

Kherson State Maritime Academy		Quality Management System	04-281-2020
Change: 0	ISSUE: 18.06.2020	REGULATION ON THE PROCEDURE FOR EDUCATION RESULTS RECOGNITION OF HIGHER SCHOOL APPLICANTS AT THE III EDUCATIONAL AND SCIENTIFIC LEVEL IN KHERSON STATE MARITIME ACADEMY	p. 1 з 15

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHERSON STATE MARITIME ACADEMY

AGREED
First Vice Rector

APPROVED
Rector of KSMA

19/06.2020

____ V.V.Cherniavskyi
19/06.2020

**REGULATION
ON THE PROCEDURE FOR LEARNING OUTCOMES
RECOGNITION OF HIGHER SCHOOL APPLICANTS AT THE
III EDUCATIONAL AND SCIENTIFIC LEVEL IN KHERSON
STATE MARITIME ACADEMY**

QSM 04-281-2020

APPROVED

Academic council of KSMA
Minutes #
Acting secretary M.I.Babyshena
Entered into force

Kherson 2020

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PREFACE

1. The regulation was developed by the Postgraduate and Doctoral Studies Department of Kherson State Maritime Academy.
2. It is approved by the Academic Council of Kherson State Maritime Academy.
3. It entered into force by order of the Rector of Kherson State Maritime Academy.
4. Periodic inspection is carried out at intervals not exceeding 12 months.
5. Changes are developed, based on the results of practical application at Kherson State Maritime Academy or when the requirements of regulatory documents, on the basis of which regulations are developed, are changed.
6. This Regulation is posted on the official website of KSMA or in AS ASKOD.

1. APPLICATION AREA

1.1 This Regulation regulates the procedure for the recognition of study results for participants of academic mobility programmes on the territory of Ukraine or outside Ukraine - applicants of the educational and scientific degree of Doctor of Philosophy, applicants of the scientific degree of Doctor of Sciences, as well as for applicants of higher education at the third level who are transferred from other higher education institutions (domestic or foreign) or resume studies (including after interrupting studies at other higher education institutions).

1.2 This Regulation is an internal regulative document of Kherson State Maritime Academy, but it can be provided for inspection, review, familiarization (including with the removal of relevant copies) to other enterprises, institutions, organizations, state bodies, local self-government bodies and quality certification auditors, only in accordance with the procedure established by law.

1.3 This Regulation applies to all post-graduate students, as well as employees of departments of Kherson State Maritime Academy, who are involved in the process of training Doctors of Philosophy.

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2. REGULATORY REFERENCES

This Regulation was developed taking into account the requirements of the following normative documents:

- SE "Documentation Management";
- SSU IBO 9001:2015 "Quality management systems. Requirements";
- SSU IBO 9000:2015 "Quality management systems. Basic provisions and glossary of terms";
- Law of Ukraine dated July 1, 2014 No. 1556-UII "On Higher Education" (with amendments and additions);
- The procedure for the preparation of higher education applicants for the degree of Doctor of Philosophy and Doctor of Science in higher educational institutions (scientific institutions), approved by the Resolution of the Cabinet of Ministers of Ukraine dated March 23, 2016 No. 261 (with amendments);
- Regulations on the procedure for realizing the right to academic mobility, approved by Resolution No. 579 of the Cabinet of Ministers of Ukraine dated August 12, 2015;
- Regulations on the accreditation of educational programs that train higher education applicants, approved by Order No. 977 of the Ministry of Education and Science of Ukraine dated July 11, 2019;
- Instruction on the development of provisions regulating the activities of Kherson State Maritime Academy of the QMS 04-96-2019;
- Methodological recommendations for experts of the National Agency regarding the application of the Criteria for evaluating the quality of the educational programme;
- Recommendations for experts of the National Agency regarding the accreditation of educational programs of the third level of higher education (appendix to "Methodological recommendations for experts of the National Agency regarding the application of the Criteria for evaluating the quality of an educational program");
- Development strategy of Kherson State Maritime Academy for 2020-2025, approved by decision of the Academic Council of Kherson State Maritime Academy (protocol No. 5 dated 18.12.2019).

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3. TERMS, DEFINITIONS AND ABBRIVIATIONS

KSMA – Kherson State Maritime Academy;

HEI - higher education institution;

a graduate student is a person enrolled in the KSMA to obtain higher education for the degree of Doctor of Philosophy.

applicant degree of Doctor of Philosophy (hereinafter - the applicant) - a person who studies at a higher education institution (scientific institution) at the third (educational and scientific) level of higher education with the aim of obtaining the degree of Doctor of Philosophy in a field of knowledge and/or specialty.

an individual plan for the implementation of the educational and scientific programme for the preparation of Doctor of Philosophy is a document that defines the content, deadlines and scope of the educational component of training and scientific works, as well as the planned period of defense of the dissertation during the period of training at the graduate school.

educational and scientific programme - a system of educational components at the third level of higher education within the specialty, which determines the requirements for the level of education of persons who can start studying under this program, the list of academic disciplines and the logical sequence of their study, the number of ECTS credits necessary to fulfill this programs, as well as the expected learning outcomes (competencies) that the holder of the Doctor of Philosophy degree must master.

curriculum is a regulatory document of an educational institution, which is used to organize the educational process. The curriculum contains the distribution of credits between disciplines, the schedule of the educational process, as well as the plan of the educational process by semesters, which determines the list and scope of study of educational disciplines, forms of conducting educational classes and their scope, forms of current and final control, certification.

the European Credit Transfer and Accumulation System (ECTS) is a system of transfer and accumulation of credits used in the European Higher Education Area for the purpose of providing, recognizing, confirming qualifications and educational components and promoting the academic mobility of higher education students. The system is based on the determination of the educational load of a student of higher education, necessary to achieve the specified learning outcomes, and is counted in ECTS credits;

a credit of the European Credit Transfer and Accumulation System (hereinafter referred to as ECTS credit) - a unit of measurement of the amount of study load obtained in higher education, necessary to achieve the specified

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(expected) learning outcomes. The volume of one ECTS credit is 30 hours. Credits are awarded to Participants upon completion of required learning activities and achievement of appropriate learning outcomes, as evidenced by appropriate evaluation. The number of credits awarded to a Participant who demonstrates the achievement of learning outcomes is equal to the number of credits corresponding to the educational component;

academic certificate - a current record of the Participant's educational achievements, in particular, for academic mobility, which indicates the educational components they have mastered, the number of ECTS credits acquired and the grades received;

internal academic mobility - academic mobility, the right to which is exercised by domestic participants of the educational process in higher educational institutions (scientific institutions) - partners within Ukraine;

international academic mobility - academic mobility, the right to which is exercised by domestic participants of the educational process in higher educational institutions (scientific institutions) - partners outside Ukraine, as well as by foreign participants in the educational process in domestic higher educational institutions (scientific institutions);

degree mobility — study at a higher education institution, different from the permanent place of study, with the aim of obtaining a higher education degree, which is confirmed by a document (documents) on higher education or on obtaining a higher education degree from two or more higher education institutions at the same time;

credit mobility — study at a higher education institution, different from the Participant's permanent place of study, with the aim of obtaining credits of the European Credit Transfer and Accumulation System and/or relevant competencies, study results (without obtaining credits of the European Credit Transfer and Accumulation System), which will be recognized in higher education institution of the permanent place of study of the domestic or foreign participant. At the same time, the total period of study for such participants under credit mobility programs remains unchanged;

learning outcomes - a set of knowledge, abilities, skills, and other competencies acquired by a person in the process of learning according to a certain educational and scientific program, which can be identified, quantified and measured;

re-enrollment of credits - the process of recognizing credits awarded in another educational institution.

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4. GENERAL PROVISIONS

4.1. Mastering of academic disciplines by postgraduate students can take place on the basis of KSMA as well as within the framework of the exercise of the right to academic mobility — on the basis of other institutions of higher education (scientific institutions).

4.2. Recognition of competencies acquired by a graduate student in other institutions of higher education is obtained upon application based on documents that confirm the results of the graduate student's studies.

4.3. Forms of academic mobility for participants in the educational process who obtain an educational degree of Doctor of Philosophy in domestic higher educational institutions are studies under academic mobility programmes; language internship; scientific internship.

4.4. Forms of academic mobility for persons obtaining the scientific degree of Doctor of Sciences are participation in joint projects; teaching; scientific research; scientific internship; certification training.

5. PROCEDURE FOR RE-ENROLLMENT OF EDUCATIONAL DISCIPLINES OR OTHER CURRICULUM COMPONENTS

5.1. The academic council of KSMA has the right to make a decision on the recognition of competencies acquired by a postgraduate student in other institutions of higher education (scientific institutions) in one or more academic disciplines (credits ECTS credits) based on the conclusion of the discipline commission.

5.2 The applicant who wishes to recognize the competences acquired in other higher education institutions (scientific institutions) in one or more academic disciplines, has the right to apply to Rector of KSMA. The application must be accompanied by certified copies of documents (academic references, certificates, certificates, copies of the study card, etc.) that confirm the competencies that the graduate student has received.

5.3. The higher education student's application is approved by the academic supervisor, head of the graduation department, head of postgraduate and doctoral studies department, vice-rector for scientific and pedagogical work approved by Rector of KSMA.

5.4. In order to recognize the competences acquired by a graduate student in other institutions of higher education (scientific institutions) in one or more academic disciplines, a subject commission is created by order of Rector, at the request of head of graduate and doctoral studies department. It consists of: chairman, deputy

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chairman, commission members (at least 2), and commission secretary.

5.5. The vice-rector for scientific and pedagogical work is appointed as head of the discipline commission. Head of the discipline commission is personally responsible for the organization of the commission's work, timely and objective consideration of applications for the re-enrollment of results obtained at other higher education institutions, management of cases, and compliance with the established order of document preservation.

5.6. Head of postgraduate and doctoral studies department is appointed as deputy head of the discipline commission, the commission members are: the guarantor of the educational and scientific programme, head of the department to which the discipline is assigned, the teacher of the department who teaches the relevant discipline.

5.7. The secretary of the commission is elected from among the members of the discipline commission.

5.8. The commission examines the submitted documents, matches the presented learning outcomes obtained at other higher education institutions or scientific institutions with the learning outcomes in accordance with the discipline program and makes a decision:

- "re-enroll learning outcomes obtained at other higher education institutions in full in accordance with the discipline program and with assessment";
- "to control the level of knowledge acquired in other higher education institutions in the form of an exam (credit)";
- "refuse to re-enroll learning outcomes obtained at other higher education institutions."

5.9. If the commission deems it necessary to control the level of knowledge acquired in other higher education institutions in the form of an exam (credit), then the student will be introduced to the discipline programme and the list of questions that will be submitted to the final assessment. In this case, the candidate is given 5 working days to prepare for the exam (credit), based on the results of which the subject committee issues a final grade on the ECTS scale.

5.10. If a student of higher education receives less than 60 points, then the learning outcomes at other higher education institutions will not be credited to him. Based on the results of the assessment, the subject commission forms a protocol, which contains a conclusion for the academic council on the enrollment or non-enrollment of the relevant discipline. When re-enrolling educational disciplines in accordance with the decision of the subject commission, the following are entered into the individual plan for the implementation of the educational and scientific programme of preparation for Doctor of Philosophy: the name of the discipline, the

total number of hours/credits, the grade and the reason for re-enrollment (protocol

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number and date of the academic council meeting).

5.11. The applicant is exempted from studying the re-enrolled discipline in the next semester. In case of a negative conclusion of the discipline committee regarding the recognition of the learning outcomes, the applicant has the right to appeal to Rector of KSMA.

5.12. Head of postgraduate and doctoral studies department informs teachers of the fact of participation of the candidate for the degree of Doctor of Philosophy in the academic mobility program, re-enrollment of the relevant disciplines, and their inclusion in the individual implementation plan of the educational and scientific programme of preparation for Doctor of Philosophy.

5.13. In case of re-enrollment of the component, the previously obtained assessment of the applicant's educational achievements remains unchanged, and their credit measurement corresponds to the credit measurement of this component in the individual implementation plan of the educational and scientific programme of preparation for Doctor of Philosophy.

5.14. When transferring and renewing a higher education student whose educational achievements are not evaluated on a 100-point scale, the grades he received are transferred to a 100-point scale based on the minimum values of the 100-point evaluation scale valid in KSMA.

5.15. In case the educational achievements of Doctor of Philosophy degree from a previously studied component are evaluated with several grades, then when re-enrolling from the corresponding component of their individual plan for the implementation of the educational and scientific program of preparation for the doctor of philosophy, a weighted average grade is assigned.

6. RECOGNITION OF GRADUATE STUDENTS' LEARNING OUTCOMES UNDER THE INTERNATIONAL ACADEMIC MOBILITY PROGRAMME

6.1. After completing studies under the international academic mobility programme, a higher education applicant must receive from the foreign higher education institution an academic certificate (Transcript of Records) with their learning outcomes, which is the basis for academic recognition of these outcomes in KSMA and re-enrollment of the corresponding credits. The graduate student submits the academic certificate together with the report for the entire period of study to the Postgraduate and Doctoral Studies Department.

6.2. Recognition of the learning outcomes of the participant of academic mobility

and enrollment (re-enrollment) of the components obtained in a foreign institution of higher education, provided for in the previously concluded study contract and the

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individual implementation plan of the educational and scientific programme for the preparation of Doctor of Philosophy, is carried out by the Academic Council of KSMA at the request of the Postgraduate Studies and Doctoral Studies Department on the basis of academic certificate. The disciplines successfully mastered abroad are included in the academic certificate under their original names and with their translation into the state language.

6.3. The components acquired by the participant of academic mobility in a foreign higher education institution, included in their academic certificate, but not provided in the individual plan for the implementation of the educational and scientific programme of preparation for Doctor of Philosophy, can be included in the supplement to the diploma.

7. PAPERWORK

7.1 Head of Postgraduate and Doctoral Studies Department carries out the preparation of documents regarding the re-enrollment (enrollment) of educational components.

7.2. An academic certificate or an extract from the study card for the applicant of the academy and an application for re-enrollment (enrollment) of components with the conclusion of the academic council (made out as an extract from the protocol of the AC) are attached to the personal file of the graduate student or doctoral student.

8. FINAL PROVISIONS

8.1. Head of Postgraduate Studies and Doctoral Studies Department is responsible for publishing and updating this Regulation.

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

8.3. Cancellation of this Regulation is carried out in accordance with the SE "Documentation Management".

COMPILER

Head of Postgraduate
and Doctoral Studies Department

N.M.Tymchenko

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AGREED:

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