

<b>KHERSON STATE MARITIME ACADEMY</b>		<b>QUALITY MANAGEMENT SYSTEM</b>	04-350-2020
CHANGE: 0	EDITION 06.01.2023	<b>REGULATION ON THE COORDINATED TRAINING PROGRAM FOR OBTAINING TWO DIPLOMAS BY BACHELOR DEGREE SEEKERS AT THE KHERSON STATE MARITIME ACADEMY</b>	Стр. 1 з 10

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
KHERSON STATE MARITIME ACADEMY**

**APPROVED**

Rector of the KSMA

\_\_\_\_\_ Vasyl CHERNIAVSKYI  
" \_\_\_ " \_\_\_\_\_ 2023

**REGULATION  
ON THE COORDINATED TRAINING PROGRAM FOR OBTAINING TWO  
DIPLOMAS BY  
BACHELOR DEGREE SEEKERS  
AT THE KHERSON STATE MARITIME ACADEMY**

**QMS 04-352-2023**

**APPROVED**

by the Council for Quality Assurance  
in Education and Educational Activities  
of the KSMA  
the protocol dated March 06, 2023 No. 4  
Chair of the Council for Quality Assurance  
in Education and Educational Activities  
of the KSMA  
\_\_\_\_\_ Olena DIAGHYLEVA

**APPROVED**

by the Academic Council of the  
KSMA  
protocol dated March 09, 2023 No.  
T. a. academic secretary  
\_\_\_\_\_ Ivan RIABUKHA  
  
Entered into force by the order  
dated March 14, 2023 No. 59

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## **PREFACE**

1. The Regulations on the coordinated training program for obtaining two diplomas by Bachelor's degree seekers of the Kherson State Maritime Academy (hereinafter referred to as the Regulations) are approved by the Council for Quality Assurance in Education and Educational Activities of the Kherson State Maritime Academy, following the consideration and corresponding recommendation of the Committee on Internal Quality Assurance System of Education at the KSMA.

2. The Regulations are approved by the Academic Council of the Kherson State Maritime Academy.

3. The Regulations are put into effect by the order of the rector of the Kherson State Maritime Academy.

4. Periodic review of the Regulations is conducted at interval not exceeding 12 months.

5. Changes to the Regulations are developed based on the results of its implementation at the Kherson State Maritime Academy or in case of changes in the requirements of regulatory documents on the basis of which the Regulation was developed.

## **1. SCOPE OF APPLICATION**

1.1. These Regulations govern the activities of the Kherson State Maritime Academy regarding the organization of a coordinated training program for obtaining two diplomas by higher education Bachelor's degree seekers.

1.2. These Regulations is an internal regulatory document of the Kherson State Maritime Academy, but it may be provided for verification, review, and acquaintance (including with the provision of corresponding copies) to other enterprises, institutions, organizations, government bodies, local self-government bodies, and quality certification auditors, only in accordance with the established legislation.

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## **2. NORMATIVE REFERENCES**

- Law of Ukraine "On Higher Education" (No. 1556-VII dated 01.07.2014, with amendments);
- Law of Ukraine "On Education" (No. 2145-VIII dated 5.09.2017, with amendments);
- QMS 02-01-2018 Documented Procedure "Documentation Management";
- QMS 04-96-2019 "Instruction on the Development of Regulations Regulating the Activities of the Kherson State Maritime Academy";
- RQ 01-01-2018 Resolution on Quality;
- Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Regulation on the Procedure for Implementing the Right to Academic Mobility" dated 12.08.2015 No. 579;
- Statute of the Kherson State Maritime Academy;
- QMS 04-165-2019 (Version No. 4) Regulations on the Organization of the Educational Process at the KSMA.
- QMS 04-175-2019 Procedure for the development, approval, monitoring, and periodic review of educational programs;
- QMS 04-157-2021 (Version No. 2) Regulations on the attestation of higher education seekers and the work of the examination commission at the KSMA;
- QMS 04-297-2021 Regulations on the organization of independent work of higher education seekers at the KSMA;
- QMS 02-12-2021 Procedure for resolving conflict situations (bullying, discrimination, sexual harassment, corruption);
- QMS 04-296-2021 Regulations on the individual curriculum of a higher education seeker at the KSMA;
- QMS 04-187-2021 (Version No. 2) Regulations on international credit mobility of Bachelor's, Master's, and Doctor of Philosophy degree seekers at KSMA;
- QMS 04-193-2021 (Version No. 5) Regulations on the organization and control of the document execution in the Kherson State Maritime Academy ;
- QMS 02-16-2018 Assessment of acquired competencies through computer testing of higher education seekers at the KSMA;
- QMS 04-160-2020 (Version No. 2) Regulations on academic integrity and ethics of academic relations at KSMA;
- QMS 04-108-2019 Code of corporate culture and academic integrity of the Kherson State Maritime Academy.

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### 3. TERMS, DEFINITIONS, AND ABBREVIATIONS

**Coordinated training program for obtaining two diplomas by Bachelor's degree seekers of the KSMA**, program – a program under which education takes place at an institution of higher education that is not the student's permanent place of study, aiming to acquire relevant competencies, learning outcomes (knowledge and skills), and ECTS credits that will be recognized by the student's permanent institution of higher education and an institution of higher education of a domestic or foreign participant in the educational process. At the same time, the total duration of study for such program participants remains unchanged.

**Applicant** – a person who applies to the project proposal.

**Competition Committee of the Kherson State Maritime Academy, Competition Commission** – a temporary collegial body consisting of academic staff members of the institution of higher education, formed by the order of the rector of the Kherson State Maritime Academy, to conduct a competitive selection of higher education applicants for participation in the coordinated training program for obtaining two diplomas by Bachelor's degree students.

Such a commission is formed to assess the applicant's competencies in English language, taking into account the applicant's academic performance ranking and participation in the academic life of the Kherson State Maritime Academy.

**Partner HEI, partner institutions** — a foreign institution of higher education/research institution with which the Kherson State Maritime Academy has concluded a corresponding cooperation agreement.

#### ABBREVIATIONS:

**HEI** – a higher education institution, partner HEI;

**KhSMA** – Kherson State Maritime Academy, Academy;

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**Seekers** – seekers of higher education;

**Program** – coordinated training program for obtaining two diplomas by Bachelor's degree seekers, the program;

**Program** – participants;

**participants**

**IAD** – International Affairs Department of the Academy

**ECTS** – European Credit Transfer and Accumulation System.

#### **4. GENERAL PROVISIONS**

4.1. The Regulations govern the activities of the Kherson State Maritime Academy regarding the organization of the program and do not contradict the current legislation of Ukraine, the national and internal academic norms.

4.2. The program is implemented with the following objectives:

- improving the quality of higher education;
- increasing the efficiency of scientific research;
- improving the competitiveness of applicants for higher education of the Academy in the international markets of educational services and labor;
- enriching the individual experience of educational process participants with other models of knowledge creation and dissemination;
- attracting global intellectual potential to the domestic educational process based on bilateral and multilateral agreements between partner institutions;
- establishing internal and external integration links;
- harmonizing educational standards of partner institutions.

4.3. The implementation of the program may be carried out by directing participants of such a program for:

- education within the framework of a joint coordinated program;
- education within the framework of an international/national grant or scholarship;
- individual training (funded by the individual participant of such a program or a third party (at the expense of individuals or legal entities));
- participation in exchange programs between partner HEIs.

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## **5. ORGANIZATIONAL SUPPORT OF THE PROGRAM**

5.1. The International Affairs Department of the KSMA is responsible for organizing the process of preparing the program implementation agreement with the partner HEI, as well as for preparing the relevant documents.

5.2. Bachelor's degree seekers in full-time education are eligible to work under the program.

5.3. The selection of participants in the program is carried out by the Competition Commission if there are applications of the applicant to participate in the program, taking into account their academic performance and the corresponding level of English language competence (see clause 5.5 for the application process).

5.4. The composition of the Competition Commission is approved by the order of the rector of the KSMA.

5.5. To participate in the competition, the applicant submits an application to the relevant Dean's office of the KSMA, which forwards them to the Competition Commission.

5.6. During the period of study at the partner HEI, the participant is provided with an individual study schedule upon his application. The individual curriculum is developed and approved by the rector of the academy in consultation with the program guarantor and the dean of the faculty where the participant studies. This curriculum establishes the procedure for studying educational components, conducting assessments, and evaluating the participant's learning outcomes, taking into account the specificities of the curriculum of the specialty.

During the formation of such an individual curriculum, the performance of the student's curriculum, and the current and previous academic years at the Academy, are taken into account.

5.7. Studying under the individual curriculum at the KSMA can be carried out using an accessible (previously specified) digital application, for example, the LMS Moodle platform – mdl.ksma.ks.ua.

5.8. A higher education seeker, in addition to studying mandatory subjects at the partner HEI, has the right to independently choose an additional educational component

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(using credits from the elective part of the partner HEI's educational program) with the agreement of the KSMA.

5.9. The applicant for a bachelor's degree, based on the results of the meeting of the Competition Commission for participation in the program and the corresponding registration, submits the following documents to the IUD:: A Bachelor's degree seeker, based on the results of the Competition Commission meeting for participation in the program and the corresponding formalities, submits the following documents to the IAD:

- a copy of the international passport (first page);
- an extract from the examination session for the previous academic year indicating the average score;
- English language proficiency results (the average score must not be lower than 74 C according to the ECTS scale).

## **6. FINANCIAL CONDITIONS OF THE PROGRAM IMPLEMENTATION**

6.1. During the period of study at the partner HEI (research institution), the place of study and the payment of scholarships are retained for the bachelor's degree seeker under the concluded agreement on the coordinated training program for obtaining two diplomas, according to the legislation of Ukraine.

6.2. Personal data of individuals participating in the program and who have concluded agreements on the program implementation are entered into the Unified State Electronic Database on Education of Ukraine.

6.3. Individuals participating in the program are not expelled from the contingent of higher education seekers of the Academy during the program implementation period.

## **7. REPORTING ON THE PROGRAM IMPLEMENTATION**

7.1. Upon their return to the KSMA, Bachelor's degree seekers provide the respective faculty with a document containing:

- the list of educational components;
- the results of mastering the educational component;
- the number of ECTS credits;



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- information about the criteria and evaluation system at the partner HEI, certified in accordance with the officially established procedure.

7.2. If a seeker did not complete the educational program while at the partner HEI, upon his return to the Academy, he may be offered to eliminate academic debt according to an individual schedule approved under an officially established procedure or to retake this course of study.

## **8. RECOGNITION OF LEARNING OUTCOMES UNDER THE PROGRAM**

8.1. Recognition of learning outcomes is based on the ECTS or using the assessment system of higher education seekers officially recognized by partner HEI's country, which does not involve the regulated application of ECTS in Ukraine.

Comparing the amount of academic workload during higher education within the program should be based on comparing the level of academic achievements at the partner HEI with the level of academic achievements planned by the educational programs of the KSMA.

8.2. The partner HEI provides the KSMA with the learning outcomes of the higher education seeker's program in accordance with its regulations.

8.3. Recognition (crediting) of learning outcomes, credits, and the educational component mastered by the higher education seeker at the partner HEI is carried out by the deans of the respective faculty by the rector's order.

8.4. Based on the recognition of learning outcomes, credits, and the educational component mastered by the higher education seeker at the partner institution, the academic difference is determined by the respective Dean's office of the KSMA according to the individual curriculum of the seeker.

## **9. FINAL PROVISIONS**

9.1. The responsibility for issuing, updating, and canceling these Regulations lies with the compliers in accordance with the Documented Procedure "Document Management".

9.2. The responsibility and control over compliance with the requirements of these Regulations lie with the officials of the KSMA according to their functional duties.

9.3. These regulations are posted on the official website of the KSMA.

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**COMPLIERS:**

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