice-rector's order on scientific and pedagogical work, the protocol of the commission meeting are attached to the personal file of the applicant.

5.3.

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5.3. In the event of a negative conclusion of the commission regarding the recognition of learning outcomes the applicant has the right to apply for an appeal to the rector, who by order creates an appeal commission consisting of the first vice-rector and scientific and pedagogical staff of the graduation department who were not part of the commission. The appeal commission accepts (based on the results of the complaint review) a reasoned decision on full or partial satisfaction of the complaint or on leaving the submitted complaint unsatisfied.

6. FINAL PROVISIONS

6.1. The department of postgraduate and doctoral studies is responsible for issuing, updating and canceling this DP and is carried out in accordance with the DP "Documentation Management".

6.2. Control over the fulfillment of the requirements of this DP is carried out by officials in accordance with their functional duties.

Compiler:

The Head of
postgraduate and doctoral studies
25. 03.2021

Nadiia TYMCHENKO

Agreed:

Vice-rector from SPW
25. 03.2021

Andrii BEN

The Head of Legal
Department
25. 03.2021

Oleksandr SLIEPCHENKO

The Head of education
quality assurance department
25. 03.2021

Oksana USTYMENKO

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LETTER SHEET

| № | The name of the department | Position, full name and surname | № of copy |
|----|---|---------------------------------|---------------|
| 1. | Education quality assurance department | <i>Ustymenko O.P.</i> | Reference |
| 2. | Department of postgraduate and doctoral studies | | Considered №1 |
| 3. | Department of transport technologies and mechanical engineering | | Considered №2 |
| 4. | Department of ship electrical equipment and automation exploitation | | Considered №3 |
| 5. | Department of ship power plants exploitation | | Considered №4 |
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CHANGE ACCOUNTING SHEET

| Number of change | Date | Pages with changes | List of changed points |
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