

<b>Kherson State Maritime Academy</b>		<b>Quality Management System</b>	04-165-2019
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**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
KHERSON STATE MARITIME ACADEMY**

**AGREED**

First Vice-Rector

\_\_\_\_\_ Liliya KULIKOVA

« \_\_\_\_ » \_\_\_\_\_ 2019

**APPROVED**

Rector of Kherson State Maritime  
Academy

\_\_\_\_\_ Vasylyl CHERNIAVSKYI

« \_\_\_\_ » \_\_\_\_\_ 2019

**REGULATION ON ARRANGEMENT OF EDUCATIONAL PROCESS  
AT KHERSON STATE MARITIME ACADEMY**

**QMS 04-165-2019**

**APPROVED**

The Academic Council of KSMA  
Minutes № 4 dated 04/12/2019 .

Acting Scientific Secretary

\_\_\_\_\_ Mariana BABYSHENA

Entered into force by the Rector's order  
№ 347

dated «04» \_\_ 12 \_\_ 2019 \_\_\_\_

**Kherson - 2019**

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## **PREFACE**

1. The Regulation was developed by the taskforce consisting of:  
 Kulikova L.B. – Doctor of Pedagogical Sciences, Professor, First Vice-Rector of KSMA;  
 Dyahileva O.S. – Candidate of Pedagogical Sciences, Associate Professor, Vice-Rector on Academic Work;  
 Leshchenko A.M. - Doctor of Philosophical Sciences, Professor, Director of KSMA Science Park;  
 Chernenko V. V. – Head of methodological Department of KSMA;  
 Struminska L.Yu. – Head of Educational Department of KSMA;  
 Ustimenko O.P. – Head of Monitoring and QMS Department;  
 Nosov P.S. – Head of Department of Information Support of Educational Process.
2. Approved by the Academic Council of KSMA.
3. Enters into force through Rector’s Order.
4. Periodical checks are done within 12 months.
5. Amendments are done taking into account the results of practical application and/or in case of changes in regulatory documents.

## **1. REGULATORY REFERENCES**

Arrangement and implementation of educational process at Kherson State Maritime Academy is based on:

- Law of Ukraine “On Education” (dated 05.09.2017 № 2145-VIII);
- Law of Ukraine “On Higher Education” (dated 01.07.2014 № 1556-VII);
- National Doctrine of Education Development in Ukraine in the 21<sup>st</sup> century, system of Higher Education Standards, other regulatory documents on higher education:

### **Resolutions of Cabinet of Ministers of Ukraine:**

- «On approval of normative number of students per one academic staff at higher educational establishments of the 3<sup>rd</sup> and 4<sup>th</sup> level of accreditation and higher educational establishments of further education» dated 17.09.2002 № 1134;
- «On approval of the list of fields of knowledge and specialties for higher education» dated 29.04.2015;
- «On approval of National Qualification Framework» dated 23.11.2011 № 1341 (amended - 12.06.2019 № 509);
- «On approval of License conditions for educational activity of educational establishments» dated 30.12.2015 № 1187 (amended 10.05.2018 № 347);
- «On approval of Regulation on Accreditation of higher educational establishments and specialties» dated 09.08.2001 № 978 (as amended);

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### **Orders of Ministry of Education and Science of Ukraine:**

- «On approval of Regulation on practical training of higher education establishments students» dated 08.04.1993 № 93;
- «On approval of Regulation on procedure for expulsion, interruption of study, rehabilitation and transfer of higher education establishments students» dated 15.07.1996 № 245;
- «On approval of standard time for planning and implementation of educational work and lists of methodical, research and organizational work of higher educational establishment academic and teaching staff» dated 07.08.2002 № 450;
- «On approval of Regulation on accreditation of educational programmes for higher education» dated 11.07.2019 № 977, registered by the Ministry of Justice of Ukraine, 08.09.2019 № 880/33851;
- «On approval of forms of higher education documents and their addendums, academic record» dated 12.05.2015 № 525 (amended 22.06.2016 № 701), registered by the Ministry of Justice of Ukraine, 15.07.2016 № 964/29094;
- «On approval of Procedure for granting access to legal entities into Register of higher education documents and Procedure of ordering of information creation in higher education documents in Unified State Electronic Base for Education» dated 06.03.2015 № 249, registered by the Ministry of Justice of Ukraine, 05.05.2015 № 493/26938;

### **Other regulatory documents:**

- Methodical recommendations of the Institute of Innovative Technologies and Education Content for development of area standards of higher education (competency based approach) 2013;
- Standards and recommendations on quality ensurance in European higher education;
- Criteria of educational programme quality evaluation, approved by the Decision of National Agency for Higher Education Quality (Minutes dated 29.08.2019 № 9).
- International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW);
- IMO Model Courses;
- Statute of KSMA;
- Collective agreement;
- Documented procedure “Documentation management” QMS 02-01-2018;
- Instruction for development of regulations for activities QMS 04-96-2019.

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## 2. BASIC TERMS AND NOTIONS

In this regulation the following terms are used in such meanings:

*Academic recognition* – recognition of disciplines, qualifications or diplomas of one (Ukrainian or foreign) higher educational establishment by the other aimed at study permit, academic career at another establishment, admission to work (academic recognition with professional purpose).

*Academic hour* – minimal unit of educational time account, which is the basis for planning and accounting of lessons. Academic hour is usually 45 minutes. Two academic hours is an academic double-period. The change of length of academic hour is not allowable. In case of double-period without a break its length may be shortened to 80 minutes.

*Academic integrity* – the aggregate of ethical principles and rules, defined by the law, that should be followed by the participants of educational process aimed at ensuring trustworthiness of the results of education and/or scientific/artistic achievements. Violations of academic integrity are academic plagiarism, self-plagiarism, fabrication, falsification, cheating, fraud, bribery, biased evaluation and assessment.

*Academic mobility* – possibility for participants of educational process to study, teach, intern or perform research activity at another educational establishment (research institution) in the territory of Ukraine or abroad.

*Academic plagiarism* - publication (partially or fully) of scientific/artistic results obtained by other persons, pretending it to be the results of own research and/or replication of published texts of other authors without indication of authorship.

*Accreditation of educational programme* – evaluation of educational programme and/or educational activity of the academy in the framework of the programme for:

- Correspondence to the Standard of Higher Education;
- Ability to meet requirements of the Standard and achieve the learning outcomes announced in the programme.

*Attestation (certification)* (of students) – estimation of correspondence between the requirements of Standard and level and volume of knowledge, abilities and other competencies obtained by students.

*Higher education* – aggregate of systemized knowledge, abilities and practical skills, modes of thinking; professional, philosophical and civic qualities, moral and ethical values, other competencies obtained at higher educational establishment (research institution) in a definite field of knowledge with qualification at the level of higher education, which is more difficult than the level of secondary school.

*General competencies* – universal competencies, not-depending on the field of knowledge, but important for further successful professional and social activity of a

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student in different areas for his/her personal development.

*Higher educational establishment* – a separate type of establishment, which is a legal entity, private or state-owned, acting according to the issued license for performance of educational activity at definite levels of higher education; which is performing research, technical, innovative and/or methodical activity, ensuring arrangement of educational process and ensuring higher/postgraduate education for students taking into account their interests and abilities.

*Sudents* – persons obtaining any type of form of education at higher educational establishment.

*Field of knowledge* – main subject area of education and science including a group of relative specialties for professional training.

*Individual curriculum* – a document that defines sequence, form and pace of learning by a student aimed at realization of individual educational trajectory; it is developed by an educational establishment in collaboration with a student provided if there are necessary resources.

*European Credit Transfer and Accumulation System (ECTS)* – system of transfer and accumulation of credits used in European area of higher education aimed at provision, recognition and confirmation of qualification and/or educational components and promotion of students' academic mobility. The system is based on identification of student's academic load necessary to achieve the defined learning outcomes and which is accounted in ECTS credits.

*Qualification* – official result of evaluation, assessment and recognition obtained when authorized institution defined that a person has reached competencies (learning outcomes) according to the standard of higher education; its evidence is a document about higher education.

*Competency* – dynamic combination of knowledge, abilities, skills, ways of thinking, visions, values, other personal qualities that defines ability of a person to socialize successfully, to perform professional and/or further academic activity at a definite level of higher education.

*Credit of European Credit Transfer and Accumulation System (hereinafter – ECTS credit)* – a unit of measuring of student's educational load necessary to achieve defined (expected) learning outcomes. Volume of one ECTS credit is 30 hours. As a rule, one academic year of full-time studies is 60 ECTS credits.

*Licensing* – procedure of recognition of a legal body to perform educational activity training students for definite specialty at a definite level of higher education according to educational standards.

*National Qualification Framework* – is a full internationally understandable description of national scale of qualifications in terms of competencies through which

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all qualifications and other learning outcomes, in higher education in particular, can be expressed and evenly correlated between themselves.

*Fraud* – provision of deliberately false information about personal educational (scientific, artistic) activity or arrangement of educational process. The forms of fraud are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and cheating.

*Educational activity* – higher educational establishments activity, which is performed aiming at provision of higher education, postgraduate education and addressing other needs of students and other persons.

*Educational process* – intellectual, creative activity in the field of higher education that is performed at higher education establishment (institution) through the system of scientific and methodical measures and is aimed at transfer, acquisition, multiplication and usage of knowledge, skills and other competencies among students as well as at forming a harmoniously developed personality.

*Educational programme* – a system of educational components at a definite level of higher education in the framework of a specialty that defines requirements to the level of persons, which can start education with this programme, the list of educational components and their logical sequence, number of ECTS credits, as well as the expected learning outcomes (competencies) to be mastered by a student.

*Arrangement of educational process* – targeted activity of educational process participants at the stages of planning, implementation and analysis of educational programme as well as knowledge quality management and monitoring.

*Credit transfer* – process of recognition of credits that were awarded at another higher educational establishment aimed at obtaining qualification. Credits that were awarded to the participants in the framework of one educational programme at definite educational establishment can be transferred for accumulation in another programme proposed by the same or another educational establishment as learning outcomes satisfy some or all requirements of definite programme, its part or qualification.

*Level of education* – completed stage of education characterized by the level of educational programme complexity, aggregate of competencies, which are defined, as a rule, by the standard of education and correspond to a definite level of National Qualification Framework.

*Learning outcomes* – aggregate of knowledge, skills, abilities, other competencies that are obtained by a person in the process of education within definite educational programme and that can be identified, evaluated and measured.

*Self-plagiarism* – publication (partial or full) of own, previously published scientific results pretending them to be new scientific results.



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*Syllabus* – document that contains explanation of mutual responsibility of a teacher and a student. It provides procedures (including principles of evaluation and assessment), policies (including policy of academic integrity) and content of a course as well as its sequence of implementation. A syllabus should contain measurable aims. A student should get clear understanding of learning outcomes and usefulness of a course. A syllabus outlines conceptual transfer from “obtaining knowledge and skills” to competencies, which can be mastered during this course. A syllabus contains annotation of a course, aim (competencies), list of topics, references for additional reading.

*Specialization* – a component of specialty defined by higher educational establishment and presupposes narrow educational programme.

*Specialty* – a component of field of knowledge.

*Cheating* – execution of written tasks using external sources of information, but for those that are allowed to be used, in particular during assessment of learning outcomes.

*Standard of educational activity* – an aggregate of minimal requirements to staff, educational, informational provision and facilities used for educational process developed and approved by the central body of executive power in the field of education and science and agreed by National Agency for Higher Education Quality Assurance.

*Standard of higher education* – an aggregate of requirements to the content and outcomes of learning at every level of higher education in the framework of every specialty.

*Structural and logical scheme of training* – logical sequence of educational components mastering and cohesion of their topics; it is a component of Standard of higher education. It is developed for every level of higher education according to qualification requirements to professions (positions). Structural and logical scheme is given in the form of interdisciplinary relations in the definite field of knowledge or specialty and it is active during the full period of implementation of educational programme.

*Student-centered approach* – views a student as a subject of educational process with its own original interests, needs and experience; able to be independent and responsible participant of educational process. Student-centered approach presupposes mutual respect of student and teacher, real selectivity of educational components, participation of students in quality management system of higher educational establishment and in the processes of educational programmes accreditation; there should be procedures for reacting to students’ complaints etc. Teacher does not only provides lectures, but also arranges interactive communication,

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promotes personal growth of students, creates atmosphere of trust and mutual understanding.

*Level* – qualification of higher education, which is usually awarded after successful completion of educational programme at a definite cycle/level of higher education.

*Falsification* – conscious change or modification of data related to educational process or research.

*Bribery* – giving (obtaining) or proposition to give (obtain) by the participant of educational process of financial funds, property, services other benefits aimed at gaining unfair advantage in educational process.

*Quality of higher education* – level of obtained knowledge, abilities, skills, other competencies revealing a person's competency according to standard of education.

*Quality of educational activity* – level of educational process arrangement at higher educational establishment that corresponds to standard of higher education, ensures high quality education and promotes creation of new knowledge.

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### 3. GENERAL PROVISIONS

The regulation on arrangement of educational process at Kherson State Maritime Academy (hereinafter referred to as the academy) is the main regulatory document regulating the organization and conduct of the educational process at the academy in accordance with the legislation of Ukraine and the standards of higher education.

**The educational activities** of the academy are aimed at:

- ensuring that a person receives higher education of the appropriate degree in the chosen specialty;
- creating conditions for personal development and creative self-realization of a person;
- formation of universal and state values;
- creating equal opportunities for young people to obtain quality education;
- ensuring an organic combination of educational, scientific and innovative activities in the educational process;
- development and implementation of innovative pedagogical technologies;
- democratization of education and the educational process;
- dissemination of knowledge among the population, increasing the educational and cultural level of people;
- development of lifelong continuous education;
- integration of higher education into the European and global space;
- formation of a responsible attitude towards one's own health and preservation of the environment.

The educational process at the academy is an intellectual, creative activity in the field of higher education and science carried out through a system of scientific, methodological and pedagogical activities, and aimed at transferring, assimilating, increasing and using knowledge and skills, developing competencies among applicants for higher education as well as forming a harmoniously developed personality.

The purpose of the educational process is to realize a personal potential, develop creative abilities, train competent specialists capable of meeting the needs of the individual and society, and being competitive in the national and international labor markets.

The educational process is based on the principles of science, humanism, democracy, succession and continuity of education, organic unity of educational and scientific activities, connection between theory and practice, independence from the interference of political parties and other public and religious

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organizations.

**The language of instruction at the academy is the state language of Ukraine.** In order to create conditions for international academic mobility, the academic council may decide to teach one or more academic disciplines in English or other foreign languages, while ensuring that applicants for higher education have knowledge of the relevant academic discipline in the state language.

For foreign citizens, stateless persons who wish to receive higher education at the expense of individuals or legal entities, separate groups may be formed to teach academic disciplines in a foreign language. At the same time, such persons study the Ukrainian language as a separate academic discipline.

At the Kherson State Maritime Academy, English is taught using a communicative approach based on Model Course 3.17 “Maritime English,” approved by the International Maritime Organization and recommended for use in maritime educational institutions around the world.

By the rector’s order, all English teachers use the communicative approach as a basic methodological tool for teaching education applicants the necessary set of communicative competencies.

In its educational activities, the Academy has the right to:

- develop and implement educational, vocational, educational and scientific programs within the framework of a licensed specialty;
- independently determine the forms of training and forms of organization of the educational process;
- carry out redistribution of the licensed volume of admission among specialties within the relevant branch of knowledge;
- determine time standards for educational and other work of scientific and pedagogical workers;
- redistribute the standards for the number of students per position of scientific and pedagogical worker in the specialties of one branch of knowledge taking into account the results of the scientific activities of workers;
- appoint chairmen of examination commissions;
- assign in the prescribed manner the academic titles of professor, associate professor, senior researcher;
- introduce a rating assessment of educational, scientific-research and innovative achievements of participants in the educational process;
- provide additional educational and other services in accordance with current legislation;
- introduce specializations, determine their content and programs of

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academic disciplines;

- award levels of higher education to applicants for higher education who, in accordance with the law, have successfully completed the certification procedure after completing training at the appropriate level of higher education;

- make the final decision on the awarding of scientific degrees - form educational, educational-scientific and educational scientific production complexes, science parks and become part of enterprise associations;

- establish incentives including assign personal scholarships to education applicants subject to the availability of funds, procedure and amounts determined by law;

- carry out publishing activities including publishing textbooks, teaching aids and scientific works, newspapers, as well as develop publishing activities;

- publish scientific and scientific and methodological journals, information and analytical collections, reference books;

- issue documents on higher education of the state standard and of its own standard approved in the manner prescribed by law;

- provide the right to scientific-pedagogical, scientific and pedagogical workers and students at the academy to use library, information resources, services of educational, scientific, sports, cultural and educational departments of KSMA free of charge.

### **3.1. Levels of higher education**

The training of specialists with higher education at the academy is carried out according to the relevant educational-professional, educational-scientific, scientific programs at the following levels of higher education:

- first (bachelor's) level;
- second (master's) level;
- third (educational and scientific) level;
- scientific level.

The first (bachelor's) level of higher education corresponds to the sixth qualification level of the National Qualifications Framework and involves obtaining theoretical knowledge and practical skills sufficient for the successful performance of professional duties in the chosen specialty.

The second (master's) level of higher education corresponds to the seventh qualification level of the National Qualifications Framework and provides for the acquisition by a person of in-depth theoretical and/or practical knowledge, abilities, skills in the chosen specialty (or specialization), general fundamentals of the methodology of scientific and/or professional activity sufficient for effective performance of innovative tasks at the appropriate level

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of professional activity.

The third (educational and scientific) level of higher education corresponds to the eighth qualification level of the National Qualifications Framework and provides for the acquisition by a person of theoretical knowledge, abilities, skills and other competencies sufficient to produce new ideas, solve complex problems in the field of professional and/or research and innovation activities, mastering the methodology of scientific and pedagogical activities, as well as conducting one's own scientific research, the results of which have scientific novelty, theoretical and practical significance.

The scientific level of higher education corresponds to the ninth qualification level of the National Qualifications Framework and provides for the acquisition of competencies in the development and implementation of research methodology and techniques, the creation of new system-forming knowledge and/or progressive technologies, and the solution of an important scientific or applied problem of national or global significance.

Obtaining higher education at each level of higher education presupposes the successful completion by a person of the corresponding educational, vocational, educational-scientific or scientific program, which is the basis for the award of the corresponding degree of higher education:

- Bachelor;
- Master;
- Doctor of Philosophy;
- Doctor of Science.

A bachelor is an educational degree obtained at the first level of higher education and awarded as a result of the successful completion by an applicant of higher education of an educational and professional programmes, the volume of which is 240/180 (according to an abridged programme) ECTS credits. The standard period for bachelor's training is 3 years 10 months / 2 years 10 months (according to an abridged program).

A person has the right to receive a bachelor's degree provided he has completed general secondary education or on the basis of an associate diploma. A bachelor's degree is acquired through an educational and professional program.

A Master is an educational degree obtained at the second level of higher education and awarded as a result of the successful completion of the relevant educational program by a higher education applicant. A master's degree is obtained through an educational and professional program.

The volume of the educational and professional master's program is 90

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ECTS credits. The standard term for master's training according to the educational and professional program is 1 year 4 months.

A person is eligible to obtain a master's degree provided he has a bachelor's degree.

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 (educational and qualification level of a specialist). The degree of Doctor of Philosophy is awarded by a specialized academic council of higher education as a result of the applicant's successful completion of the relevant educational and scientific program and the public defense of a dissertation in a specialized academic council.

A person is eligible to obtain a Doctor of Philosophy degree during postgraduate studies. Persons who professionally carry out scientific, scientific-technical or scientific-pedagogical activities at their main place of work have the right to receive a Doctor of Philosophy degree outside of graduate school, in particular while on sabbatical leave, subject to successful completion of the relevant educational and scientific program and public defense of the dissertation in the specialized academic council.

The standard period for training a Doctor of Philosophy is four years. The volume of the educational component of the educational and scientific program for training a Doctor of Philosophy is 30-60 ECTS credits.

Doctor of Science is a second scientific degree acquired by a person at the scientific level of higher education on the basis of a Doctor of Philosophy degree and involves the acquisition of the highest competencies in the development and implementation of research methodology, conducting original research, obtaining scientific results that provide a solution to an important theoretical or applied problem, having national or global significance and published in scientific journals.

The degree of Doctor of Science is awarded by a specialized scientific council of higher education at the choice of a doctoral student based on the results of public defense of scientific achievements in the form of a dissertation or published monograph, or based on a set of articles published in domestic and international peer-reviewed professional publications, the list of which is approved by the central body of executive power and science.

#### **4. EDUCATION RECIPIENTS**

Persons studying at the Academy are:

- applicants for higher education;
- other persons studying at the Academy.

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Applicants for higher education at the academy are cadets, undergraduates, and graduate students:

- student - a person enrolled in the academy for the purpose of obtaining higher education with a bachelor's or master's degree;

- cadet - a person who is enrolled in the KSMA in accordance with the established procedure and is studying with the aim of obtaining higher education at a certain degree. Cadet status may be granted to certain categories of persons studying at non-military universities in the manner established by the Cabinet of Ministers of Ukraine.

- postgraduate student – a person enrolled in the academy to obtain the degree of Doctor of Philosophy.

Other persons studying at the academy include a course participant - a person studying at the pre-university training center of the academy and receiving educational services including the postgraduate education program.

#### **4.1. Rights and obligations**

All persons obtaining higher education at the academy have equal rights and obligations.

Persons studying at the academy have the right of:

- choice of form of education upon admission to KSMA;
- safe and harmless conditions for learning, work and living;
- work activity during extracurricular hours;
- additional paid leave in connection with training at the main place of employment, reduced working hours and other benefits provided by law for persons combining work and study;
- free use of libraries, information funds, educational, scientific and sports facilities of KSMA;
- use of production, cultural-educational, household, health facilities in the manner prescribed by the charter of KSMA;
- being provided with hostel accommodation for the duration of study in the manner prescribed by law;
- participation in research and development work, conferences, symposiums, exhibitions, competitions, presentation of their works for publication;
- participation in educational, scientific, research, sports, artistic, and social activities held in Ukraine and abroad in the manner prescribed by law;
- participation in the discussion and resolution of issues of improving the educational process, research work, awarding scholarships, organizing leisure time, everyday life, and health improvement;



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- making proposals on the terms and amount of tuition fees;
- participation in public associations;
- participation in the activities of student government bodies of the academic council of faculties and the Academy;
- selection of academic disciplines within the limits provided by the relevant educational and professional programme and study plan, in an amount that is at least 25 percent of the total number of ECTS credits provided for a given level of higher education;
- training simultaneously in several educational and professional programmes, as well as in several institutions of higher education, subject to obtaining only one higher education for each degree at the expense of the state (local) budget;
- academic mobility including international one;
- receiving social assistance in cases established by law;
- enrollment in insurance experience in accordance with the Law of Ukraine “On Mandatory State Pension Insurance” for periods of full-time study in institutions of higher education, postgraduate studies, doctoral studies subject to voluntary payment of insurance contributions;
- academic leave or break in studies with the preservation of certain rights of the applicant for higher education, as well as the resumption of studies in the manner established by the central executive body in the field of education and science;
- participation in the formation of an individual curriculum;
- moral and/or material encouragement for success in studies, research and social work, for artistic and sports achievements;
- protection from any forms of exploitation, physical and mental violence;
- free internship at enterprises, institutions, establishments and organizations as well as wages when performing production functions in accordance with the law;
- vacation leave of at least eight calendar weeks per academic year;
- obtaining targeted preferential government loans for higher education in the manner determined by the Cabinet of Ministers of Ukraine;
- appealing the actions of the governing bodies of the KSMA and its officials, teaching and scientific-pedagogical workers.

Persons studying at the Academy full-time at the expense of state or local budgets have the right to receive scholarships in the manner prescribed by law.

Persons studying at the Academy on a full-time basis may receive other scholarships assigned by individuals (legal entities).

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Applicants for higher education studying full-time at the Academy have the right to preferential travel on transport in the manner established by the Cabinet of Ministers of Ukraine.

Academy cadets have the right to receive a student card, a sample of which is approved by the central executive body in the field of education and science.

Persons studying at the Academy are required to:

- comply with the requirements of legislation, charter and internal regulations of KSMA;
- fulfill the requirements for labor protection, safety precautions, industrial sanitation, fire safety, provided by the relevant rules and instructions;
- fulfill the requirements of the educational-professional, educational-scientific (scientific) program.

## **4.2. Study time**

**4.2.1.** The study time of an education applicant is determined by the number of accounting units of time allocated for mastering the educational and professional program of the appropriate level. The accounting units of an education applicant's study time are: academic hour (used to account for educational classes), astronomical hour, academic day, academic week, semester, course, academic year, ECTS credit (only for higher education programs; in this case, the time allocated for final certification is not taken into account in credits).

**4.2.2.** The academic year lasts 12 months (except for final courses), begins on September 1, and for education applicants consists of school days, days of final control, examination sessions, practice days, weekends, holidays and vacation days.

**4.2.3.** A training course is the completed period of study of an education applicant during the academic year. The length of stay of an education applicant on a training course includes the time of training semesters, semester control, practices with a break from theoretical training, final certification and vacations. The total duration of vacations during the course, except for the last one, is at least 8 weeks. The beginning and end of an education applicant's training in a specific course (except for admission to the program and graduation) are formalized by transfer orders. The condition for transferring a higher education applicant to the next course is the completion of the study load provided by the educational program and individual curriculum (for full-time higher education programs - 60 ECTS credits).

**4.2.4.** The duration of the semester is determined by the schedule of

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the educational process and the study plan for the academic year. The volume of study load of time of higher education applicants during a semester is generally proportional to its duration (taking into account the practices assigned to it) and usually amounts to half of the study load of the corresponding academic course.

**4.2.5.** In order to ensure the quality of the educational process, the following restrictions have been established:

- the total number of training sessions and time allocated for control activities cannot exceed 9 academic hours during the school day;
- the number of training sessions during the academic week is determined by the study plan of the educational and professional program but cannot exceed 30 academic hours per week (for full-time education) at the bachelor's educational level, 24 hours per week at the master's educational level and 12 hours at a week at the educational and scientific level of Doctor of Philosophy;
- for applicants for higher education through correspondence courses, the total number of training sessions and time allocated for control activities cannot exceed 48 academic hours during a six-day academic week.

**4.2.6.** Attending training sessions and completing the practices provided in the educational and professional program is mandatory for an education applicant.

It is prohibited to distract education applicants from participating in training sessions and control activities established by the schedule, except in cases provided by current legislation.

### **4.3. Free choice of academic disciplines.**

**4.3.1.** Academic disciplines of the choice of a higher education applicant are disciplines that are introduced by an institution of higher education to more fully satisfy the educational and qualification requirements of the individual.

Selective academic disciplines of professional and practical training provide the opportunity for in-depth training in specialties and specializations that determine the nature of future activities; promote the academic mobility of a higher education applicant and his personal interests, allow the introduction of specializations within the framework of a basic specialty to develop the applicant's competence in accordance with the requirements of the labor market, its competitiveness and demand.

### **4.4. Individual curriculum**

**4.4.1.** The individual curriculum of an education applicant is formed in compliance with the requirements of the educational and professional program in which he is studying, and takes into account as much as possible

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(through the implementation of the right to choose academic disciplines) his individual needs and educational and professional interests. When forming an individual curriculum for an education applicant for the next academic year, the actual implementation of individual educational plans for the current and previous academic years must be taken into account. The implementation of the individual curriculum of the education applicant is carried out over a period of time that does not exceed the period of his studies.

**4.4.2.** All types of academic workload (compulsory disciplines, coursework/projects), practices according to the working curriculum, as well as those chosen by the education applicant when implementing the right of free choice, which are included in the individual curriculum, are mandatory for the education applicant, and academic debt for them is failure to comply with the individual curriculum.

**4.4.3.** The education applicant is responsible for the implementation of the individual curriculum. Monitoring the implementation of the individual curriculum of a higher education applicant is carried out by the faculty's educational process support group.

**4.4.4.** Failure by an education applicant to complete the tasks determined by the individual curriculum of practical, seminar and laboratory classes due to absence from classes is the basis for a decision to not be admitted to semester control. He must immediately inform the deputy dean about reasons independent of the applicant (including temporary disability due to illness). Upon timely (no later than three working days after the end of the period of temporary incapacity for work) submission of the appropriate application with confirmation (certificate of the established form) of temporary incapacity for work, the higher education applicant, by decision of the dean of the faculty (or his deputy), should be given the opportunity to complete missed assignments according to an individual schedule (but no later than before the end of the semester control) or a recommendation for repeated studies (if an individual schedule is not possible).

#### **4.5. Expulsions, study termination, re-enrollment and transfer**

Expulsions, study termination, re-enrollment and transfer of applicants for higher education at the Kherson State Maritime Academy is carried out in accordance with the Documented procedure for “Expulsions, study termination, re-enrollment and transfer of applicants for higher education to KSMA” QMS 02-15-2014. The grounds for expulsion of a higher education applicant are:

- completion of training in the relevant educational and professional program;

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- one's own wish;
- transfer to another educational institution;
- failure to implement the curriculum;
- violation of the terms of the agreement (contract) concluded between the institution of higher education and the student or individual (legal entity) paying for such training;
- other cases provided by law.

A person expelled from higher education before completing the educational and professional program receives an academic certificate containing information about the results of the studies, the names of the disciplines, the grades received and the number of ECTS credits received. A sample academic certificate is established by the central executive body in the field of education and science.

An applicant for higher education has the right to take a break from studying due to circumstances that preclude the possibility of completing an educational and professional program (for health reasons, conscription for military service in case of loss of the right to a deferment from it, family circumstances, etc.). Such persons are granted academic leave in accordance with the established procedure. Studying or internships in educational and scientific institutions (including foreign countries) may serve as a basis for a break in studies, unless otherwise provided by international acts or agreements between higher educational institutions.

Applicants for higher education called up for military service in connection with the announcement of mobilization are guaranteed retention of a place of study and a scholarship.

Applicants for higher education who exercise the right to academic mobility, during training, internship or scientific activity in another institution of higher education (scientific institution) on the territory of Ukraine or abroad, are guaranteed retention of their place of study and payment of a scholarship in accordance with the regulations on the procedure for exercising the right for academic mobility. Such persons are not excluded from applicants for higher education.

A person expelled from higher education before completing training in the relevant educational and professional program has the right to resume training within the licensed scope of the higher education institution.

Re-enrollment for persons expelled from higher education institutions or who have been granted academic leave, as well as transfer of higher education applicants, is carried out, as a rule, during the holidays.

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The procedure for expulsions, study termination, re-enrollment and transfer of persons studying in higher educational institutions, as well as the procedure for granting them academic leave, are determined by the regulations approved by the central executive body in the field of education and science.

#### **4.6. Foreigners and stateless persons**

##### **4.6.1. Organization of the educational process for foreign citizens and stateless persons**

Training of foreign citizens at KSMA is one of the forms of obtaining a certain degree of higher education and ensures that foreign students receive knowledge and develop skills in an amount that meets the requirements of the standard of higher education established for the corresponding degree.

Training of foreign citizens at the Kherson State Maritime Academy is carried out on the basis of:

- international treaties of Ukraine;
- national programs;
- agreements concluded with legal entities and individuals.

Foreign citizens can study: at the preparatory department and at the “bachelor”, “master” degrees (full-time or part-time study) directly at the Academy.

Training of foreign citizens is carried out in groups with Ukrainian or English languages of instruction.

The selection of foreign candidates for training is carried out by the international students department or an enterprise (intermediary) that has entered into an official agreement with KSMA on the recruitment of foreign citizens to study at KSMA.

Admission to training is carried out in accordance with the Laws of Ukraine «On Higher Education», «On the Legal Status of Foreigners and Stateless Persons», «About Foreign Ukrainians», «On Refugees and Persons in Need of Additional or Temporary Protection», the Decree of the President of Ukraine dated June 3, 1994 No. 271 "On Measures to Develop Economic Cooperation of the Regions of Ukraine with Adjacent Regions of the Republic of Belarus and Administrative-Territorial Units of the Republic of Moldova», Resolution of the Cabinet of Ministers of Ukraine dated September 11, 2013 No. 684 «Some Issues of Recruitment for Training of Foreigners and Stateless Persons», order of the Ministry of Education and Science of Ukraine dated November 1, 2013 No. 1541 «Some Issues of Organization of Recruitment and Training (Internship) of Foreigners and Stateless Persons» registered with the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536,

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Admission Rules to the Kherson State Maritime Academy, Charter of the Kherson State Maritime Academy; «Regulation on the Admissions Comissions of the Kherson State Maritime Academy»; «Regulation on the Recognition in KSMA of Higher Education Degrees Obtained in Foreign Institutions of Higher Education» (QMS 04-189-2018); «Regulation on the Recognition in KSMA of Documents on Secondary, Secondary Vocational, Vocational Education Issued by Educational Institutions of Other States» (QMS 04-188-2018); «Regulation on the KSMA Commission for the Recognition of Foreign Educational Documents» (QMS 04-192-2018).

Foreign citizens for whom the Academy provides consent to admission to receive the appropriate degree of education are issued invitations (in person or through an intermediary company).

Recruitment of foreign students to study at KSMA is carried out within the limits of the licensed volume, staffing and volumes of state orders determined in accordance with the requirements of current legislation.

#### **4.6.2. Organization of the educational process in groups with English as the language of instruction**

Participants in the educational process in groups with English as the language of instruction are:

1) employees of the KSMA providing the educational process, including scientific and pedagogical workers, as well as administrative, managerial, educational, methodological, engineering and support personnel (methodologists, laboratory assistants, employees of the organizational and construction department);

2) foreign students studying.

The educational process in groups with English as the language of instruction is carried out according to curricula approved by the Academic Council of KSMA.

For each discipline, educational and methodological complexes are developed in Ukrainian and English.

The main types of training sessions in groups in the English language of instruction: lectures, laboratory classes, practical classes, seminars, individual classes, consultations, self-study. All classes are conducted exclusively in English.

Quality control of knowledge, skills and abilities of foreign students of groups with English as the language of instruction is ensured by conducting control activities through test assignments, rector's and other works.

The quality of the educational process is ensured by the systematic

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improvement of the scientific and pedagogical staff who speak English at a sufficient level.

## **5. ACADEMIC AND TEACHING STAFF**

Participants in the educational process at KSMA are academic and teaching staff.

Academic staff are persons who, at their main place of work in higher educational institutions, carry out educational, methodological, scientific (scientific, technical, artistic) and organizational activities.

Teaching staff are persons who, at their main place of work in higher educational institutions, carry out educational, methodological and organizational activities.

### **5.1. Rights and obligations**

Academic and teaching staff have the right for:

- academic freedom implemented in the interests of the individual, society and humanity as a whole;
- academic mobility for professional activities;
- protection of professional honor and dignity;
- participation in the management of KSMA including electing and being elected to the highest body of public self-government, the academic council of the academy or its structural unit;
- choice of methods and ways of teaching that ensure high quality of the educational process;
- ensuring the creation of appropriate working conditions, improving one's professional level, organizing recreation and everyday life established by law, regulations of the Academy, the terms of the individual employment contract and the collective agreement of KSMA;
- use free of charge library, information resources, services of educational, scientific, sports, cultural and educational departments of KSMA;
- protection of intellectual property rights;
- advanced training and internships at least once every five years;
- social and pension provision in the manner prescribed by law.

Academic and teaching staff of the academy have other rights provided by law and the charter of KSMA. Academic and scientific workers of the Academy are subject to all the rights provided by law for scientific workers of scientific institutions.

Scientific and pedagogical workers are obliged to:

- provide teaching at a high scientific, theoretical and methodological level of academic disciplines of the relevant educational program in the



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- specialty, conduct scientific activities (for scientific and pedagogical workers);
- improve professional level, pedagogical skills, scientific qualifications (for scientific and pedagogical workers);
  - comply with the License conditions for the implementation of educational activities of educational institutions in terms of professional and scientific activity;
  - observe the norms of pedagogical ethics, morality, respect the dignity of persons studying at KSMA, instill in them a love for Ukraine, educate them in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and state symbols of Ukraine;
  - develop independence, initiative, and creativity for individuals studying at the KSMA;
  - comply with the KSMA Charter, Internal Regulations, laws, and other regulations.

## **5.2. Procedure of competitive selection.**

The procedure for electing persons through competition to vacant positions of scientific and pedagogical workers of KSMA, filling vacant positions of scientific and pedagogical workers is determined by the legislation of Ukraine, the Charter of KSMA and the "Regulations on the procedure for conducting competitive selection when filling vacant positions of scientific and pedagogical workers and concluding employment agreements (contracts) with them in KSMA" (QMS 04-197-2017).

Competitive selection is carried out on the basis of openness, transparency, legality, equality of rights of members of the competition commission, collegial decision-making by the competition commission, independence, objectivity and validity of decisions of the competition commission, impartial attitude towards candidates for vacant positions of scientific and pedagogical workers.

## **5.3. Working time**

**5.3.1.** The working hours of employees are determined by the Labor Code of Ukraine (Article 51) and the Law of Ukraine "On Higher Education" (Article 56), Internal Labor Regulations of the KSMA and amount to 36 hours per week.

**5.3.2.** The time spent performing educational, methodological, scientific, organizational, educational and other labor duties in the current academic year should not exceed annual working time.

**5.3.3.** Academic and teaching staff working time includes the time spent performing educational, methodological, scientific, organizational and

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educational work and other work duties.

**5.3.4.** The working hours are determined by the schedule of classroom training sessions and consultations, the curriculum or schedule of control activities and other types of work provided by the individual plan of the work for the academic year.

**5.3.5.** The time for performing work not provided in the curriculum or schedule of control activities is determined in the manner established by the Academy taking into account the characteristics of the specialty and forms of training. Employee is obliged to comply with the working hours established for him/her.

**5.3.6.** Calculation of the volume of educational work is carried out in accordance with time standards approved by the Ministry of Education and Science of Ukraine. Time standards are calculated based on the astronomical hour (60 minutes), except for classroom studies, for which the time standard is an academic hour lasting 40 minutes. The types of training sessions that are included in the mandatory training load in accordance with the position are established by order of the rector of KSMA in agreement with the elected bodies of the primary organizations of the trade union and are determined on an individual basis.

**5.3.7.** The maximum teaching load per one employee cannot exceed 600 hours in an academic year (Article 56 of the Law of Ukraine “On Higher Education”), at the same time, the minimum load cannot be less than 180 hours in an academic year.

**5.3.8.** Involvement of employee in work not specified in the employment contract can only be carried out with his consent or in cases provided by the Law of Ukraine “On Higher Education”.

## **5.4. Working time planning, implementation and reporting**

### **5.4.1. Planning and distribution of workload.**

Planning and accounting of the main types of work of the scientific and pedagogical staff is carried out in accordance with the “Regulations on planning and accounting of the main types of work of scientific and pedagogical workers of KSMA” (QMS 04-190-2019 Version No. 2).

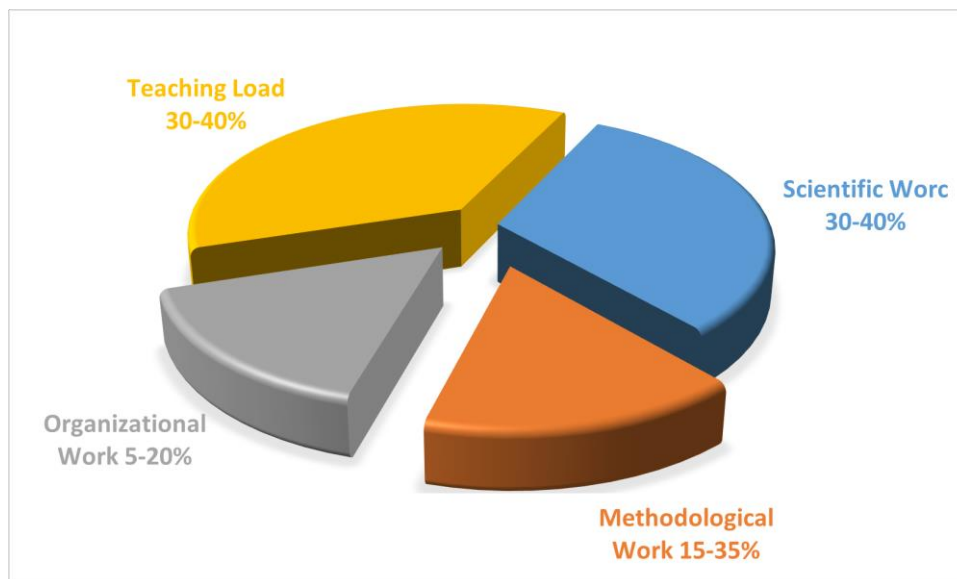
When planning the volume of work of the teaching staff, one should proceed from the fact that 1548 hours of the annual total workload are distributed, as a rule, as follows: teaching load - 30-40% of the time; methodological work – 15-30%; scientific work – 30-40%; organizational work – 5-20% of the total workload.

The approximate distribution of the working time of scientific and

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pedagogical workers of the Academy for various types of activities is shown in the diagram:

### **Approximate Total Load Distribution**



The volumes of various types of work performed by teachers are established depending on the student population (cadets, students, graduate students, doctoral students, course participants, etc.), the need to involve teachers in various forms of educational, methodological, scientific and organizational work in accordance with their individual capabilities, and the most effective use of creative potential.

Based on the approved working curricula and the planned number of teaching staff positions, the total volume of the teaching load of the Academy's scientific and pedagogical staff is calculated.

The distribution of the volume of teaching workload and the calculation of the academic staff of the departments is carried out by the educational department until the end of June of each year based on the initial data of the departments of the faculties (the volume of the teaching workload and its distribution among teachers).

Ensuring that the overall workload for the academic staff of the department is established is assigned personally to the head of the department.

The formation and distribution of the individual workload of the academic staff of the departments - educational, methodological, scientific, organizational and other types of activities of scientific and pedagogical workers of the Academy is carried out by the heads of the departments together with the deans of the faculties.

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The volume of educational work of a scientific and pedagogical worker is differentiated in accordance with the scientific degree, academic title and position he/she holds, level of qualifications, work experience, participation in methodological, scientific and other types of work and is established on the basis of the annual order of the rector “On Approval of the Teaching Workload of Academic Staff of KSMA, the Number and Heights of Rates for the Academic Year.”

When planning a teaching workload, it should be ensured that it is evenly distributed between semesters.

The semester teaching workload of a scientific and pedagogical worker (full-time or part-time), as a rule, cannot be less than 35% of his/her annual teaching workload with the exception of semesters in which internships, long-term scientific trips, sabbaticals, etc. are planned.

Lectures should only be planned for professors, associate professors and senior lecturers with a scientific degree. In some cases (by decision of the academic council of the Academy), the teaching of lecture courses may be scheduled for other highly qualified specialists with experience in scientific, educational, methodological and practical activities.

When working at a fraction of the rate (or above the rate), the total volume of the teacher’s workload is calculated in proportion to the amount of the rate.

As a rule, at 0.5 (0.25) of the rate, working time is planned based on an average weekly duration of 18 (9) hours with a proportional reduction in the volume of educational work and other types of work.

When distributing the teaching workload at the department, teachers who are elected by competition are initially provided with teaching workload in the amount of full time.

The distribution of individual teaching workload to individual teachers over one rate is carried out in cases where the actual volume of the teaching workload of the department exceeds the calculated one, with their involvement in part-time work in the maximum amount of 0.5 of the rate of the corresponding position.

If the need arises, an individual teaching workload is provided to external part-time workers in the amount of 300 hours, which is 0.5 times the rate of each position.

Taking into account the needs of the organization of the educational process and the operational needs of the department, it is allowed to replace one type of teaching workload with another one. Such a replacement is made with

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the consent of the scientific and pedagogical worker, in agreement with the educational department and is recorded in the individual plan of the SPW.

In some cases, taking into account the need to concentrate the efforts of individual scientific and pedagogical workers on solving the priority areas of the department's activities or in connection with other objective circumstances, it is allowed to change the ratio between teaching and other types of workload. These changes are adopted at a meeting of the department and approved by order of the Academy in agreement with the educational department.

Information on the individual distribution of academic disciplines among scientific and pedagogical workers, determination of the types and volumes of the teaching workload planned for the next academic year is submitted by the departments to the educational department before June 20 annually.

In the case of a planned assignment of a scientific and pedagogical worker to a legally guaranteed advanced training and/or internship for the corresponding period, the teaching workload is not planned for him/her, and the volume of scientific and methodological work is equivalently increased.

For the period of short-term business trips, illness, or being on pre-planned advanced training or internship, the scientific and pedagogical worker is exempt from performing all types of work provided by the individual plan. The teaching workload assigned to him/her for this period is carried out, with their consent, by other scientific and pedagogical workers of the department within a 36-hour work week and the maximum teaching workload for the academic year (established by the position they occupy). After a scientific and pedagogical worker returns to work for the remainder of the academic year, the appropriate teaching workload and the amount of methodological, scientific and organizational work within a 36-hour work week is determined for him/her.

#### **5.4.2. The instructor's individual work plan and its accounting.**

The main document that determines the organization of the work of a scientific and pedagogical employee during the academic year is the instructor's individual work plan and its accounting.

The content of the instructor's individual work plan should reflect the goals and objectives of the department, faculty and academy as a whole, which are determined by the need to achieve qualitative and quantitative characteristics of improving the quality of higher education applicants.

The individual work plan for the academic year is drawn up by an instructor under the guidance of the head of the department based on the distribution of the educational workload and other types of work (methodological, scientific, organizational) assigned to the scientific and pedagogical employees of the

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department, approved after the final distribution of the workload at the department meeting and signed by the head of the department no later than September 20 of the current year.

The individual plan reflects the planning and implementation of the instructor's educational, methodological, scientific and organizational work in the relevant sections.

The summary plan-report on the implementation of the individual plan is a form of certification of the instructor. The results of the implementation of the individual plan are taken into account when instructors participate in the next competition for filling vacant positions or continuing work under the contract.

Late preparation of an individual work plan by an instructor without valid reasons is considered as improper performance of official duties.

In order to record the educational workload and the methodological, scientific and organizational work performed, each scientific and pedagogical employee, no later than five days after the end of the academic semester, based on the volume of work actually performed, summarizes his activities, which must be confirmed by relevant documents:

- from academic work – by systematic entries in the journal of the work of the academic group, the journal of consultations, etc.);

- from scientific work – title pages of published scientific articles, monographs, obtained patents for inventions and useful models, confirmation of participation in the work of scientific conferences, seminars, scientific and methodical commissions, etc.;

- from methodological work – copies of approved syllabuses, title pages of curricula, textbooks, study guides, methodological works, confirmation of participation in seminars, commissions, exhibitions, etc.;

- from organizational work – certificates (or other documents) of dean's offices or departments about the performance of organizational work and the direct participation of a scientific and pedagogical employee in the educational process.

If a certain type of work is performed in cooperation, then its total volumes are determined according to the standards given in the appendices and are distributed proportionally to the contribution of each member.

After the end of the academic year, the instructor reports on the actual implementation of the individual work plan at the department meeting. The decision on the implementation of the individual plan is made collegially at the meeting of the department, being recorded with a corresponding entry: "the plan is implemented", "the plan is partially implemented", "implementation of the plan is accepted with

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comments”, “the plan is not implemented” (with a definition deadlines for correction of deficiencies and the next report).

In the case of non-fulfillment of the total annual workload, the instructor may have his deadlines extended, but no later than September 1 of the current year, which is recorded in the instructor’s individual work plan.

In case of non-fulfillment or improper fulfillment of the individual work plan without valid reasons, disciplinary measures may be applied to the instructor.

At the end of the academic year, the head of the department is obliged to analyze the implementation of the individual work plan by each instructor and make a corresponding entry in the “Conclusion on the implementation of the plan” section.

The instructor’s individual work plan is drawn up in one copy together with an appendix to it and is permanently kept at the department for five years, is issued to the instructor with a receipt and returned to the department at the first request of the head of the department.

The head of the department is responsible for keeping the individual work plans of the instructors together with the attachments.

After the end of the storage period, individual work plans of instructors are transferred to the archive in the established order.

General control over the maintenance of individual work plans of instructors, the state of planning and execution of the work provided for in the plan, is carried out by the educational department with the participation of coordinators, members of the scientific and methodical council.

The section on academic work is filled out by the instructor on the basis of directions received from the head of the department. All types of planned educational work in accordance with the educational assignments are determined in hours by terms (in the columns “According to the plan” – “planned”, “Completed” – “done”). In cases of non-fulfillment of the planned activities of educational work, the reasons for non-fulfillment of educational assignments are briefly defined in the 5th section of the individual plan (“List of changes in the instructor’s work plan”).

Tables of sections on methodological, scientific and organizational works are filled out basing on the tasks of the department for the year.

According to the results of the performed measures, scientific and pedagogical employees fill out the “Completion Mark”, which indicates the actual implementation of the planned activities for the academic year.

During the term (academic year), it is possible to adjust the content and distribution of the workload of scientific and pedagogical employees within the working hours for the academic year.



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Changes to the Individual Plan during the academic year can be made basing on the decision of the department with the consent of the scientific and pedagogical employee. These changes and their rationale are recorded in the individual plan.

Changes are possible only within the working hours of the scientific and pedagogical employee for the academic year.

The head of the department makes a conclusion about the implementation of the Individual Work Plan of a scientific and pedagogical employee basing on the analysis of the “Summary Plan-Report on the Implementation of the Individual Plan” data, as well as materials containing the results of educational, methodological, scientific and organizational work.

The conclusion must contain an assessment of the completeness and quality of the implementation of individual plan measures, comments and recommendations for improving scientific and pedagogical activities.

The conclusion is considered, approved at the department meeting and is the basis for preparing the report of the instructor and the department for the academic year. The consolidated plan-report on the implementation of the instructor’s individual plan is a mandatory component of the annual report on the implementation of the overall workload of the department’s teaching staff.

#### **5.4.3. Time norms for planning and recording educational work.**

Educational work, as a component of an instructor’s working time, is determined by the volume of his educational assignments and is reflected in academic (astronomical) hours according to the type of educational work.

The amount of educational work of the instructor is calculated in accordance with the time norms, which are approved by the order of the rector of the KSMA annually.

#### **5.5. Advanced training and internship.**

Pedagogical and scientific-pedagogical employees of the KSMA improve their qualifications and undergo internships in Ukraine and abroad in accordance with the “Regulations on improving the qualifications and internships of pedagogical and scientific employees of higher educational institutions” dated 01.24.2013 No. 48, Resolution of the Cabinet of Ministers of Ukraine dated 08.21..2019, No. 800 “Some issues of upgrading the qualifications of teaching and research-pedagogical employees” and “Regulations on upgrading the qualifications and internships of professors and teaching staff of the KSMA” (QMS 04-13-2018) once every five years.

Qualification improvement through internship at the academy takes place according to the schedule approved by the rector of the academy at the end of the



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current academic year for the following academic year, in accordance with the submitted proposals and the needs of scientific and pedagogical employees.

Contracts are concluded with state and municipal institutions of higher and post-graduate education for the provision of advanced training services.

### **5.6. Work time pattern.**

According to paragraph 2 of the Article 56 of the Law of Ukraine “On Higher Education”, the working time of a scientific and pedagogical employee includes the time he/she performs educational, methodological, scientific, organizational work and other work duties. The working time of a scientific worker includes the time he/she performs scientific, research, advisory, expert, organizational work and other work duties. The working time of a pedagogical worker includes the time he/she performs educational, methodological, organizational work and other work duties.

### **5.7. Evaluation and assessment of research and teaching activities.**

The introduction of a rating assessment of the activities of scientific and pedagogical employees of the KSMA is an integral element of the implementation of the monitoring system, as a component of the process of ensuring and managing the quality of higher education, stimulating the growth of qualifications, professionalism, productivity of educational and scientific work and the development of the creative initiative of scientific and pedagogical employees.

Evaluation of scientific and pedagogical activities in the Kherson State Maritime Academy is carried out annually in accordance with the “Regulations on determining the rating of scientific and pedagogical employees of the Kherson State Maritime Academy” (QMS 04-195-2018).

The purpose of introducing the rating of scientific and pedagogical employees (hereinafter – SPE) in the academy is:

- increasing the efficiency and effectiveness of the professional activity of scientific and pedagogical employees;
- ensuring the transparency and objectivity of the assessment of the activity of each scientific and pedagogical employee;
- ensuring healthy competition, increasing effective motivation work;
- accumulation of statistical information on the establishment and dynamics of the development of departments and faculties of the Kherson State Maritime Academy.

The organization of SPE rating calculation is based on the following principles:

- objectivity and reliability of the received information;
- openness and systematicity of the rating assessment;

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- competence and objectivity of evaluators;
- stimulating the participants of the rating evaluation to improve the results of their professional activity.

The rating is determined according to the following indicators:

1. General characteristics of the instructor's activity;
2. Methodological work;
3. Organizational work;
4. Scientific work;
5. Educational work.

When calculating the SPE rating, a survey among full-time cadets is also taken into account. Evaluation is carried out on a 10-point scale. The determination of this component of the rating points is carried out by means of a questionnaire "Instructor through the eyes of cadets" in accordance with the Documented procedure "Assessment of consumer satisfaction" QMS (02-20-2018).

### **5.8. Academic integrity.**

#### 5.8.1. Values and ethical principles of academic integrity.

Kherson State Maritime Academy adheres to the following principles of professional ethics and academic integrity:

- democracy;
- legality and rule of law;
- honesty, dignity and good faith;
- patriotism and service to the Ukrainian people;
- respect, trust and tolerance;
- justice, equality and non-discrimination;
- competence and professionalism;
- culture of behavior of education seekers, instructors and scientists;
- openness and transparency;
- independent performance of all educational works by the applicant;
- partnerships and mutual assistance;
- responsibility for violation of academic integrity.

KSMA carries out its activities separately from political preferences, parties, religious associations and movements in any form of organization.

Observance of academic integrity by students of education involves:

- independent performance of educational tasks, tasks of current and final control of learning results;
- references to sources of information in the case of using ideas, workouts, statements, information;
- compliance with the legislation on copyright and related rights;

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- provision of reliable information about the results of one's own educational (scientific, creative) activities, used research methods and sources of information.

Observance of academic integrity by pedagogical and research-pedagogical employees involves:

- references to sources of information in the case of using ideas, workouts, statements, information;
- compliance with copyright and related legislation rights;
- provision of reliable information about research methods and results, sources of used information and own pedagogical (scientific, creative) activity;
- control over compliance with academic integrity by educational applicants;
- objective assessment of learning outcomes.

#### 5.8.2. Violation of academic integrity.

Violation of the academic integrity of educational applicants is:

- academic plagiarism;
- falsification;
- writing off;
- deception;
- bribery.

Violations of academic integrity by pedagogical and scientific-pedagogical employees are:

- academic plagiarism;
- self-plagiarism;
- fabrication;
- falsification;
- deception;
- bribery;
- biased assessment.

#### 5.8.3. Liability for violation of academic integrity.

For violation of academic integrity, students may be held to the following academic responsibility:

- repeated assessment (test, exam, credit, etc.);
- repeated passing of the relevant educational component of the educational curriculum;
- deduction from the KSMA;
- deprivation of an academic scholarship;
- deprivation of tuition fees provided by the KSMA;
- other additional and/or detailed types of academic responsibility of students for specific violations of academic integrity are defined by special laws and separate

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regulations of the KSMA, which are approved by the Academic Council of the Academy and agreed by self-governing bodies of students.

For violations of academic integrity, pedagogical, scientific and scientific-pedagogical employees may be held to the following academic responsibility:

- refusal to award a scientific degree or assign an academic rank;
- deprivation of the awarded scientific (educational-creative) degree or awarded academic rank;
- refusal to assign or deprivation of the assigned pedagogical rank, qualification category;
- deprivation of the right to participate in the work of bodies defined by law or to hold positions defined by law;
- other additional and/or detailed types of academic responsibility of pedagogical and research-pedagogical employees for specific violations of academic integrity are determined by special laws and separate Regulations of the KSMA, which are approved by the academic council of the academy and agreed by the elected bodies of the labor union's primary organizations.

The procedure for identifying and establishing the facts of the academic integrity's violation is determined by the academic council of the KSMA, taking into account the requirements of the Law of Ukraine "On Education" and special laws.

Every person in respect of whom the issue of violation of academic integrity is being considered has the right to:

- get acquainted with all inspection materials regarding the establishment of the fact of violation of academic integrity and submit comments to them;
- provide (personally or through a representative) oral and written explanations or refuse to provide any explanations, participate in the investigation of violation's evidence of academic integrity;
- know the date, time and place and be present during consideration of the issue of establishing the fact of academic integrity's violation and bringing him to academic responsibility;
- appeal the decision on bringing to academic responsibility to the body authorized or to the court.

## **6. FORMS OF EDUCATIONAL PROCESS ARRANGEMENT, TYPES OF LESSONS**

**6.1.** Training of educational applicants at the academy is carried out in the following forms:

- full-time (daytime);

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- part-time (correspondence).

Forms of education can be combined.

Full-time education is the main form of obtaining a certain degree of higher education.

The educational process in the full-time form of education involves constant personal contact between the scientific and pedagogical employee and the student, which ensures the acquisition of deep systemic knowledge and stable skills. Full-time education cadets are required to attend lessons according to the schedule and to complete educational tasks in a timely manner according to the individual syllabus and work curriculum. Full-time education cadets in accordance with the procedure established by law have the right to state-guaranteed: scholarship support, benefits for travel in the city transport, accommodation in a dormitory, postponement of military service, etc.

Part-time (correspondence) education is an education that combines self-study and face-to-face education. It is characterized by stages. At the first stage, the knowledge base and methods for the individual assimilation of educational information and the formation of skills are obtained (basic stage). At the second stage, the correspondence department student individually learns the educational material, performs the planned individual tasks. At the third stage, a direct verification of the learning results is carried out (verification of individual assignments, defense of course projects, course works, taking exams and credits, final examination, etc.). At the same time, these stages are distant from each other in time according to the schedule of the educational process.

Part-time learning is a form of obtaining a certain degree of higher education by persons who work or simultaneously study at another specialty. Correspondence department students have certain benefits guaranteed by the state (additional paid holidays, tax social benefit, etc.).

Distance learning is a variant of the correspondence form of education, which is based on the use of information and communication technologies that ensure the provision and reception of information. The main features of distance learning are online interaction in the learning process, giving students the opportunity to work individually on mastering the learning material, as well as consulting assistance in the educational process.

Correspondence (distance) education in a certain specialty can be introduced if:

- full-time training in this specialty is carried out;
- the necessary personnel, educational and methodological, material, technical and information assistance for this form of education is available.

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The introduction of correspondence (distance) learning in a certain specialty is carried out by a decision of the academic council of the academy on the recommendation of the scientific and methodical council of the academy.

Blended learning is a modern educational technology that involves a combination of classroom work with elements of distance learning technologies and is based on new didactic possibilities of information technologies and modern educational tools.

The application of the principles of blended learning allows:

- to expand the educational opportunities of educational applicants by increasing the availability and flexibility of education, taking into account their individual educational needs, as well as the pace and rhythm of educational material assimilation;

- to stimulate the formation of an active position of educational applicants: increasing their motivation, independence, social activity, including the assimilation of educational material and, as a result, increasing the efficiency of the educational process as a whole;

- to optimize the amount of pedagogical workload of instructors by increasing the amount of individual work of students.

When conducting blended learning in the KSMA, constant updating of platform versions is used, leading to the improvement in the quality of work on site, improvement of test tasks and interactive exercises.

**6.2.** The organization of the educational process at all levels of education can be individual, group, collective and is implemented using the following forms:

- 1) educational lessons (lecture, seminar, practical lesson, laboratory lesson, individual study lesson, simulator training, consultation, optional lesson);

- 2) individual work (individual mastery of educational components, individual tasks, including course and diploma works);

- 3) practical training (educational and production trainings, scientific and research works);

- 4) control measures (examination, credit, differentiated credit, entrance and final tests, defense of course and qualification works, etc.).

A “lecture” is a type of educational lesson designed for the presentation of theoretical material. A lecture is the most economical way of imparting educational information.

The topics of the lectures are determined by the work curriculum of the academic discipline, which is developed by each lecturer independently. Lectures are given by lecturers – professors and associate professors, as well as leading scientists or specialists invited to read them. Lectures by assistants/instructors who have



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scientific degrees and/or experience in scientific, pedagogical and practical work are allowed with permission.

The lecturer, who is assigned to give lectures, is obliged to submit to the head of the department the work curriculum compiled by him, a set of individual tasks (if they are planned) and controlling tools for the term control no later than 3 months before the beginning of the academic year.

The lecturer, who will give lectures on a certain academic discipline for the first time, must prepare the educational content (synopsis or extended plan of lectures) and conduct trial lectures in front of scientific and pedagogical employees and scientific employees of the department.

The lecturer is obliged to adhere to the work curriculum regarding the subject and content of the lectures, but not to limit himself in matters of interpretation of the educational material, forms and methods of its presentation.

The lecture is held in appropriately equipped spaces – auditoriums. The lecture can be conducted using multimedia visualization and interactive access equipment.

When conducting a lecture, the lecturer must have:

- work curriculum;
- educational content (summary or extended lecture plan);
- means of ensuring visibility (multimedia presentations, posters, layouts, etc.);
- a logbook for recording the educational work of educational groups, in which the scientific and pedagogical employee must make records of the presence of educational applicants and the conduct of lectures.

“Laboratory lesson” – a type of educational lesson under the guidance of an instructor, during which educational applicants conduct experiments or research using the appropriate educational and methodological assistance, equipment, computer technology in order to practically confirm certain theoretical provisions of the relevant discipline, acquire practical skills in working with laboratory devices and special equipment, computer equipment, methods of experimental research in a specific subject area.

The list of laboratory work topics is determined by the work curriculum. Replacing laboratory lessons with other types of educational lessons is not acceptable.

Laboratory lessons are held in specially equipped educational laboratories using equipment adapted to the conditions of the educational process (laboratory layout, installations, etc.). Laboratory lessons can also be conducted in a real professional environment (at an enterprise, in scientific laboratories, etc.) or in

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computer classrooms when performing virtual work. Each laboratory work must have appropriate educational and methodological basis.

Before the beginning of the laboratory lessons, the instructor must conduct a briefing on safety techniques and obtain the signatures of the students in the corresponding logbook about the familiarization with the rules of safety techniques when conducting laboratory lessons.

The laboratory lesson includes ongoing control of readiness to perform specific laboratory work, completion of tasks on the topic of laboratory work, preparation of an individual report (protocol) on the work performed and its defense in front of the instructor. The performance of laboratory work is evaluated by the instructor.

When conducting laboratory lessons, academic groups are divided into two subgroups (10-15 students). From individual academic disciplines, taking into account the rules of safety and sanitary standards, it is allowed to divide the academic group into subgroups with a smaller number of people.

When conducting a laboratory lesson, the instructor must have:

- work curriculum;
- study guide (methodical recommendations) for laboratory works;
- control tasks (tests) for monitoring the readiness of students to perform laboratory work and evaluation criteria;
- logbook of safety instruction during laboratory work;
- safety instructions in a place accessible to be read by everyone;
- a logbook for recording the educational work of the educational group, in which the instructor must make a record of students' presence and the conduct of lessons.

“Practical lesson” – a type of training in which students under the guidance of a scientific and pedagogical instructor consolidate the theoretical provisions of the educational discipline and acquire the skills of their practical application by performing certain appropriately formulated tasks.

The main didactic requirements for practical lessons are:

- ensuring the professional orientation;
- using the scientific methods of cognition and the corresponding conceptual apparatus;
- revealing the unity of theory and practice on specific examples;
- ensuring the logical sequence of the lesson structure;
- rational usage of didactically expedient teaching methods that form an individual creative approach among the educational applicants.



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Practical lessons are held in classrooms or in educational laboratories equipped with the necessary technical teaching aids, computing equipment, etc. From individual educational disciplines, taking into account the peculiarities of studying these disciplines and the safety of life activities of the students, it is allowed to divide the educational group into several subgroups. One of the types of practical lessons is a computer workshop. Practical lessons are usually conducted with one academic group (20-25 people). In certain disciplines, practical lessons can be held with half of the academic group, which is determined by the work program of the academic discipline.

The list of topics and the content of practical lessons is determined by the work curriculum of the discipline. The instructor who is entrusted with conducting practical lessons, in agreement with the lecturer of the given academic discipline, develops didactic support: individual tasks of varying complexity to be solved by students in the class, methodical techniques for considering individual theoretical provisions or solving practical problems, control tasks (tests) to identify the degree of formation of the necessary skills, etc.

The practical lesson includes the control of knowledge and skills, setting of a general problem (task) by the instructor and its discussion with the participation of students, solving the problems with their discussion, solving the control problems, checking and evaluating them according to the criteria of the rating system.

When conducting practical lessons, the instructor must have:

- work curriculum;
- a plan for practical lesson;
- individual tasks of varying complexity;
- necessary equipment (models, devices, etc.);
- means of ensuring visibility (multimedia presentations, posters, etc.);
- control tasks (tests) and their evaluation criteria;
- a journal of the educational work for an educational group, in which the instructor must make a record of the lesson.

A “seminar” is an educational lesson in the form of a collective discussion of questions, reports, essays, assignments, etc., determined in advance by the instructor. Seminar lessons are aimed at deepening and systematizing the knowledge of educational applicants, organizing and increasing the level of autonomy of their independent cognitive activity, forming evaluative judgments.

The list of seminar topics is defined and approved in the work curriculum of the academic discipline. At each seminar the instructor evaluates the quality of tasks performed by students, their performances, activity, ability to formulate and defend their position, etc. The methodology for conducting a seminar lesson (seminar-

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conversation, seminar-listening, seminar-dispute, etc.) for a specific academic discipline is developed by those instructors who teach it.

Seminar lessons are usually conducted with one academic group. In the case of a small number of students in academic groups, two or more academic groups may be combined within a seminar (the total number in the combined group should not exceed 30 people).

An individual training is a lesson held with some students in order to improve their level of training and reveal their individual creative abilities. Individual training lessons are organized according to a special schedule, they can cover a part or the full volume of lessons in one or more academic disciplines.

Conducting the individual training lessons involves a significantly higher volume of individual work of the students compared to other types of lessons. The number of individual training lessons is determined in the educational syllabus and their types, forms and methods of conducting – in the work curriculum of the academic discipline.

“Consultation” – a type of educational lesson during which the student receives an explanation from the instructor about certain theoretical provisions or aspects of their practical application; answers to specific questions within the academic discipline. Consultation can be individual or collective, depending on whether the instructor consults students on issues related to the performance of individual tasks or on theoretical issues of the academic discipline. The time allotted for consultations on a specific discipline is determined by the syllabus.

“Facultative” – a lesson / a course that students study optionally with the aim of deepening and expanding scientific and applied knowledge through:

- deep learning the academic disciplines;
- learning the additional disciplines within or outside the specialty.

Facultative lessons contribute to the development of creativity, abilities, talents of students, as they choose optional lessons according to their desires, inclinations and interests.

A “colloquium” is a form of interview with students, during which one or more topics of the course (as chosen by the instructor) that are not included in the curriculum as topics of seminars are discussed. As a rule, the colloquium presents the most complex and urgent problems of today, which are previously offered to the students for individual study. The interview involves the knowledge demonstration of both the main and additional lists of recommended literature, the ability to apply the knowledge gained during the theoretical course to analyze current problems of life.

Individual study is a form of organization of the educational process, in which a student masters the discipline in time free from educational activities. The

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goal of individual study is to master the full scope of the educational curriculum and to form the ability of student to be an active participant of the educational process, the ability to individually (without the direct participation of the instructor) acquire theoretical and practical knowledge, including the usage of modern information technologies.

Methodological materials for the individual study of educational applicants should be provided with the possibility of self-controlling. Appropriate scientific literature, textbooks, manuals and periodicals are also recommended for individual work. When organizing the individual work of educational applicants, the possibility of obtaining the necessary consultation or methodological assistance from the relevant specialists (instructors) is provided.

The content of individual work in a specific discipline is determined by the curriculum of this discipline and is provided by educational and methodological tools (textbooks, educational and methodological manuals, lecture notes, etc.), tasks and recommendations of the instructor. Individual work can also be carried out in the form of individual tasks (coursework, qualification papers/projects, etc.).

An “individual task” is one of the types of students’ individual study. Individual tasks include: preparation of coursework and qualification papers/projects, abstracts, essays, execution of graphic works, preparation of reports, analysis of practical situations, preparation of abstract materials from professional publications, own research, participation in conferences, olympiads, etc.

Individual tasks of educational applicants are performed individually; cases of cooperative work on complex topics by several students are allowed with the consent of the academic council of the faculty.

"Individual tasks that are performed within the discipline are defined in the work curriculum of the academic discipline. Individual tasks that are interdisciplinary in nature are determined by the educational curriculum, have a separate position in the syllabuses and their own credit dimension. Failure to complete the individual tasks specified in the working and/or individual syllabus without a valid reason is a failure to complete the educational syllabus and is considered an academic debt.

“Analytical reviews” (abstracts, essays, etc.) are tasks that contribute to the deepening and expansion of the theoretical knowledge of students on certain topics of the discipline, develop the skills of individual work with educational and scientific literature.

A “coursework” (project) is one of the types of individual tasks, carried out in accordance with the educational syllabus, with the aim of consolidating, deepening and generalizing the knowledge acquired by students during their studies and their application to the complex solution of a specific professional task. The topics of

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course projects/works should correspond to the practical needs of the profession or the tasks of a specific academic discipline.

The student completes no more than one term paper/project per term. Its defense takes place in front of the commission with the participation of the head of the course work/project. The purpose, tasks and procedure for course work/projects, requirements for content, structure and design, other requirements are defined in the educational curricula and the Documented Procedure “Organization of Course Projects” (QMS 02-11-2018).

“Research work” is a form of organizing the work of students, during which they are involved in active individual (or under the guidance of the instructor) research activities for the formation of a scientific worldview, the development of research skills and the skills of creative solution of practical tasks.

This form helps young researchers master the methodology and methods of scientific research. The research work of students at the academy is carried out in the following main directions:

- 1) research work in the educational process (defined by syllabuses and curricula);
- 2) scientific research work during educational time;
- 3) scientific and organizational events – conferences, competitions, olympiads, etc.

Practical training is a mandatory component of educational and professional curricula aimed at the acquisition of professional and general competencies by the student.

Practical training at the KSMA is carried out in accordance with the Documented procedure “Organization of practical training of cadets” (QMS 02-09-2018) and “Regulations on the organization and conduct of practical training for cadets and students of the KSMA” (QMS 04-127-2019).

Practical training of cadets is a component of the educational process at the KSMA and is included in the curriculum in hours of theoretical and practical training.

All cadets, before the start of the first sea going practical training, undergo theoretical and practical training on the basis of the laboratory-training complex of the KSMA. Each cadet receives the necessary training on issues of life safety on board the ship and the use of rescue equipment, ship security, which is subsequently certified by an international certificate. The cadets also receive specialized training in the following areas: ship crane control, ship container fastening, safety during mooring operations, rigging, etc.

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## 7. EDUCATIONAL PROCESS PLANNING

Planning the educational process involves drawing up curricula and syllabuses for each individual component of the learning process, is carried out systematically and comprehensively and covers all components of the educational process: a lesson, a module, a course, a stage and the educational process as a whole, while each period should provide a comprehensive solution to the set of the tasks.

The content of education is determined by the educational and professional training curriculum, the syllabus of the appropriate specialty/specialization, the working curriculum, the individual curriculum of an educational applicant, the content of academic disciplines, normative documents of the state higher education administration bodies and the academy, and is reflected in the relevant educational and methodological materials.

**7.1 Educational programme** (hereinafter – EP) – a system of educational components at the appropriate level of higher education within the specialty, which determines the requirements for the level of education of persons who can start studying under this programme, the list of educational disciplines and the logical sequence of their study, the number of the ECTS credits, necessary for the execution of this curriculum, as well as expected learning outcomes (competencies) that the recipient of the corresponding degree of higher education must master. The educational curriculum consists of mandatory and optional parts.

The mandatory part of the EP contains a list of compulsory academic disciplines and types of practical training. The optional part contains professional-oriented disciplines for a certain specialization, the list of which is determined by the needs of the labor market for specialists of a certain specialty and specialization, the requirements of employers or the peculiarities of scientific schools, and disciplines chosen by students of higher education. Disciplines chosen by higher education applicants are determined by their professional, educational and cultural needs.

The requirements for EP (amount of the ECTS credits needed to obtain the corresponding degree of higher education; list of graduate competencies; normative content of the training of higher education applicants, formulated in terms of learning outcomes; forms of attestation of higher education applicants; requirements for the existence of a system of internal quality assurance of higher education) are determined by The Standard of Higher Education developed by the Ministry of Education and Culture of Ukraine for each level of higher education within each specialty in accordance with the National Framework of Qualifications.

**7.2 Curriculum** is a normative document of the academy, which contains the information about:

- specialty;



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- specialization (if available);
- educational or educational-scientific level;
- qualification;
- standard term of study;
- schedule of the educational process;
- sections of theoretical and practical training;
- mandatory and optional components of the educational programme (with fixation of their volume in the ECTS credits and the number lessons in hours);
- forms of conducting the educational lessons, their scope and sequence of study;
- number and forms of term control;
- final control (attestation);
- the general budget of educational time for the entire normative period of education and its division into the time of educational lessons and the time allocated for individual educational work;
- division of the study time budget by separate forms of lessons from each academic discipline and for the entire study period in general.

The syllabus is developed by working groups of graduate departments with the involvement of representatives of assisting departments in accordance with the EC and the structural and logical scheme of training.

The personal composition of the groups is determined by the dean of the faculty. The working groups work under the direct supervision of the heads of the graduation departments. The coordination of their activities and control over the fulfillment of the requirements for the educational curriculum is carried out by the dean of the faculty.

The syllabus is part of the documentation of the educational curriculum and is approved by the academic council of the academy as part of it. The academic council can delegate the authority to consider the syllabus according to the already approved educational curriculum to the academic councils of the faculties. The introduction of the syllabuses is carried out after they are signed by the rector of the academy.

In the structure of the syllabuses, mandatory and optional components are distinguished.

The mandatory component of the syllabus for higher education curriculum can not exceed 75% of the volume (in the ECTS credits) of the curriculum and includes academic disciplines, qualifying works/projects, practical trainings and other types of educational workload of the higher education applicants, aimed at achieving learning outcomes, which are defined by the educational curriculum. At the same

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time, at least 50% of the volume of the curriculum should be allocated to the achievement of learning outcomes, which are determined by the standard of education in the specialty. The remaining volume of the mandatory educational workload is allocated to the components of the curriculum introduced by the decision of the academy or structural unit. The mandatory component of the syllabus must contain all the components, the mastery of which is necessary for the assignment of the educational qualification defined by the curriculum.

The optional component of the syllabus, which is intended to provide an opportunity for the applicant of higher education to deepen professional knowledge within the limits of the chosen educational curriculum and/or to acquire additional special professional competences, should be at least 25% of the educational workload of the educational curriculum. Within the scope of the optional component, a student has the right to choose educational components individually. Such a choice is not limited to the curriculum in which the person is studying. If necessary, through the optional component, specialized (profiled) blocks (packages) of disciplines can be introduced in the syllabus, including those aimed at obtaining the appropriate professional qualification.

Educational disciplines and practical trainings are usually planned in the amount of 3 or more ECTS credits and their number per academic year does not exceed 16. The credit measurement of educational disciplines is a multiple of 1/2 credit. It is usually planned that the practical training lasts no more than one term and the academic discipline – no more than two terms.

The total number of exams and tests (without coursework/projects and practical trainings per term) cannot exceed 8 (but no more than 5 exams per exam session).

The number of hours of training in academic disciplines is planned taking into account the ability of students to study individually and has to be (as a percentage of the total amount of learning time, for full-time learning): from 33 to 50 – at the bachelor's degree, from 25 to 33 – at the master's degree.

The syllabus for the correspondence form of education contains a list of disciplines that is similar to the syllabus for the full-time form of education of the same educational curriculum and has a shorter duration of classroom lessons due to the increase in the amount of individual work. The percentage reduction (compared to the syllabus of the full-time form of education) of the number of lessons must be proportional for all disciplines of the syllabus. The total duration of lessons in the correspondence form of education can not exceed 20% of the volume of lessons in the full-time syllabus of the same specialty/specialization. Types of lessons and forms of final control should coincide with the full-time syllabus (if available).

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Amendments to the approved educational syllabuses are made after their examination for compliance with the approved educational curriculum. If the proposed changes lead to a change in the number and/or content of the specializations provided for in the syllabus, the syllabus must undergo the approval procedure again in accordance with the established procedure. If the proposed changes affect the educational curriculum results, the entire educational curriculum is subject to re-approval.

The discipline “Physical Training” belongs to non-credit disciplines and is not included in the total amount of credits of the EC of bachelor’s degree.

On the basis of the educational syllabus, in order to specify the planning of the educational process, a working curriculum is drawn up for each academic year.

**7.3 The working curriculum** is a regulatory document of the academy for the current academic year, specifying the types of training sessions, their volume, forms of control over semesters, trimesters, etc.

The working curriculum for the academic year is developed by structural subdivisions and compiled for each form of studying by courses (years of study) for each educational program. The working curriculum is a document according to which planning of educational activities, its methodological, organizational, material and financial support during the academic year is carried out.

The structure of the working curriculum includes:

- initial data of the educational program;
- schedule of the educational process;
- time budget in weeks and hours, its distribution by semester;
- distribution of training sessions by form and volume;
- forms and means of formative and final control over semesters.

*Requirements for the formation, development and approval of educational and working curricula are presented in Documented Procedure «Development and Design of Educational and Working Curricula» (QMS 02-14-2019).*

**7.4 Educational process schedule** is a structured plan that determines the calendar dates for theoretical training, final control (examination sessions), sailing training, preparation and defense of final qualifying projects (works), certification, and holidays.

The schedule of the educational process for the corresponding academic year is drawn up by the educational department on the basis of working curricula, taking into account the schedule for transferring working days determined by the Cabinet of Ministers of Ukraine, statutory holidays and non-working days, which is agreed by the First vice-rector, accepted by Academic Council of KSMA, approved by Rector,



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it is public and informs all participants of the educational process.

## **8. EDUCATIONAL AND METHODOLOGICAL SUPPORT OF THE EDUCATIONAL PROCESS**

Educational and methodological support is an important component of the educational process and is aimed at solving the problems of improving the quality of training of specialists based on an integrated approach to improving the content, organization and methods of training.

Educational and methodological support of the educational process (hereinafter referred to as educational support) covers:

- standards of educational activities and higher education;
- educational programs in specialties/specializations;
- curricula, working curricula;
- contents on all compulsory and selective academic disciplines, covering working curricula, lecture notes, methodological recommendations for seminars, practical and laboratory classes, individual semester assignments on academic disciplines for individual work of higher education applicants in academic disciplines, test papers to verify the level of studying, methodological materials for completing course projects (works) and qualifying works, tests and criteria for assessing the studying outcomes of applicants;
- educational, industrial and other types of sailing training programs;
- textbooks and teaching aids;
- other scientific and methodological materials taking into account the specifics of the department.

Educational support should be aimed at solving the following main tasks:

- strengthening the systematic and focused nature of educational and methodological work, increasing its role in improving the educational process;
- intensification of teaching the academic disciplines, combining theoretical and practical training based on the integrated use of advanced methods, organizational forms and teaching aids;
- combination of interdisciplinary connections with high-quality professional education;
- strengthening the logical and didactic unity of teaching, eliminating of material duplication, ensuring continuity, consistency and continuity of training from the standpoint of developing professional knowledge;
- improvement of methodological guidance for individual work of higher education applicants, creation of a clear system of control on level and quality of knowledge acquisition;

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– strengthening the connection of education with science and production;  
– improving the use of educational and laboratory equipment, technical teaching aids, personal computers, visual support tools for courses, etc. in the educational process.

Tasks and functions of educational and methodological work:

- Ensuring compliance with the requirements of the standard of higher education in specialties/specializations, educational and professional programs.

- Optimization of the content and organization of the educational process in accordance with educational and professional programs.

- Improvement of teaching methods and use of innovative learning technologies.

- Ensuring rational distribution of methodological workload by dividing it into parts that depend on other types of work performed by scientific and pedagogical workers.

- Organizational and methodological assistance in the development of pedagogical creativity, experimental research work, implementation of best practices, etc.

- Creation of conditions for the unification of educational and methodological support of disciplines, development and publication of educational and methodological aids, recommendations, visual teaching aids.

- Formation of fund of educational and methodological materials and effective use of educational and laboratory facilities.

Coordination and leadership in all areas of educational and methodological work at the academy is carried out by Vice-Rector on Academic Work, educational and methodological department and Scientific and Methodological Council.

*The content, tasks and functions of educational and methodological work at Academy are defined in «Regulations on the organization of educational and methodical work of Kherson State Maritime Academy» (QMS 04-28-2019).*

Educational and methodological support of disciplines (hereinafter - EMSD) is set of educational and methodological documents constituting the content of the discipline (hereinafter - CD), designed to ensure organizational and substantive integrity of forms, methods and means of studying. CD is a practical guide of the teacher in the organization and conduct of the educational process, at the same time it is a document that allows to determine the methodological level of the discipline.

The purpose of EMSD is to systematize the material of the discipline, improve its methodological support, increase the effectiveness and quality of lessons, the introduction of modern methods and technologies of studying into the educational process, organization of individual work and control of knowledge of applicants for higher education.

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The content of the discipline consists of the following sets of documents:

- working training program;
- lecture notes;
- package of visual support for the course;
- methodological recommendations and control tasks for conducting laboratory and practical (seminar) lessons;
- methodological recommendations and topics of tests for applicants for higher education of correspondence form;
- methodological recommendations and tasks for individual work of higher education applicants;
- methodological recommendations and topics for completing coursework and final qualifying works, projects.

The content of each academic discipline must be placed in virtual learning environment.

*Requirements for the content and design of the disciplines, on which training of specialists is conducted, are established by «Procedure for the development and design of the content of disciplines at KSMA» (QMS 04-99-2019).*

In order to raise the level of academic achievement of applicants and further improve of teaching activities, open classes are held to determine the level of professional competence and pedagogical skills of teachers.

*The procedure for planning, preparing, conducting and evaluating open classes is given in “Procedure for organizing and conducting open classes at Kherson State Maritime Academy” (QMS 04-100-2019).*

## **9. ICT IN EDUCATIONAL PROCESS**

Management of the educational process is caused by various types of software to support training in the modern space, the practical application of information technologies used for web access to protected educational resources.

Academy operates information system of the educational process, in particular the system of electronic document circulation ASCOD, independent computer testing by means of LMS Moodle, repository based on DSpace, platform Open Jomal System to provide access to materials *на* «Scientific Bulletin of KSMA», automated system «Academy» for planning and control of educational activities of KSMA scientific and pedagogical staff, official site of KSMA, as well as Google Docs cloud technologies.

Maintenance and organization of the information system of KSMA educational process is provided by department of information support of educational process and

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laboratory of innovative technologies.

9.1 In accordance with the Law of Ukraine "On Higher Education", Art. 41 "Education Quality Assurance System" Section V "EDUCATION QUALITY ASSURANCE" par. 3, higher education institutions must have system for ensuring the quality of educational activities.

To ensure compliance with the requirements of the Law, the following activities are carried out at KSMA:

- provision of the necessary information resources for the organization of the educational process, including the individual work of applicants for education;
- provision of information systems for the effective management of the educational institution;
- use and realization of possibilities of unified information educational space of academy and structural subdivisions;
- provision of distance education, allowing to overcome territorial barriers in the context of the specifics of part-time study;
- use of innovative forms of training to improve the quality of evaluation when they are integrated with information systems of educational process management.

9.2 The use of information systems for organizing the educational process at KSMA allows:

- create and develop a complete educational system;
- develop new modern methods of training and knowledge control;
- create «transparent» closed cycle «teacher - responsible at the department - working group - management»;
- ensuring academic virtue.

9.3 Applicants for higher education are provided with the right to access information resources and communications used in the educational process and scientific activities of KSMA, in particular, to the repository and electronic library.

9.4. Main strategic directions of development of the educational process informatization.

9.4.1. New educational methods and teaching technologies, innovative methods and means, first of all, methods of competency-based training at the academy are developed and implemented based on the provisions of Art. 54 "Rights and obligations of pedagogical, scientific-pedagogical and scientific workers, other persons who are involved in the educational process" Section VI "Participants of the educational process" of the Law of Ukraine "On Higher Education" on the principle of pedagogical initiative.

9.4.2. KSMA has an extensive computer network that provides access to information resources and communications that are used in the educational process

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and scientific activities of the teaching staff.

9.4.3. The main directions of development of KSMA educational process informatization are:

- formation of regulatory, organizational, scientific, educational, methodological, analytical, software and hardware, personnel and financial support;
- application of computer evaluation technologies of full-time and part-time education applicants;
- creation of system of standards and quality control of electronic scientific and educational resources;
- use of computer evaluation technologies for retraining and advanced training of specialists;
- formation of partnerships with other institutions of higher education as part of the implementation of innovative educational technologies.

#### **9.5. Stages of implementation of development strategy of educational process informatization.**

KSMA has introduced principles of integration with the labor market, in particular with many shipping companies and crewing agencies in accordance with Article 6 “Principles of state policy in the field of education and principles of educational activities” of the Law of Ukraine “On Higher Education”. In this way:

- information monitoring of experience of interaction with employers and use of informatization systems of KSMA educational process in order to improve the competitiveness of cadets in the labor market;
- creation and maintenance of LMS Moodle software and hardware platform for organization of distance learning using the system of computer evaluation of knowledge quality and professional competencies.

#### **9.6. Ensuring the quality of training using the system of computer evaluation of knowledge and professional competencies.**

The guaranteed quality of computer evaluation of knowledge and professional competencies is promoted by:

- mandatory conduct of internal and external scientific and methodological examination of electronic materials of teachers’ training and methodological complexes, in accordance with the Regulation on electronic educational resources (Order of the Ministry of Education and Science, Youth and Sports of Ukraine 01.10.2012 1060, section. IV. Expertise and distribution of electronic educational resources, para. 4.1.);
- use of licensed and open software and special software that meets recommended international standards;
- e-survey of educational applicants on their assessment of the quality of

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educational services received, the results of which are available on the website of KSMA.

### **9.7. Regulatory support**

Regulatory support at KSMA and structural divisions for the implementation of information systems to support the educational process includes:

1. Law of Ukraine «On Education» (as amended by Laws 2657-VIII of 18.12.2018, 2661-USH of 20.12.2018)

2. External regulatory documents:

- “Concept for the development of distance education in Ukraine” (Resolution of the Ministry of Education and Science of Ukraine dated December 20, 2000);

- “Regulations on distance learning” (Order of the Ministry of Education and Science of Ukraine No. 40 dated January 21, 2004);

– “On the creation of the Coordination Council for the development of the distance learning system under the Ministry of Education and Science” (Order of the Ministry of Education and Science No. 335 dated April 26, 2004);

– “On the state and prospects for the development of distance learning in Ukraine” (Decision of the Board of the Ministry of Education and Science of Ukraine, Protocol No. 6/2-4 dated June 23, 2005).

3. Internal regulatory documents, the main ones of which are:

*Documented procedure “Assessment of acquired competencies by means of computer testing of applicants for higher education at KSMA” (QMS 02-16-2018).*

## **10. INFORMATION SUPPORT OF EDUCATIONAL PROCESS**

The main types of information activities are receiving, using, distributing and storing of information.

Receiving of information is the acquisition and accumulation of documented or publicly announced information by citizens, legal entities or the state.

The use of information means meeting the information needs of citizens, legal entities and the state.

Information dissemination is the dissemination, publication, implementation of documented or publicly announced information.

Storage of information is ensuring the proper state of information on its material carriers.

KSMA library is the basic link in the information support of continuous education of higher educational institution.

In order to obtain high-quality education of applicants, providing scientific research of teaching staff and carry out various forms of professional teaching activities, the library has created:

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- **Electronic catalog** of KSMA library, according to the licensed software “IRBIS”, operating in accordance with “*Regulations of the electronic catalog of KSMA library*” (QMS 04-269-2017). IRBIS library technology automation system is a typical integrated solution in the field of library technology automation and is designed for use in libraries of any type and profile. The system fully meets the international requirements for this type of system and supports all national library standards and formats;

- **Institutional repository** is an electronic archive, accumulating documents of scientific, educational and methodological purpose, created by scientific and pedagogical workers and applicants, as well as providing permanent free full-text access to them.

KSMA repository is an electronic archive that performs the functions of accumulating, systematizing, storing and providing long-term open access to the works of teaching staff by archiving them and is part of the general electronic library catalogue.

The repository helps to spread the information about academy in the world educational space.

The main purpose of the repository is the successful implementation of the European approach and generation of the intellectual elite of the educational environment through the presentation of the scientific achievements of KSMA in the Internet.

At KSMA the activities of the repository are carried out in accordance to “*Regulations of the institutional repository of KSMA*” (QMS 04-17-2019).

- Useful links to databases of educational institutions of Ukraine and Europe, electronic resources of national libraries; electronic resources of educational institutions of Ukraine.

Current information is accumulated on the website and in systematized form reaches our users: applicants and teaching staff.

At present, KSMA library is not only a collection of books, but also a world of social competent communications for different categories of users: teaching staff, applicants, united by the search of new progressive knowledge with its inherent navigator function.

## 11. ARRANGEMENT OF PRACTICAL TRAINING

11.1. The practice of KSMA applicants is an integral part of the educational and professional program and plans of marine specialists training and higher education standards. It is aimed at consolidating the theoretical knowledge received by applicants during training, acquisition and improvement of practical skills in the

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relevant specialty.

During practice, applicants get experience of professional activity, practical skills, develop professional qualities of marine specialist.

11.2. The purpose of practice is:

- formation and development of applicants' professional skills to make independent decisions in the context of specific working environment;
- mastering modern methods, forms of work organization in the field of their future specialty.

11.3. The content of practice is determined by its program. The list of all types of practices, forms, terms and duration of their implementation for each specialty or specialization is determined by the corresponding educational and professional program, curriculum (working curriculum) and schedule of educational process.

In terms of content and goals, practice at KSMA, depending on the specialty, specialization and level of education, can be:

- educational (in workshops; sailing);
- industrial (at enterprises; sailing);
- pre-diploma.

11.4. Practice presupposes the continuity and consistency of the formation of sufficient amount of practical knowledge and skills in trainees in accordance with the levels of education "Bachelor", "Master" and the acquisition of the necessary seagoing experience for trainees to receive their first certificate of competency.

Professional training should be focused on:

- development of creative abilities;
- self-dependence;
- ability to make decisions;
- ability to work in a team.

11.5. The purpose of educational practice is:

- familiarizing trainees with the specifics of their future specialty;
- obtaining of primary professional skills in general professional and special disciplines;
- obtaining of professions corresponding to the specialty and provided by the curriculum in accordance with the educational and professional program.

Practice, depending on its type, is conducted in workshops or on industrial and training ships.

11.6. Industrial practice is carried out on industrial (commercial, passenger, cargo, etc.) or training ships. If there are vacancies on industrial ships, trainees during the practice may be assigned to full-time work or command positions, if the work in these positions corresponds to the practice programs.



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11.7. The purpose of industrial practice is:

- consolidation and deepening of theoretical knowledge received by applicants during studying of the theoretical disciplines, practical skills;
- acquaintance on ships, companies, organizations, institutions with the production process and technological cycle of production;
- development of skills in profession and specialty, as well as the collection of actual material for the implementation of course projects (works).

At the end of the practice, the trainees pass a differentiated credit to the practice examiners.

11.8. Pre-diploma practice for applicants is the final stage of training and is carried out during the final year with the aim of summarizing and improving the knowledge, practical skills and abilities they have acquired, mastering professional experience and ensuring their readiness for independent work, as well as collecting materials for completing their thesis.

11.9. The content and sequence of practices are determined by the practice program, which is developed by the graduate department in accordance with the standard of higher education, the curriculum and the requirements of STCW Convention, as amended, taking into account the competency-based approach.

11.10. The cross-cutting program of practice in terms of training and form of education is the main educational and methodical document that regulates the purpose, content and sequence of practice at specified practice bases. This document provides information on the types, forms and methods of quality control of training, competencies that trainees should receive during practice at a certain level of education. The program must reflect the list of competencies listed in Record Training Book, which specifies in detail the competencies of the minimum practical training that must be completed by the applicant in order to achieve the standard of competence in accordance with STCW Convention as amended.

The cross-cutting program of practice is developed by the graduation department, approved at its meeting, then reviewed at the meeting of Scientific and methodological council of KSMA, approved by Head of graduation department, Dean of Faculty, Head of practice, certification and employment department, Head of educational and methodological department, Vice-rector for research and are approved in accordance with regulatory requirements.

Development and publication of practice programs for the new educational and professional programs are carried out no later than one semester before the start of practice.

11.11. Each applicant, as a candidate for the first diploma of the Watch Officer, regardless of the form of training (full-time or part-time) must complete the approved

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training program according to the cross-cutting program of practice, aimed at assisting the future officer in achieving the standard of competence, according to the qualifications of the educational applicant in accordance with STCW Convention, as amended. The future officer and practice supervisor must know the content of the program and clearly understand the competencies that must be achieved after its completion.

Mandatory seagoing experience is a vital component in acquiring shipboard experience for officers and in achieving the required competency standard. A cross-cutting practice program that is properly planned and implemented should ensure that future officers acquire and practice the necessary competencies and skills, and provide an opportunity to demonstrate the achieved competence standard to be assessed for maritime certification. Based on cross-cutting program of practice graduate departments develop and approve work programs of relevant types of practice.

11.12. Work practice programs. Based on cross-cutting practice program, graduate departments develop and approve work programs for the relevant types of practice. Work practice programs are included as components of educational content (of graduate department). Work practice programs are developed by the graduate department, approved at its meeting, then considered at the meeting of Scientific and methodological council of KSMA, approved by Head of graduation department, Dean of Faculty, Head of practice, certification and employment department, Head of educational and methodological department, Vice-rector for research and are approved in accordance with regulatory requirements.

Work practice programs are the main educational and methodological document for KSMA applicants and practice supervisors. The work practice program must be reviewed and updated at least once every three years.

Work practice programs may contain guidelines for completing practice tasks, a list of references, individual assignments and other documents that help consolidate the knowledge acquired during training. An individual task, as a rule, is developed by KSMA supervisor and issued to each applicant. The content of individual task must take into account the specific conditions and capabilities of the place of practice and meet the goals and objectives of the educational process. In addition, the individual task must take into account the ability and theoretical background of applicant.

The implementation of the work practice program is recorded in Book of practice reports of applicant in the form of reports reflecting the completion of specific tasks during practice and the acquisition of competencies.

11.13. Graduate departments, in addition to cross-cutting and work practice program, can develop other methodological documents that help to achieve high

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quality of applicant's practice.

11.14. The work practice program is the main educational and methodological document for KSMA and other practice basis supervisors, it's the basis for the development of other methodological documents.

11.15. Bases of practice. The practice of applicants is carried out on practice bases that ensure the implementation of the program for the relevant educational and qualification levels. The bases for practice of KSMA applicants can be the training vessel of KSMA or other maritime educational institutions by agreement with the latter, vessels of shipping companies and other water transport companies.

The selection of practice bases is carried out by KSMA administration on the basis of direct contracts with shipping companies, organizations, institutions, regardless of their organizational, legal forms and forms of ownership. Practice bases are agreed by negotiations. Rector of KSMA makes agreement with practice bases on the recommendation of practice, certification and employment department. Proposals in this regard are made by the deans of faculties and graduate departments of KSMA.

11.16. Applicants can independently, in agreement with KSMA administration, choose their practice base and propose it for approval by order of KSMA.

11.17. If there are orders from legal entities for the training of specialists, a list of practice bases is provided to KSMA by the legal entities that formed the orders for specialists. When training specialists under a contract with private or legal entities, the practice bases may be provided in the relevant agreements.

11.18. Organization and supervision of practice. The general organization and supervision of practice is carried out by Vice-Rector for Research. The general educational and methodological supervision of practice is carried out by practice, certification and employment department:

- prepares and submits for approval to KSMA administration draft contracts with companies (organizations, institutions), which are defined as bases of practice;
- determines the type and timing of practice, the number of applicants who will undergo the practice, coordinates these issues with the practice base, determines the responsibilities of KSMA and the practice base for practice organizing and conducting;
  - determines the readiness of practice bases;
  - prepares draft orders, appointments on practice issues;
  - provides graduate departments with information about the availability of practice places in accordance with concluded agreements with practice bases;
  - monitors the practice, analyzes and summarizes its results;
  - provides graduate departments with the necessary documentation for practice organization;

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- supervises the development of practice programs and other methodological documents.

11.19. Educational and methodological supervision and implementation of practice programs are provided by the graduate departments of faculties:

- develop cross-cutting and work programs of practice, review and refines them at least every three years;

- develop topics of individual tasks for practice period once a year;

- manage and supervise the practice;

- organize meetings of applicants and practice supervisors on practice issues;

- inform applicants about the practice reporting system approved by the graduate department, namely: report, individual assignment, preparation of report, etc.;

- discuss the results and analyze the implementation of practice programs at department meetings;

- give reports on the conduct of practice with suggestions for improving quality to Dean's office, practice, certification and employment department.

11.20. Dean of the faculty is responsible for organizing and conducting of practice at faculties:

- supervises the educational and methodological support of practice at the faculty;

- controls the organization and conduct of practice by graduate departments, implementation of practice programs, timely pass of credits and reporting documentation based on the results of practice;

- resolves the issue of organizing the work of practice commission (schedule, place and time);

- makes proposals on the composition of the commission for summing up the results of the practice;

- organizes and controls, with the help of the heads of graduate departments, the work of practice supervisors;

- controls the development of tasks for all types of practice by graduate departments and provision of practice tasks to practice supervisors before the beginning of the academic year;

- organizes the development and changes in the cross-cutting and work practice programs, Record Training Book, Book of practice reports;

- conducts internal investigations on violations of discipline by applicants during practice;

- organizes work together with practice, certification and employment department on selection of applicants to companies for practice and further employment;

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- controls the applicants with the help of practice databases according to information given by practice, certification and employment department and KSMA practice supervisors.

11.21. Responsibilities of practice supervisor from the graduate department of KSMA:

11.21.1. Before cadets begin their practice, the practice supervisor must:

- provide cadets with instructions on safety precautions and the procedure of practice, provide methodological recommendations on the preparation of reporting documentation;

- check the availability of all necessary documents for practice: Seafarers Identity Document, seagoing service record book, international passport, medical examination certificate, certificates, tasks for practice, characteristic form, appointment to practice, cadet's internship agreement, Record Training Book, Book of practice reports;

- provide cadets with all the necessary supporting methodological documentation (instructions, methodological guides, list of recommended literature, manuals, etc.);

11.21.2. During practice, the practice supervisor must:

- maintain close contact with the practice supervisor from the practice base, ensure the high quality of its completion according to the program of practice;

- control and monitor the process of cadet's practice by receiving (usually by e-mail) cadet's monthly reports of prescribed form;

- maintain close contact with practice, certification and employment department on issues of monitoring cadets with the help of practice bases;

- promptly inform practice, certification and employment department about changes in practice base of the cadets.

11.21.3. After completion of practice, the supervisor has the following responsibilities:

- controls the return of cadets after practice;

- controls cadets' presence at practice credit;

- checks the cadet's reporting documents and prepares them for presentation to the commission for summing up the results of the practice;

- participates in the work of the commission on summing up of practice when cadets pass their credits for practice;

- reports to the commission on summing up of practice on presence of cadet's reporting documentation;

- sums up the results of practice, evaluates the work of each cadet and reports to the department on the results of practice;

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- participates in the development of cross-cutting and work programs of practice and is responsible for their implementation by cadets.

11.22. Practice supervisors are appointed upon the recommendation of the head of the graduate department, in agreement with Dean of the faculty, Vice-rector for research and are approved by Rector of KSMA. Practice supervision involves experienced teachers of graduate departments, as well as senior staff of KSMA, who have the appropriate education and, as a rule, experience in the training of cadets.

11.23. Practice supervisor from the practice base, who carries out general supervision of practice, performs the following duties:

- is personally responsible for the conduct of the practice within his competence;
- organizes practice in accordance with practice programs;
- determines the places of practice, ensures the greatest efficiency of its completion;
- organizes briefings on labor safety issues and is responsible for ensuring that cadets comply with safe working conditions;
- ensures implementation of practice schedules in accordance with the curriculum;
- gives trainees the opportunity to use the scientific and technical library, laboratories, workshops of the practice base, regulatory and other documentation necessary for the implementation of the practice program;
- creates the necessary conditions for the trainees to study new and advanced technology, modern methods of labour organization;
- after practice completion, gives a written characteristic of the cadet's work;
- reports all violations of labor discipline, internal regulations and other violations to KSMA practice supervisor.

11.24. Supervision of cadets' practice in workshops, sections, departments, and other structural units of the practice base is entrusted to permanently working qualified specialists who are entrusted with managing a group of trainees. Their responsibilities include:

- distribution of trainees to work places in accordance with practice schedule;
- instruction on labor protection and fire safety at the enterprise and workplace when performing specific types of work;
- familiarization of cadet trainees with the organization of work at a specific workplace;
- supervision of the work of cadets-trainees, ensuring the implementation of the program of practice;
- evaluation of cadets-trainees' work quality, making characteristics which include the program of practice, the quality of professional knowledge and skills,

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cadets' attitude of to work, performance of individual tasks, organizational abilities, participation in the development of new technologies;

- assistance in selecting material for coursework and diploma projects.

11.25. Additional responsibilities of practice supervisors from the bases of practice may be specified in separate sections of practice agreements.

11.26. The practice bases, represented by their administration, together with KSMA are responsible for the organization, quality and results of cadets' practice.

11.27. If there are vacancies, cadets can be enrolled in full-time positions if the work meets the requirements of practice program. At the same time, at least 50 percent of the time is allocated for general professional training according to practice program, without reducing the total amount of work required under the terms of the employment agreement.

At the beginning of the practice, cadets should be instructed on occupational safety, familiarized with the rules of the internal work of the enterprise, the procedure for obtaining documentation and methodological materials.

During practice the cadets are subject to labor legislation and internal labor regulations.

11.28. The working hours of trainees during the practice are regulated by the Code of Labour Laws of Ukraine and are 24 hours per week for trainees aged 15 to 16, 36 hours per week from 16 to 18 (Art. 51, as amended by Law No. 871-12 dated 20.03.91, No. 3610-12 dated 17.11.93, No. 263/95 VR dated 05.07.95), 18 years of age and over - not more than 40 hours per week (art. 50 of Law No. 871-12 dated 20.03.91, as amended by Law No. 3610-12 dated 17.11.93).

Practical training of primary professional skills is carried out by foremen and teachers of special disciplines.

11.29. Cadet trainees, when undergoing practice, are required to: provide practice, certification and employment department with the necessary documents for practice registration (paper on assignment to practice, letter of invitation from the company providing practice);

- before practice, receive practice appointment, teaching materials and consultations on preparation of all documents;

- arrive at the practice base on time;

- provide the graduate department of KSMA (copy to the practice, certification and employment department) with a message on arrival at the place of practice or extract from the order of the enterprise on enrolling the cadet for practice (notification shall be sent not later than 3 days after arrival at the place of practice in the form of an e-mail, fax, telegram, telex);

- study and strictly observe occupational safety, and occupational health

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regulations and internal regulations;

- fully implement all the tasks set out in the program of practice and practice supervisors;

- be responsible for the work done;

- report monthly in the prescribed form to practice supervisor at the graduate department on the progress of practical training (send the report to the email address of the graduate department of KSMA);

- provide the practice, certification and employment department of KSMA with a copy of the Seaman's Seagoing Service Book, which must be certified by the signature of KSMA practice supervisor;

- based on the results of the practice, prepare reporting documentation in time (provide practice supervisor with practice report, drawn up in Book of Practice Reports, provide for verification Record Training Book, signed by the officers who evaluated cadet's knowledge and skills);

- pass practice differential credit to the commission summing up practice results.

11.30. The assignment of cadets to practice is carried out taking into account certain orders of practice bases, rating of cadets during studying at KSMA, the results of testing (in English, training programs in the specialty). If the actual timing of practice does not coincide with the schedule of the educational process, the cadet is given the opportunity to arrange an individual training schedule for the practice period. In this case, the cadet must fill out a paper on an individual training schedule according to the following procedure:

- provide the practice, certification and employment department with a letter of invitation from the company providing practice (to check the letter for legitimacy and registration in the general department);

- in the dean's office draw up a paper on an individual training schedule for the period of practice and coordinate it with the dean of the faculty, the head of the practice, certification and employment department, the accountant department and the planning and financial department. The letter of invitation is registered in the general department and is added to the paper on an individual training schedule;

- write a paper for undertaking the practice in the practice, certification and employment department.

11.31. When an individual training schedule for employment in a specialty is drawn up, the cadet must:

- provide the practice, certification and employment department with the certificate of employment from the company (to check the certificate for legitimacy and registration in the general department);

- in the dean's office draw up a paper on an individual training schedule due to



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employment and coordinate it with the dean of the faculty, the head of the practice, certification and employment department, the accountant department and the planning and financial department. The certificate of employment is registered in the general department and is added to the paper on an individual training schedule.

11.32. Changing the duration of practice due to valid reasons, extending the period of practice or enrolling practice after the period of practice according to the curriculum is carried out by order of KSMA on the proposal of the dean's office and the approval of the practice, certification and employment department with the certificate of employment.

**11.33 Summary of practice.** All KSMA cadets, regardless of the position they hold on production ships during the practice, report on the implementation of the practice program and individual task after the period of practice.

The general form of the cadet's reporting on practice is the provision of the Book of reports on practical training, the Book of registration of the cadet's practical training, characteristics.

The cadet practical training record book provides documentary evidence that a structured shipboard training program has been completed. This documentary evidence is considered by the joint State Qualification Commission during the evaluation of competence for the purpose of certification for work on sea vessels in accordance with the requirements of the STCW Convention (as amended) and national requirements (when assigning the first ranks of persons in command of sea vessels).

The cadet's practical training registration book must be checked and officially confirmed by the captain and the ship's crew member responsible for training at the beginning, during and at the end of each voyage. The registration book of the cadet's practical training between voyages must also be checked and approved by the person in charge of the management of the shipowner's company, who is responsible for the training, and the head of the cadet's sailing training, who is determined by the management of the KSMA.

**11.4.** The book of reports on training practice, together with other reporting documents on practice, is submitted to the head of the practice department from the KSMA and checked by interviewing the cadet.

The report in the Book of reports on practical training must contain information about the cadet's performance of all sections of the practice program and individual assignment, conclusions, a list of used literature, etc. The following must be indicated in the report: the name of the vessel, the technical characteristics of the vessel, the sailing area and voyage, the period of practice, the captain's signature and the ship's seal. The main part of the report consists of information about the work performed,

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according to the practice program and tasks received from the practice manager. Drawings, diagrams, tables, calculations, etc. should also be present in the report.

The practice report is maintained (with differential evaluation) by the cadet in the commission appointed by the vice-rector for scientific and pedagogical work at the request of the head of the graduation department and the dean of the faculty. The composition of the commission must include: the chairman of the commission for summarizing the results of the assessment, the head of practice department from the KSMA and a specialist of the department of practice organization, graduation and employment.

The commission accepts differential credit from cadets at the KSMA in the period of the first attestation week after the end of practice.

The commission accepts differential credit from cadets at the KSMA in the period of the first certification week after the end of practice.

The head of the commission for summarizing practice results performs the following duties:

- organizes and supervises the practice assessment;
- organizes, monitors and participates in the development of educational and methodological complex, programs for all types of practice;
- checks the correspondence of pre-diploma practice reports to the assignment for the diploma project;
- enters the assessment for practice in the assessment and examination list and in the cadet's assessment book, taking into account the suggestions of the commission members;
- makes suggestions to the dean and the head of industrial practice of the department of practice organization, graduation and employment regarding the improvement of the quality of practical training based on the results of the practice test.

**11.5.** The head of the practice department from the KSMA performs the following duties during the practice test:

- reports to the commission for summarizing the results of practice regarding the cadet's availability of reporting documentation:
- characteristics of the cadet from the place of practice;
- copy of the seafarer's Service Book;
- Registration book of cadet's practical training;
- Book of reports on practical training of the cadet;
- monthly reports of the cadet according to the established form.
- sums up the practice, evaluates the work of each cadet and reports to the department on the results of the practice.

**11.6.** The specialist of the practice organization, graduation and employment department performs the following duties:

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- checks the compliance of everyone's practice record reporting documents: seafarer's record book; registration book practical training of the cadet; seaman's identity card;
- verifies the correspondence of the entries in all necessary documents regarding the registration of cadets for practice (order, referral, contract regarding the cadet's practical training);
- accepts from cadets copies of service records (with a record of keeping a watch), signed by the head of sailing practice, to confirm the completion of sailing practice on a ship and to calculate the cadet's sailing experience, which is necessary for issuing a certificate of completion of sailing experience on ships.

The result of the practice assessment is entered in the assessment and examination report and in the cadet's credit book under the signature of the head of the commission and is counted by the scholarship commission when determining the size of the scholarship together with its evaluations based on the results of the final control.

A cadet who did not complete the practice program without valid reasons, or received an unsatisfactory grade on the final practice test, will be expelled from the educational institution for failure to complete the curriculum.

If the program of practice is not completed by the cadet for a good reason, he may be given the opportunity to complete the practice during his free time from studies.

**11.7.** The results of each practice are discussed at the meeting of the graduation department, and the general results of the practice are summarized at the academic council of the faculty and the academic council of the KSMA at least once during the academic year.

*The organization of practical training at the Kherson State Maritime Academy is carried out in accordance with the Documented Procedure "Organization of practical training of cadets of the Kherson State Maritime Academy" 02-09-2018, "Regulations on the organization and practice of cadets and students of the KSMA" QMS 04-127-2019.*

## **12. EVALUATION AND ASSESSMENT OF LEARNING OUTCOMES**

Assessment of learning outcomes is carried out for the purpose of: checking knowledge and the ability of education seekers, establishing the appropriateness of acquired competencies the requirements of the educational program, the formation of the rating of success, motivation students to systematic work during the entire period of study and encouraging healthy competition, analysis of the quality of the educational process, adjusting the content and teaching methods. Evaluation of the learning outcomes of education seekers is based on principles of systematicity, objectivity, transparency and equality of requirements. Evaluation of the learning

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outcomes of education seekers takes place during conducting control measures during and at the end of the semester or academic year.

### 12.1 Types of control.

Control measures in the KSMA are a component of the academy's quality management system and provide feedback in the educational process. They determine the compliance of the training results of higher education applicants with the requirements set for a certain educational level and ensure timely adjustment of the educational process.

The implementation of the main tasks of monitoring the knowledge of higher education students in KSMA is achieved by systematic approaches to the assessment of clearly measurable learning outcomes, the complexity of the application of various types of monitoring and the formation of expected competencies.

According to the system of comprehensive diagnostics of the knowledge of education seekers at the academy, in order to stimulate planned and systematic educational work, the results of exams, defenses of course projects (theses) and practices are evaluated according to the following scale:

<i>SUM OF POINTS</i>	RATING	RATING
	<i>ECTS</i>	<i>on a national scale</i>
90-100	A	high
82-89	B	good
74-81	C	
64-73	D	satisfactory
60-63	E	
35-69	FX	low
1-34	F	low

The results of the assessment of students during the semester control must be pointed in the credit and examination information and the credit book (except for negative grades).

The methodology, content and procedure for conducting all forms of current and semester supervision, evaluation of coursework (projects) and practices, conditions for admission to semester supervision, criteria for evaluating results for different levels of education and the procedure for their documentation, features of the organization of semester supervision for various forms of education are regulated "Regulations on the accumulative point-rating system for assessing the quality of knowledge of cadets of the Kherson State Maritime Academy" (QMS 04-164-2015).

The following types of control are used in the educational process in the KSMA: input, current, final and deferred.

Input control is carried out before studying a new course in order to determine the

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level of training of students in the disciplines that are the basis for this course.

Current control can be carried out by teachers in all types of classroom classes. The main task of current control is to check the level of assimilation of the material of the discipline and prepare students for specific work.

The main purpose of current control is to provide feedback between teachers and students in the learning process, to ensure management of educational motivation of students. It provides for the evaluation of the theoretical training of education seekers on the specified topic (including self-developed material), which is gradually formed by a number of educational disciplines, in order to acquire the relevant competencies of this educational program.

Current control can be carried out in the form of an oral survey or written express control at practical classes and lectures, speeches of students when discussing issues at seminar classes, computer testing, practice reports, etc.

The list of competencies that are formed as a result of studying the discipline, the form of ongoing control, the maximum number of points and their distribution that the student of education can receive, are determined by the teacher and specified in the work program for this discipline. The results of the current control (current success rate) are the main information during the assessment and are taken into account by the teacher when determining the final grade for this discipline.

The final control is carried out with the aim of evaluating the results of education of the students of a certain educational degree or at certain completed stages. Final control includes semester control and certification of the student of education.

The final semester control is a final evaluation of the student's learning results for the semester (session), which is carried out in the KSMA in the form of a test and an exam.

Deferred control is a control of residual knowledge and skills, after some time after studying a topic, section, course (the term can vary from three months to six months or more), is carried out, as a rule, in the interests of external or internal control of the quality of education.

Control by level is divided into:

1. Teaching, the main purpose of which is to evaluate the effectiveness of the educational process by the teacher in order to adjust methods and means of education.
2. Departmental, designed to assess the level of training of students in the discipline at various stages of its study.
3. Rector's, designed to assess the compliance of the level of training of specialists with the requirements of various professional and educational levels.

## **12.2 Elimination of academic debt**

Liquidation of academic debt is carried out, as a rule, in the first week after the end of

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the scheduled session for those students who did not score the required number of points:

- in the full-time form of education - in accordance with the order of the dean of the faculty and the schedule for the liquidation of academic debt. The results of the liquidation of academic debt are entered in the record of success for academic groups, or in the sheet of success for those who liquidate academic debt individually;
- by correspondence form of study - in accordance with the order of the dean of the faculty according to the academic record for liquidation of academic debt. The results of the liquidation of academic debt are entered in the performance sheet.

In the event that the student receives an unsatisfactory result during the liquidation of academic debt, by order of the dean of the faculty, meetings of commissions for the liquidation of academic debt are appointed at the relevant departments, based on the results of which, protocols of department meetings are drawn up and the received grades are entered into the academic debt liquidation success sheet.

### **12.3 Academic rating of students.**

The most objective and systematic accounting of current success is ensured when using the rating evaluation system.

In the academy, the evaluation of the training results of the students is carried out *using the rating system in accordance with the "order of formation of the rating of the cadets of the Kherson State Maritime Academy" (QMS 04-15-2019).*

The basis of the rating evaluation system (RES) is the post-operational control and the accumulation of rating points for the versatile educational and cognitive activity of the students in the learning process.

The purpose of the rating system is to:

- intensification of the educational process and improvement of the quality of specialist training;
- increasing the motivation of education seekers for active, conscious learning, ensuring systematic independent work during the semester and responsibility for the results of educational activities;
- establishment of constant feedback with each student and timely adjustment of his educational activities;
- ensuring competitiveness and healthy competition in education;
- increasing the objectivity of evaluating the learning outcomes of education seekers;
- reduction of psychological, emotional and physical overload during examination sessions.

### **12.4. Certification of students.**

Attestation of students of higher education is the establishment of compliance with the level and volume of knowledge, skills, and other competencies acquired by

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students in accordance with the requirements of the standards of higher education.

Attestation is carried out openly and publicly. Applicants of higher education and other persons present at the attestation can freely make audio and/or video recording of the attestation process.

During the attestation, it is possible to hold joint meetings of the examination commission (hereinafter - the EC) of the KSMA and the state qualification commission, which is created in accordance with the Regulation on the ranks of the members of the command staff of sea vessels and the procedure for their assignment, which is approved by the central executive body, which ensures the formation and implementation of the state policy in the spheres of sea and river transport.

On the basis of the decision of the examination commission, a person who has successfully completed an educational and professional program at a certain level of higher education is awarded a corresponding degree of higher education and is assigned a corresponding qualification.

Attestation is carried out on the basis of an assessment of the level of a person's ability to perform a certain type of activity, which is expressed through his knowledge, understanding, skills, values, and other personal qualities.

Control over the formation and organization of the work of the EC is carried out by the rector of the KSMA.

Forms and terms of certification of higher education applicants are determined in accordance with the requirements of the higher education standard and the educational and professional program.

The results of the certification are evaluated on a 100-point scale, the ECTS scale and the national evaluation scale ("high", "good", "satisfactory", "low").

*Certification of applicants for higher education at the Kherson State Maritime Academy is carried out in accordance with the "Regulations on certification of applicants for higher education and the work of the examination commission at the KhDMA" (QMS 04-157-2017) and the "Procedure for organizing and conducting certification of applicants for higher education at the KSMA" (QMS 04 -163-2019).*

#### **12.4.1 Qualification exam**

The qualification examination of higher education applicants is a final control of the level of knowledge, skills and abilities that they must demonstrate in order to confirm the compliance of the competences they have acquired with regulatory requirements.

The program of the qualification examination for the specialty (specialization) is developed by the graduation department, considered by the scientific and methodical council and approved by the vice-rector for educational and methodical work.

The list of professionally-oriented disciplines, according to which the qualification examination program is formed, is determined by the standard of higher education of

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the relevant specialty and the educational-professional program, and their number should not exceed six at the bachelor's level of education or four at the master's level. Examination tickets, criteria for evaluating answers to tasks, lists of visual aids and materials that are allowed to be used by students of higher education during certification are developed by graduation departments, which submit relevant documents for approval no later than a month before the start of the work of the EC on the preparation of qualification exams.

Examination tickets contain questions corresponding to the programs of the qualification examination. They are concluded according to the form approved by the KSMA and approved in accordance with regulatory requirements.

The qualification exam is conducted in written and oral form. The duration of the written component of the final exam, as a rule, should not exceed three academic hours, the oral component - thirty minutes.

The final grade of the qualifying examination is defined as the average of the positive grades for each type (component) of the examination tasks, unless otherwise determined by the procedure for conducting the examination. The results are presented on a 100-point scale, the ECTS grading scale and the national grading scale.

Completion of all exam tasks from the qualifying exam is mandatory. An unsatisfactory grade from one of the exam tasks is the basis for issuing an unsatisfactory grade for the exam as a whole.

#### **12.4.2 Defense of the qualification works (projects)**

Applicants of higher education who have successfully completed the theoretical course of study and completed all types of practical and training prescribed by the curriculum are admitted to attestation in the form of a qualifying work (project).

Methodological recommendations for the performance of the qualification work (project) in the specialty (specialization) are developed by the graduation department, considered by the scientific and methodical council and approved by the vice-rector for educational and methodical work.

Performance of qualification works (projects) aims to:

- availability of substantiation of the relevance of the topic, its compliance with the modern level of development of science and technology, practical direction;
- analysis of the properties of the research object (ship systems or complexes, ship management processes) and justification of technical and/or management decisions regarding the solution of a complex specialized task or applied problem (according to specialization), characterized by complexity and uncertainty of conditions.
- compliance of the content of the work (project) with the task and the requirements of educational and methodological recommendations regarding their implementation;



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- independence in solving the assigned task, design solution;
- the presence of elements of scientific research, managerial activity, innovative newness of the decisions made;
- compliance of the adopted decisions with modern standards, departmental norms.

The student of higher education has the right to choose the topic of the qualifying work (project) from the list of topics proposed by the graduation department, or to propose his own topic with justification of the feasibility of its development. In the latter case, he chooses the topic of the qualification work (project) by writing an application to the head of the graduation department.

The heads of qualification works (projects) of higher education applicants are appointed from the scientific and pedagogical staff of the departments, who have a scientific degree and/or an academic title, highly qualified specialists in the field.

The manager formulates a task for the qualification work (project), advises the student of higher education and provides written feedback on the characteristics of the work of the student of higher education during its performance.

The task for the qualification work (project) contains input data for the work, a list of issues to be considered in the work, a list of software products to be used in the process of execution, a calendar plan for the execution of the work and the deadline for its completion and submission to the defense, etc. Assignments for qualification work (project) are approved by the head of the department.

Reviewing of qualification works (projects) is carried out by scientific and pedagogical workers with a scientific degree and/or scientific title and scientific workers of other departments of the academy, highly qualified specialists of the relevant field of knowledge, scientific and pedagogical and scientific workers of other higher education institutions.

Subjects, supervisors and reviewers of qualifying works (projects) selected by higher education applicants are approved by order of the rector no later than two months before the start of their defense, provided for in the schedule of the educational process. Draft orders are formed by the relevant dean's offices on the basis of the information submitted by the graduation departments about the topics of the works, their supervisors and reviewers

The order of execution and design of qualifying works (projects), requirements for their structure and scope, etc., are regulated by graduation departments with relevant methodical recommendations, which are updated at least once every three years. Explanatory notes to qualification works (projects) are drawn up in accordance with the requirements of ISO 3008-2015 "Information and documentation. Reports in the field of science and technology. Structure and rules of design".

In order to ensure the appropriate level of quality of qualification works (projects)

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and prepare higher education applicants for their defense, graduation departments carry out standard control, check their content for plagiarism and organize the preliminary defense of qualification works (projects). For this purpose, the head of the graduate department creates appropriate commissions from its scientific and pedagogical staff.

Research and teaching staff record their work as part of regulatory commissions or preliminary defense of qualification papers (projects) in their individual work plans in the "Organizational Work" section.

Mandatory requirements for submitting a qualification work (project) for defense at a meeting of the relevant CE are:

- passing the qualification work (project) of standard control procedures, checking for plagiarism;
- submission by the applicant of higher education of his qualification work (project), signed by the head and head of the graduation department, to the secretary of the CE no later than one day before the start of the work of the CE determined by the schedule;
- the qualifying work (project) must have a written feedback from the manager with a description of the graduate's activities during the performance of the qualifying work (project) and a written review of the work (project). A negative review is not a reason for not allowing a qualifying work (project) to be defended.

Failure to meet the specified requirements is considered a fact of failure to submit a qualifying work (project) for defense, and the higher education applicant is recognized as uncertified.

Other materials that characterize the scientific and practical value of the completed qualification work (project) may be submitted to the CE:

copies of printed articles on the topic of the work, documents confirming the practical application of the work, layouts, samples of materials, products, etc.

Defense of qualification works (projects) is carried out in the state language.

Supervisors of works, reviewers, scientific and pedagogical staff of departments, invited, and those who wish to participate in CE meetings.

To reveal the content of the qualification work (project), the applicant of higher education is given up to 15 minutes. After the report, the student of higher education answers the questions of CE members. Questions can be related to the topic of the work performed and have a general nature within the disciplines of the specialty or specialization that the graduate has mastered. With the permission of the chairman of the CE, questions can be asked by everyone present at the defense. The defense is completed by the higher education applicant's response to the comments in the feedback and review.

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The evaluation of the defense of the qualification work (project) of the applicants of higher education takes place according to the 100-point national scale and the ECTS scale

### **13. HIGHER EDUCATION DOCUMENTS.**

According to the Law of Ukraine "On Higher Education", Resolution of the Cabinet of Ministers of Ukraine dated 31.03.2015 No. 193 "On documents on higher education (degrees) of the state model" and orders of the Ministry of Education and Science of Ukraine dated 06.03.2015 No. 249 "On approval of the Procedure granting access to individuals and legal entities to the Register of documents on higher education and the Procedure for ordering the creation of information reproduced in documents on higher education and the accounting of documents on higher education in the Unified State Electronic Database on Education" and No. 525 dated 12.05.2015 " On the approval of the forms of documents on higher education (degrees) of the state model and their annexes, sample academic certificate", institutions of higher education produce documents on higher education independently.

A document on higher education (a scientific degree) is issued to a person who has successfully completed the relevant educational, educational-professional, educational-scientific (scientific) program and passed certification.

The following types of higher education documents (scientific degrees) are established for the respective degrees:

- bachelor's degree;
- Master's degree;
- Doctor of Philosophy diploma;
- Doctor of Science diploma.

The name of the institution of higher education, as well as the qualification, which consists of information about the person's higher education degree, specialty and specialization, and in certain cases - professional qualification, are indicated in the diploma, bachelor's, master's degree.

The name of the academy, as well as the name of the qualification, consisting of information about the person's academic degree, field of knowledge and/or specialty, are indicated in the diploma of the Doctor of Philosophy, Doctor of Sciences.

The title of the qualification indicates the degree of Doctor of Philosophy and the field of expertise. If the dissertation research is carried out in related fields of knowledge, the degrees of Doctor of Philosophy and Doctor of Science are awarded in the leading field with an indication of the interdisciplinary nature of the work.

An integral part of the diploma, bachelor's and master's degree, doctor of philosophy is the supplement to the diploma of the European model.

The appendix to the diploma contains information about the person's educational

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results, which consists of information about the names of disciplines, received grades and the number of ECTS credits obtained. The supplement to the diploma of the European model additionally contains structured information about completed studies and information about the national system of higher education of Ukraine.

For all educational programs accredited at the academy, documents on higher education of the state standard are issued. For non-accredited educational programs, the academy may produce and issue its own documents on higher education in the manner and according to the model determined by the academic council.

An education seeker who received final grades of "high" on the national scale for at least 75% of all academic disciplines and individual assignments provided for in the curriculum, and "good" grades for other academic disciplines and individual assignments, passed professional exams with grades "high", defended a diploma project (work) with a rating of "high", a document on higher education with honors is issued.

If a person obtains higher education simultaneously in two specialties (specializations), the academy has the right to produce and issue a double diploma according to the model determined by the academic council.

Information about issued diplomas is entered by the academy into the Unified State Electronic Database on Education.

#### **14. EDUCATIONAL PROCESS QUALITY MANAGEMENT SYSTEM**

In compliance with the requirements of the Law of Ukraine "On Higher Education", in accordance with the requirements of the ISO 9001 standard regarding the creation of a system of internal quality assurance of educational activities at the Kherson State Maritime Academy, the "Regulations on the Internal System of Education Quality Assurance at the Kherson State Maritime Academy (Version No. 2)" QMS 04-50-2018.

Ensuring the quality of the educational process at the Kherson State Maritime Academy is carried out in accordance with the Laws of Ukraine "On Higher Education" dated 07/01/2014 No. 1556-VII (Article 16, System of Quality Assurance of Higher Education), "On Education" dated 09/05/2017. No. 2145-VIII (Article 41, Education Quality Assurance System).

The system of ensuring the quality of the educational process of the HDMA meets the principles of the standard ISO 9001:2015 "Quality management systems. Requirements" and ensures the implementation of the main tasks, namely: planning, ensuring and confirming quality.

The basis of the quality management system, in accordance with the requirements of the ISO 9001:2015 standards, are eight principles that the management of the KSMA follows to optimize the academy's activities.

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Ensuring and monitoring the quality of higher education in the academy is aimed at evaluating the learning outcomes of higher education students through a gradual transition to transparent evaluation methods and the use of rating scales, as well as differentiated approaches to evaluating the learning results of higher education students.

Ensuring and monitoring the quality of educational activities of the academy includes the following measures:

- conducting internal audits of the quality of activity of the structural divisions of the academy, which ensure the functioning of the educational process;
- establishment of feedback with the participants of the educational process (surveys, questionnaires of applicants for higher education, professors and teaching staff, employees of the academy);
- a system of rating assessment of the quality of activity of the teaching staff and students of the academy;
- control over training of academy employees;
- availability of information on the results of activities on the official website of the KSMA;
- carrying out measures to detect and prevent academic plagiarism.

Formation and implementation of the policy of ensuring the quality of educational activities and higher education:

- in the academy, the rector, the Academic Council, the Scientific and Methodological Council, other structural subdivisions, working and advisory bodies are involved in quality assurance procedures;
- at the level of structural subdivisions, they are provided by their heads (deans of faculties, heads of departments, services), scientific councils and scientific and methodical commissions (councils) of faculties;
- at the level of educational programs, their guarantors, departments and scientific and pedagogical workers provide them.

## **15. EXTRACURRICULAR WORK AND STUDENTS' SELF-MANAGEMENT, ORDER OF THE DAY, DRILLS**

**15.1.** The educational process at the Kherson State Maritime Academy is carried out at:

- the presence of an administrative structure functionally responsible for the organization of educational work (vice-rector for educational work, specialists of the department of educational work and the organizational and training department, deputy deans of faculties, curators of academic groups);
- availability of student government (student council, professional bureau);
- the availability and efficiency of the use of the material and technical base for

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extracurricular work with students (assembly halls, rehearsal rooms, sports and gyms, clubs, circles, etc.);

- financial security of extracurricular activities (targeted funding of scientific, creative, sports activities of education seekers, availability of incentive mechanisms);
- the availability of assessments of the state of educational work with education seekers at the KSMA (surveys of cadets, students, parents, teachers; reports of services responsible for the implementation of the process);
- organization of activities of the student scientific society, holding of Olympiads, competitions;
- organization of sports and recreation work, promotion of physical culture and approval of a healthy lifestyle;
- organization of psychological-consultative and preventive work (adaptation of first-year students, problems of relations between students of education with their peers, parents and teachers, prevention of offenses, drug addiction and HIV infections, social protection of orphans and children deprived of parental care, and persons from their number) ;
- application of various forms of incentives for achievements in extracurricular activities of education seekers (certificates, prizes, named scholarships, titles, etc.).

*The organization, parameters and implementation of the process of educational work, the distribution of powers and responsibilities is carried out in accordance with the Documented Procedure "Management of educational work" QMS 02-19-2018).*

### **15.2. Principles of educational work.**

Educational work at KSMA is based on the following principles:

- the systematicity of the education process;
- continuity and continuity;
- the unity of the historical, national and universal in education;
- development of national consciousness, instilling love for one's people, respect for its traditions, customs, as well as respect for the culture of other nations;
- humanization of education;
- unity of education and upbringing;
- cooperation, partnership, interaction between the teacher and the cadet;
- individualization of the educational process - a combination of individual and collective forms of work;
- integration of traditional and new forms of educational work;
- formation of creative activity, self-activity of students of KSMA education.

The educational work at the KSMA is based on a comprehensive approach and involvement in the process of the administration, the entire teaching staff, student

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government in the systematic formation of the personality of the future maritime specialist.

*Organization, parameters and implementation of the process of educational work, distribution of powers and responsibilities is carried out in accordance with the Documented Procedure "Management of educational work" (QMS 02-19-2018).*

### **15.3. Council on issues of educational work**

In order to ensure a high level of the education process, a collegial coordinating authority - the Council for Educational Work, whose main goal is to improve the quality and efficiency of methodical work on the organization of education for education-seekers, operates in the KSMA.

The activities of the Council on educational work are aimed at achieving the following goals:

- unification of all existing areas of educational work within the academy and its structural subdivisions into a single interdependent system;
- definition and setting of prospective and current goals of educational work in the academy;
- preparation of suggestions and recommendations in accordance with the plan of educational work in the academy and its structural subdivisions;
- approval of the work plan;
- generalization of experience, preparation of recommendations and coordination of activities for the development of student self-government;
- provision of assistance in the creation and development of scientific and methodological support for the educational process;
- monitoring the quality of the educational process and its assessment;
- preparation of regulatory and recommendation documentation, proposals on the organization of educational work;
- study and generalization of experience of educational work of other higher education institutions of Ukraine and Europe, preparation of recommendations on its use.

*The activities of the Council are carried out in accordance with the "Regulations on the Council on Educational Work of the Kherson State Maritime Academy" (QMS 04-39-2018).*

### **15.4. The role of the organizational and training department in the process of education of students of the Kherson State Maritime Academy.**

The educational process at the Kherson State Maritime Academy is regulated by the "Rules of internal procedure and organization of service at the Kherson State Maritime Academy and its structural divisions" (QMS 04-34-2018). These Rules provide and describe:

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- internal routine and procedure for carrying out on-call duty (orders for internal service, orders for work, divorce and registration of the daily order, its change, duties of all persons on the daily order, etc.);
- the procedure for dismissals and the granting of short-term vacations for good reasons (rules for cadets to draw up reports, conduct relevant briefings, etc.);
- order of addresses and greetings;
- the content of the form of clothing;
- basic rules of daily life of cadets;
- relations between superiors and subordinates;
- general duties of officials of the organizational and training department and senior staff;
- rights and obligations of cadets;
- types of incentives and sanctions and the procedure for their application to cadets (description of incentives and disciplinary sanctions according to the position of commander, dean of the faculty, head of the organizational and training department, vice-rector of the academy, rector of the KSMA, as well as the procedure for their announcement).

The daily schedule of the academy is the main disciplinary tool that regulates the daily activities of cadets, the organization of the service and internal order, the time of study and independent classes, educational, sports and cultural events, as well as the personal time of cadets. The daily schedule includes no more than 8 hours of daily training sessions and no less than 2 hours of self-training of cadets. The daily schedule consistently includes: rising, morning exercise, bed making and morning cleaning, personal hygiene, morning inspection and uniform check, breakfast, morning check, training classes, lunch, social work, personal time of the cadet, dinner, self-training, evening check, break, 8 hours for sleep. *(The full daily schedule of the KSMA cadet and MC KSMA can be found in the Daily Schedule of the Kherson State Maritime Academy (QMS 04-35-2018).*

### **15.5. The role of the supervisor in the educational process of KSMA.**

One of the main links of the educational influence on students of the KSMA is the activity of the supervisor. The supervisor actually accompanies the educational process, is a person who organizes the system of relations in the academic group through various types of educational activities and is responsible for educational work before the management of the faculty, structural unit, academy.

The work of curators is aimed at the formation of the social position and moral self-determination of the individual of the education seekers.

The supervisor exerts an educational influence on students by conducting classroom and extracurricular educational activities, involving students in self-education;



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promotes the establishment of benevolent, ethical, legal relations among peers; acts as a mediator in relations between students and professors and teaching staff, management of the structural unit.

The supervisor carries out organizational and educational work with students in accordance with the plan drawn up in accordance with the plan of educational and educational work of the academy, structural unit, faculty.

Curation is one of the main strategic direction of educational work at the academy.

*The activities of the supervisor, his tasks, rights and duties are carried out in accordance with the "Regulations on the curator (classroom teacher, master of industrial training) of the academic group of the Kherson State Maritime Academy and its structural units" (QMS 04-46-2018).*

### **15.6. Student club.**

Under the supervision of the department of educational work is the cultural and mass division of the KSMA - the student club.

The main tasks and content of the activity of the student club of the KSMA are:

- raising the culture of all participants in the educational process, humanizing relationships in student and teaching teams;
- ensuring an individual approach to each participant in the educational process;
- promotion of full-fledged personal development of education seekers and creation of appropriate conditions for the formation of their motivation for self-realization of creative abilities, self-education and self-development.

The activity of the student club aims to educate a socially and morally mature and cultured person.

*The description of the activity of the student club, its functions and main areas of work is carried out in accordance with the "Regulations on the Student Club of the Kherson State Maritime Academy" (QMS 04-44-2018).*

### **15.7. Sport Club.**

One of the subdivisions subordinated to the department of educational work is the KSMA Sports Club, the main goal of which is to educate active, physically developed student youth.

The activities of the sports club are:

- conducting mass sports competitions, educational and training and restorative meetings;
- organizing and conducting tourist trips, competitions, trips;
- control over the educational and training process in sports sections, groups, national teams, clubs for sports interests;
- creation of the necessary conditions for the growth of the skills of cadets-athletes;
- holding review-competitions for the best organization of physical culture, health

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and sports work in the Academy's units;

- participation in the formation of national sports teams of the Academy and ensuring their participation in sports competitions, etc.

*The activities of the sports club, its functions and main areas of work are carried out in accordance with the "Regulations on the Sports Club of the Kherson State Maritime Academy" (QMS 04-48-2018).*

### **15.8. Psychological service**

An important role in the education of students of the KSMA is played by the psychological service, which is an association of practical psychologists and social pedagogues of all structural divisions of the KSMA. Psychological service specialists:

- take part in the implementation of educational and educational work aimed at ensuring comprehensive individual development of education seekers, preservation of their full-fledged mental health;
- study the individual characteristics of the students of each new set, promote their adaptation to the new conditions of the educational process;
- develop and implement developmental, educational, corrective programs of educational activities taking into account the individual and age characteristics of the students of education;
- prepare students for professional activity and conscious life, carry out preventive education, prevention of crime, alcoholism and drug addiction, other addictions and harmful habits among teenagers and young people;
- conduct psychological diagnostics and psychological-pedagogical correction of deviant behavior of education seekers, on the basis of which they plan their preventive and educational work;
- form the psychological culture of education seekers, scientific and pedagogical workers, parents or persons who replace them, advise on psychology and its practical use in the organization of the educational process;
- they study the directionality of the influence of the micro environment, the characteristics of the family and family education, the positive educational potential of the social environment, and the sources of negative influence on education seekers;
- predict the strengthening of negative or positive aspects of the social situation, which affects the development of the personality of the students or group; predicts the results of the educational process, taking into account the most important factors of personality formation;
- give recommendations to education seekers and parents or persons who replace them, scientific and pedagogical workers and other persons on issues of social pedagogy; provide the necessary advisory, socio-pedagogical assistance to students

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who need care or are in difficult life circumstances;

- contribute to the protection of the rights of socially disadvantaged education seekers, represent their interests in the service for children, law enforcement and judicial bodies;
- take part in the formation of skills of compliance with norms and rules of behavior, leading a healthy lifestyle, contribute to the prevention of negative phenomena among students;
- provide social services aimed at meeting the social needs of education seekers; assist in the registration of a social scholarship for privileged categories in accordance with current legislation;
- provide socio-pedagogical support of the educational process, social-pedagogical patronage of socially vulnerable education seekers; take care of professional formation and social adaptation of young people.

*The activities of the psychological service, its functions and main areas of work are carried out in accordance with the "Regulations on the Psychological Service of the Kherson State Maritime Academy" (QMS 04-49-2018).*

### **15.9. Student government.**

Educational influence on students is also carried out according to the "cadet-cadet" principle, which takes place through student government. Student government at the Kherson State Maritime Academy is a state-guaranteed right of education seekers to resolve issues within their authority independently or through representative bodies.

The Student Council is the highest executive body of student government and:

- conducts day-to-day work to protect the rights and legitimate interests of students of KSMA education;
- directs its activities to intensify the participation of education seekers in educational, educational and research work;
- promotes the creation and activity of associations, circles, clubs, cooperates with them;
- establishes connections with student government of other higher education institutions of Ukraine and other countries;
- informs students of the KSMA about their activities;
- makes decisions regarding student actions, events and programs;
- considers at its meetings the issue of reprimanding or expelling students of the KSMA and its structural subdivisions and sends its recommendations to the management of the relevant faculties, structural subdivisions or the academy;
- disposes of the funds allocated to it in accordance with the established procedure for carrying out its tasks and functions;
- discusses and agrees on the issue of transferring students of the KSMA education.



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methodological work		
Vice-rector for educational work		O. Shumey
Vice-Rector for Scientific and Pedagogical Work		A. Ben
Head of the legal department		O. Slepchenko

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№	Unit name	Copy No
1	Department of Monitoring and Quality Management Systems (QMS)	Final
2	The first vice-rector	Considered №1
3	Vice-rector for educational and methodological work	Considered №2
4	Vice-rector for educational work	Considered № 3
5	Vice-rector for scientific and pedagogical work	Considered № 4
6	Educational department	Considered № 5
7	Educational and methodological department	Considered № 6
8	Correspondence department	Considered № 7
9	Practical training department	Considered № 8
10	Educational department	Considered № 9
11	Department of information support of the educational process	Considered №10
12	Navigation faculty	Considered № 11
13	Marine engineering faculty	Considered № 12
14	DEPARTMENTS	
15	Navigation and electronic navigation systems	Considered № 13
16	Ship management	Considered № 14
17	Innovative technologies and technical means of navigation	Considered № 15
18	English language department for deck-officers	Considered № 16
19	English language department for maritime officers( abridged programme)	Considered № 17
20	Department of ship power plants operation	Considered №18
21	Department of ship's electrical equipment and automation devices operation	Considered №19
22	Transport technologies	Considered № 20
23	Information technologies, computer systems and networks	Considered № 21

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24	Humanities disciplines	Considered №22
25	Economics and maritime law	Considered № 23
26	Natural and scientific training	Considered № 24
27	General engineering training	Considered № 25
28	English language department for Marine engineers	Considered № 26
29	Physical training	Considered № 27

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