



Please note: This is a courtesy translation of the Dnipro University of Technology's General Study and Examination Regulations for Bachelor's and Master's Degree Programmes used in Interdisciplinary Educational and Scientific Institute of Continuing Full-time and Distance Learning (MIBO). In case of any differences in interpretation of the information, the sole legally binding document remains the currently valid version of the original Ukrainian documents **Положення про організацію освітнього процесу Національного технічного університету «Дніпровська політехніка»** and **Положення про оцінювання результатів навчання здобувачів вищої освіти**, as well as references cited therein.

General Study and Examination Regulations for Bachelor's and Master's Degree Programmes at the Dnipro University of Technology

01.11.2019

Following **Закон України «Про вищу освіту»**, the Rectorate of the Dnipro University of Technology on 18.10.2019 passed these General Study and Examination Regulations for the Bachelor's and Master's Degree Programmes (GenSER) of Dnipro University of Technology. The Academic Council of Dnipro University of Technology re-approved them on 25.10.2019

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I. General Provisions

§1 Area of Application

- (1) These Study and Examination Regulations are valid for all degree programmes (DP) and regularly enrolled students at the Dnipro University of Technology and for final assessment conducted. These regulations cover the structure of programmes, the knowledge progress testing (KPT) process, and the KPT requirements.
- (2) The goals, curriculum elements, structure and requirements of each DP offered at the Bachelor's and Master's levels are set out in the relevant subject-specific study and examination regulations (Educational and professional programme, Work programme, Syllabus etc.). The subject-specific study and exam regulations provide specifics within the framework of these General Study and Examination Regulations for Bachelor's and Master's DPs at the Dnipro University of Technology.

§2 Definitions

- (1) The curriculum contains a list of training activities for the entire period of study. Curriculum elements comprise thematically and temporally complete, self-contained study units. These activities include classes (C) and students' independent work (IW). As a rule, these activities are implemented within the framework of different modules: academic disciplines (courses/subjects), practical training, implementation and defence of a Final Qualifying Work (FQW).
- (2) The students' overall workload for each curriculum element is assessed in a quantitative measure called credits (Cs) correlated with the training hours (THs). For example, one credit point assumes a workload for the students of 30 THs in C and IW in Ukraine. These numbers are based on the European Credit Transfer and Accumulation System (ECTS).
- (3) At the end of each semester and/or when the curriculum element is finished, there is a form of KPT: Exam (E) or Test (T). KPT is usually composed of one of a few pieces of graded or assessed work depending on the total duration of the curriculum element and Cs distribution over semesters; a single curriculum element must carry at least three credit points. The overall grade for a curriculum element in question is calculated from the apportioned results of all KPTs and goes into the graduation certificate.
- (4) The curriculum implementation workload for the Bachelor's DPs is valued at 240 Cs. It corresponds to 7200 THs and 4 years (8 semesters) of study. Similarly, the curriculum implementation workload for the Master's DPs is usually valued at 90-120 Cs. The Master's degree is obtained either by the educational and professional or by the educational and scientific programme. The workload for the educational and professional programme is 90 Cs. It corresponds to 2700 THs and 1.5 years (3 semesters) of study. Similarly, the workload for the educational and scientific programme is 120 Cs. It corresponds to 3600 THs and 2 years (4 semesters) of study. The Master's educational and scientific programme must include a research (scientific) component of at least 30 per cent.



I. General Provisions

- (5) The prescribed minimum period of the study indicates the time in which the target degree may be obtained. The prescribed minimum period of study is set out in the subject-specific study and examination regulations of each programme.
- (6) The curriculum element's Work programme and Syllabus are intended to provide students with reliable information on the structure of the course, its contents, qualitative and quantitative requirements, and integration into the overall concept of the DP, and/or its relationship to other modules on offer. Furthermore, the description may indicate how the skills to be acquired are creditable to assessments already completed.

§3 Structure

- (1) The implementation of a programme for each curriculum element is focused on the formation of specific competencies and intended learning outcomes. Several disciplines form a specific professional competence. In that case, all the curriculum elements are combined into separate training modules. For example, a Bachelor's DP curriculum is designed based on four modules: General Educational, General Professional, Professional, Practical Training or Internship & FQW's Defence.
- (2) The General Educational Module combines elements of the discipline. Mastering one creates a basis for the students' mastering of disciplines to be included in the General Professional Module. It, in turn, combines elements of the discipline. Mastering one creates a basis for the students' mastering of disciplines from the Professional Module. A Master's DP curriculum is designed similarly based on three modules: General Professional, Professional, Practical Training or Internship & FQW. The given structure separates the requirements for the intended learning outcomes for each module and expands the range of competencies that should have been formed at the end of the training process.
- (3) A student can generally acquire 60 credit points per academic year. The specific study and examination regulations describe the curriculum elements, their workload, the order in which they are to be taken, and the requirements for admission to the element KPT, as well as the type, form, and language of an individual element KPT.
- (4) If a DP's subject-specific study and examination regulations offer various core areas for study, students must register for their chosen core area during the enrolment campaign or at the latest six months before the beginning of the lecture period in the academic year. Details of the time of the decision and the selection process for core areas are set out in the **Положення про формування та обрання навчальних дисциплін здобувачами вищої освіти.**
- (5) In Bachelor's Master's DPs formative and summative KPT takes place starting from the very first semester. To pass the Ts and Es, a student must have completed all requirements in the relevant semester for the curriculum element in question. This must be done within one month since KPT took place at the latest.
- (6) In individual cases, the Examinations Board may decide for compelling reasons to change the order and form of curriculum element KPT as set out in the study



and examination regulations. Notice of the changes must be given in good time via the usual channels.

§4 Language(s) of instruction/examination

- (1) The language of instruction at the University is the state language - Ukrainian. All documentation of the University is in Ukrainian as well. To create conditions for international academic mobility, the Institute/Faculty and Department may decide to teach one or more subjects in English and/or other foreign languages.
- (2) For foreign citizens, stateless persons who wish to obtain higher education at the expense of individuals or legal entities, separate academic groups are formed for teaching subjects in a foreign language. At the same time, such persons study the “Ukrainian as a Foreign Language,” “Civilization Processes in Ukrainian Society” and “English for Professional Purposes” as separate academic disciplines. The only official documents the University issues for international students in a foreign language are Invitation Letter for Study, Confirmation of Student Status, Academic Transcript of Records and Graduation Certificate.

§5 Schedule of the educational process

- (1) An academic year is a period from the beginning of classes in higher educational institutions to their completion. As a rule, the academic year begins on October 1 for international students in separate academic groups and ends in July of the following calendar year. An academic year is a unit of accounting for the student's study time.
- (2) The academic year at the University consists of two semesters. The first semester covers the fall-winter period of the calendar year, the second semester takes place in the spring-summer period. The academic year is indicated by the numbers of two consecutive calendar years to which it falls (for example, the 2021/2022 academic year).
- (3) A semester consists of two terms. Every term as a rule is 7 weeks of study and 1 week is mixed – study/KPT (week of control activities). At the end of each semester, there is an examination period for two weeks, where only Es take place according to a separate examination schedule. A grade is given for the progress in each academic discipline in each semester and positive results are recorded in the student's record book.
- (4) The schedule of the educational process is re-approved each year, thus contact your Dean's Office for details.

II. Knowledge Progress Testing and Examining Bodies

§6 Knowledge Progress Testing and Examiners

- (1) KPT is carried out to determine whether the formulated qualification targets have been met. It is based on the curriculum element and tests knowledge and competencies acquired.



II. Knowledge Progress Testing and Examining Bodies

- (2) Work for KPT is carried out in the form of a written examination, oral examination, as a presentation, a term paper, a term project, practical training report, in other forms according to § 7, or in a combination of these, as set out in the subject-specific study and examination regulations. A KPT has been passed if a grade is given "sufficient" (≥ 60), or in the case of an ungraded KPT, if it receives a "pass" assessment.
- (3) If curriculum element KPT consists solely of an oral examination, the examination is conducted by at least two examiners or by one examiner in the presence of an observer as a group or individual examination. The duration of the oral examination is set out in the subject-specific study and exam regulations. The main points dealt with and the results of the oral examination must be noted in the official statement of performance (examination protocol).
- (4) Assessed work must be handed in during the semester or completed during a defined examination period. The Examinations Board shall regulate any exceptions. Students are registered automatically for curriculum element KPTs within the registration period defined by the University to be admitted to the KPTs provided that there are no financial debts and requirements of a curriculum element in question to be eligible, for example, for the exam are met.
- (5) Students admitted to the summative KPT (final Test or Exam) must take with them their student's record book (Zalikova).
- (6) Students may not participate in KPT during a semester in which they are on leave, nor may they take repeat examinations during that semester. The provisions in § 17 remain unaffected.
- (7) Only professors are authorised to conduct KPT. Professors of another institution of higher education at which a KPT is conducted under a cooperation agreement are considered equivalent to Dnipro University of Technology professors. Within the framework of their teaching contract, university lecturers may be appointed as examiners by the Examinations Board. Members of academic staff who have been granted examining authority by the Rector's Office following the **Положення про організацію освітнього процесу Національного технічного університету «Дніпровська політехніка»** are also authorised to conduct KPT.
- (8) The Examinations Board may delegate the designation of observers to the relevant KPT.
- (10) The Examinations Board may appoint other persons who are not members of the University as second examiners. Such persons must have at least an equivalent qualification or a qualification established by the examination.
- (11) All examiners and observers are bound under § 11 (8) (professional confidentiality). If they are not state employees, the head of the Examinations Board must pledge them to maintain confidentiality.

§7 Forms of Knowledge Progress Testing

- (1) The following forms of knowledge progress testing are provided:

BT Bachelor's Thesis



IT	Individual Task
TP/TPj	Term paper/project (includes written composition and presentation)
E	Written examination (Final form of assessment)
T	Test
Lab	Laboratory work
OE	Conventional oral examination incorporating academic discussion, usually without an audience
MT	Master's Thesis
PTR	Practical Training Report
RE	Referat (presentation/lecture presenting and communicating an aspect of the thematic complex of the curriculum element as well as a subsequent academic discussion if required)

- (2) The volume of assessment to be completed is to be detailed in the subject-specific examination regulations. Assessment is usually graded. Ungraded assessment must be indicated as such in the subject-specific examination regulations.

§8 Deregistration and Withdrawal from Examinations

- (1) Unless otherwise provided for in the specific study and examination regulations, students may not deregister from an examination without having to give a valid reason.
- (2) Withdrawal during an examination is strictly forbidden. In the event of an unexpected illness which prevents the student from continuing with the examination process, the examination may be aborted. This procedure is to be noted in the statement of performance by the supervising person. The reason given for withdrawal must be communicated at the earliest possible opportunity in writing to the Director of the MIBO and supported by a detailed doctor's certificate. The decision on the application to withdraw lies with the head of the Examinations Board. If the withdrawal is granted, the aborted examination is not counted. In the case of a withdrawal not being granted, the aborted examination is counted and given an assessment of "insufficient" or "failed".
- (3) KPT, which does not have to be in the form of an examination or an oral examination (PTR, RE etc.), is considered as a failed one if it is not submitted within the prescribed period.

§9 Repetition of Knowledge Progress Testing



II. Knowledge Progress Testing and Examining Bodies

- (1) A piece of curriculum element KPT resulting in a pass (≥ 60) cannot be repeated. A piece of curriculum element KPT resulting in fail is counted as an academic debt and may be repeated twice.
- (2) The attempts to correct the grade by the student and prevent academic debt is limited to one month after the end of the examination period in the relevant semester. For the first repeat (second attempt) a teaching professor of the curriculum element in question is assigned as an examiner. For the second repeat (third attempt) a commission of three professors is assigned. The decision of the commission is final.
- (3) In the final semester of a degree programme, failed KPTs of curriculum elements of the final semester may be repeated in an examination period for repeat examinations. This period is set close to the regular examination period and is decided by the relevant Examinations Board. The relevant Examinations Board is responsible for the organisation of repeat curriculum element assessment in the final semester of a degree programme.
- (4) In case the relevant Examinations Board confirms the second repeat (third attempt) as "unsatisfactory" or the student does not attend the assessment without valid reasons, the Commission informs the Director of MIBO to prepare the Rector's order to exclude the student from the University for academic debt or to determine the conditions for re-studying of the relevant curriculum element. **§ 15 remains unaffected.**
- (5) Re-studying of individual curriculum elements at the same time as the study of the primary curriculum in two forms of study is allowed only on contract terms (the total workload of such curriculum elements – no more than 15 ECTS Cs).
- (6) The results of the elimination of academic debts are recorded in an additional statement of performance.
- (7) The elimination of academic debt on TP/TPj is the same as the procedure for the elimination of debts on curriculum elements.
- (8) For a student who failed to complete a Practical Training/ Internship for a valid reason the right to repeat one during the next academic year according to an individual schedule may be granted. A student who received a second negative assessment for PTR shall be expelled from the University immediately.
- (9) A student who failed to complete a Practical Training/ Internship without a valid reason or received negative feedback from enterprise or unsatisfactory assessment on PTR shall be expelled from the University immediately.

§10 Recognition of Curriculum Element Knowledge Progress Testing

- (1) Academic disciplines, TPs/TPjs, and other assessed work, as well as degrees completed in DPs at state-administered or state-recognised institutions of higher education or in DPs at state-administered or state-recognised institutions abroad, are recognised if the competencies thus obtained show no significant difference from the curriculum elements or degrees they replace. This recognition serves the continuation of studies, the completion of examinations, or the commencement of a further DP.



- (2) Knowledge and skills obtained outside of the higher education system may replace studies up to 100 per cent of the chosen Dnipro University of Technology DP. They are to be recognised in an individual accreditation/nostrification process if, at the time of recognition, the requirements for admission to studies are met, the knowledge and skills to replace studies are equivalent in content and standard to the curriculum elements and KPTs they are to replace, and the criteria for crediting have been reviewed within the framework of an accreditation. Curriculum element KPT, which has been recognised at the Dnipro University of Technology based on competencies obtained outside the higher education system, maybe specially indicated as such in the transcript of records. Further details on the process and the necessary documentation are set out in the guidelines, «**Про затвердження Положення про порядок переведення, відрахування та поновлення студентів вищих навчальних закладів освіти**», наказ Міністерства освіти і науки України від 15.07.1996 р. № 245.
- (3) An application for recognition must be submitted before the start of the lecture period. It is the duty of the applicant to provide the necessary information about the documents to be recognised. The onus is on the University to show that an application for recognition does not meet the requirements. Decisions to reject all or part of the application shall be given in writing, along with information on the right to appeal.
- (4) There can be no recognition of assessed work if the applicant is already in the examination process at the Dnipro University of Technology.
- (5) Formative KPTs completed in the same or a related degree programme at another Ukrainian institution of higher education will be recognised upon application; sections (1) and (2) remain unaffected. Participation in recognised correspondence courses will be recognised as the equivalent of on-campus studies and credited to the duration of study accordingly.
- (6) If curriculum elements and KPTs are accredited, the grades are to be transferred – insofar as the grading schemes are comparable – and taken into account in the overall grade.
- (7) In the case of a student switching programmes within the University, academic debts, as well as failed attempts in the programme in which the student was previously enrolled, will, after the student has been heard, automatically count towards the new programme if the pieces of KPT, in question are concordant.
- (8) The Examinations Board decides on the accreditation of KPTs, the crediting of subject-specific semesters and placement in the corresponding subject-specific semesters only for accredited DPs.

§11 Examinations Boards

- (1) For the organisation of the tasks set out in these study and examination regulations, an Examinations Board is to be formed for each degree programme. Related degree programmes may form joint Examinations Boards.
- (2) The Examinations Board is made up of the professors who teach classes in the relevant degree program. Other professors, lecturers, and members of academic staff who have been granted examining authority by the Interdisciplinary Educational and Scientific Institute of Continuing Full-time and



Distance Learning (MIBO), which is in charge of the organisation of educational process for international students in separate academic groups, may be called upon for consultation. The Examinations Board has a quorum if one-third of its members are present. It passes decisions with a simple majority of the members present. Furthermore, in the event of a tie, the person chairing the meeting has the deciding vote.

- (3) The MIBO may decide that the Examinations Board consists of three members. The term of office of the members corresponds to that of the professors on the relative Department Council. The MIBO appoints members of the Department to which the degree programme is related from the professors of that Department. Besides, the professors of other Departments who hold classes in that degree programme may be appointed as well. The Examinations Board has a quorum if all of its members are present. In the event of a tie, the person chairing the meeting has the deciding vote.
- (4) In addition, a student from the degree programme may be optionally appointed in an advisory function by the MIBO.
- (5) The Department Council appoints the Examinations Officer. This person undertakes to head the Examinations Board, conduct its business, and be responsible in matters of coordination, organisation and execution of KPTs as well as for deciding on whether to grant any disadvantage compensation.
- (6) The Examinations Board is responsible for deciding on
 - the consequences of breaches of examination rules,
 - the loss of the right to be examined under § 13,
 - the Examinations Board and MIBO decide on the recognition of KPT and placement in the corresponding subject-specific semester,
 - the appointment of examiners and observers,
 - questions of judgement not expressly regulated in GenSER.
- (7) The Examinations Board
 - ensures that the provisions set out in these Examination Regulations (GenSER) are met,
 - makes suggestions for reform of degree programme plans and the GenSER,
 - provides expertise in cases of objections and complaints,
 - may transfer certain of its duties to the head of the Examinations Board or to the representative from MIBO, in particular, the recognition of KPT and crediting of subject-specific semesters, the appointment of the external second examiner of a FQW, as well as providing expertise in the case of objections or complaints.



II. Knowledge Progress Testing and Examining Bodies

- (8) Members of the Examinations Board are obliged to maintain confidentiality. If they are not state employees, the head of the Examinations Board must pledge them to maintain confidentiality.
- (9) In cases of objections and complaints, the Examinations Board provides a statement to the head of the Educational and Scientific Center for Training of International Students.
- (10) The Dnipro University of Technology has a central University Examinations Board. The University Examinations Board is made up of the following persons: the Director of MIBO as the chairperson, the heads of the Examinations Boards.
- (11) The University Examinations Board is tasked with the coordination and uniform application of this GenSER at the University. It rules on when the control activities, as well as examination periods, are.

§12 Grading of Assessed Work

The relevant examiners determine grades for individual pieces of module assessment. The following grades are to be used for grading curriculum element KPT:

90 to 100	=	Excellent	= an outstanding performance
74 to 89	=	Good	= a performance in line with the requirements
60 to 73	=	Satisfactory	= a performance which, despite its shortcomings, nevertheless, meet the requirements
0 to 59	=	Fail/ Insufficient	= a performance that does not meet the requirements due to considerable shortcomings

Failed curriculum element KPTs receive the grade "insufficient" (35). Failed curriculum element KPTs at the second repeat (third attempt) receive the grade "fail" (0) with no further option to repeat. Curriculum element KPT, which is not graded, is given a "pass" (≥ 60) or a "fail" (< 60).

§13 Loss of the Right to be Examined/Deadlines

- (1) The right to be examined on a Bachelor's DP and Master's DP lapses if the summative KPTs have not been completed within one month after the end of the examination period in the relative subject-specific semester unless the failure to meet the deadline is beyond the control of the student in question.
- (2) If one or more curriculum element KPTs were failed with no option to repeat, the right to be examined in that programme lapses. § 9(5) comes into play.

§14 Cheating, Breach of Regulations, Plagiarism



III. Final Qualifying Work/ State Attestation

- (1) After an attempt to influence the result of KPT by cheating or using resources that are not permitted, the relative curriculum element KPT is assigned a grade of "insufficient" or "fail".
Anyone who disrupts the regular proceedings of a KPT may be excluded from continuing the KPT by the examiner or observer. In such a case, the KPT is assigned a grade of "insufficient" or "fail".
- (2) If assessed work is identical to all or significant parts of other work or publications, without verbatim quotes being attributed to their sources, this will be considered plagiarism according to **Положення про систему запобігання та виявлення плагіату в Національному технічному університеті «Дніпровська політехніка», що затверджене Вченою радою 13 червня 2018 р., протокол № 8 (за змінами та доповненнями, затвердженими Вченою радою НТУ «Дніпровська політехніка» від 26.02.2019 р.)**.
- (3) In the case of a simple breach, particularly a first incorrect or insufficient citation, there is to be a discussion between the examiner and the student, in which instructions are given on observing good academic practice. The head of the Examinations Board is to be informed of the discussion. In more severe cases, particularly extensive failure to provide a citation, the curriculum element KPT is graded "insufficient" (35) or "fail" (0).
- (4) In cases of deliberate or grossly negligent breaches of good academic practice in a final written KPT, the assignment is graded "failed with no option to repeat". This fact leads to the automatic termination of enrolment in the relevant DP.
- (5) If a student has cheated during a KPT, and if this cheating only becomes known after the issue of the graduation certificate, the grade in the curriculum element KPT can be corrected. All parts of the incorrect certificate are to be retracted and, where appropriate, re-issued or degree completely cancelled.
- (6) The person affected by the decision under (4) and (5) above is to be given a period of one month in which to make representations regarding the facts relevant to the decision. Decisions negatively affecting the student must be given in writing and justified, without undue delay, along with information on the right to appeal.

III. Final Qualifying Work/ State Attestation

§15 Thesis/ State Examination

- (1) The thesis is a piece of assessed work. It is meant to show that the student is able to process a problem from his/her chosen subject independently according to academic and/or creative methods within a set period of time.
- (2) The thesis topic is issued upon the student's application by a Dnipro University of Technology professor or member of academic staff who is authorised to do so by the Rector's Office in accordance with the **Положення про організацію освітнього процесу Національного технічного університету «Дніпровська політехніка»**, or by a professor of another institution of higher education at which the thesis is completed within the framework of a cooperation agreement. In issuing the thesis topic, the person authorised to do so also undertakes the supervision of the thesis.



III. Final Qualifying Work/ State Attestation

- (3) In the application for admission to the thesis process, the person issuing the thesis topic must record the topic, the date on which the topic was issued, and the latest permissible date for submission.
- (4) The thesis may also be completed in the form of a group project if each individual student's contribution can be clearly identified and assessed by means of sections, page numbers or other objective criteria that make a clear distinction possible.
- (5) The period for completion of the thesis is set out in the subject-specific study and examination regulations. This will be in line with the number of credit points allocated to the thesis. The topic, project definition, and scope of the thesis must be delimited by the person who issues the topic in such a way that the thesis can be completed within the time limit. If necessary, to ensure equal conditions, or if it becomes necessary due to reasons beyond the control of the person being examined, the deadline for submission of the thesis cannot be extended.
- (6) One copy of the thesis must be submitted on time, in written form, and bound to the relative Department. A digital form of the thesis, as well as a presentation, is additionally required for submission on a CD/ Flashcard attached to the hard version of the thesis. Submission of the thesis after the deadline will lead to a grade of "fail" (0) as the relevant curriculum element KPT. The time of submission must be recorded. At the time of submission, assurance (and certificate about the absence of plagiarism) must be given in writing that the thesis was written independently, that no sources or resources were used other than those cited; in the case of a thesis in group project form, this assurance must be given separately for each part by its identified author.
- (7) The thesis is to be graded by four examiners after the public defence. The assessment process may not exceed two weeks. The grade will be calculated from the arithmetic mean of the individual assessments of the four examiners diverge by four.
- (8) A repeat of the thesis defence or rescheduling of the certification examination in order to increase the grade is not allowed.
- (9) A student who has received an unsatisfactory grade when passing the certification examination or in the process of defence of a thesis shall be expelled from the University immediately and shall be issued an academic transcript of records of the established sample. In this case, the Examination Board determines whether the student can submit for defence the same thesis with modification as determined by the commission or must choose a new topic established by the relevant Department.
- (10) A student who has not defended the thesis is allowed to repeat the defence within one year after graduation.
- (11) Only those types of attestation where unsatisfactory grades have been obtained can be repeated. They are determined by the DP's curriculum that was in effect the year of graduation.
- (12) Students who have been admitted to the certification, but for valid, documented reasons, failed to pass it in time, at the request of the Dean of the



IV. Further Provisions

Faculty and with the consent of the chairman of the Examination Board, the First Vice-Rector determines the date of the additional day for the state examination or thesis defence.

- (13) In the absence of supporting documents from the student, the Examination Board notes in the state attestation protocol that he was not certified for failure to attend the commission meeting.
- (14) Applicants who have not been admitted to the state attestation, because of valid reasons were unable to prepare for it, proofed by a relative document, the Rector, upon the submission of the Dean of the Faculty, extends the period of study contract until the next state attestation, but not more than one year.
- (15) For this purpose, a student must apply for Rector with the request to determine when additional state attestation commission meeting or to extend the period of study by indicating the reason. The application shall be accompanied by a document confirming the valid reason why the student was unable to defend the thesis.

IV. Further Provisions

§16 Disadvantage Compensation

- (1) If students can show credibly, for instance by presenting a doctor's certificate, that they are unable to complete assessed work in whole or in part in the form provided for due to a lingering or chronic medical condition, impairment or disability, the head of the Examinations Board may allow an extension in which such students may complete the assessed work or equivalent assessed work in a different form.
- (2) Such students must make an application accompanied by appropriate documentation to the head of the Examinations Board at least one week before the date of the examination or assessment.

§17 Protection Provisions

- (1) The time limits set out in § 13 may be extended upon application by students claiming statutory leave under the **Положення про відрахування, переривання навчання, поновлення, переведення та надання академічної відпустки студентів Національного технічного університету «Дніпровська політехніка», що затверджене Вченою радою 25.10.2019, протокол № 20** or time off for parenting leave in accordance with the relevant law. This is valid also for students who are caring for a close family member in need of care. The application must be accompanied by appropriate documentation. A new application must be submitted each semester.
- (2) Students claiming statutory leave or time off for parenting leave in accordance with the relevant law or who are caring for a close family member in need of care will be given leave upon application. They have the right to take part in classes and to carry out term papers/projects and other assessed work, and use the university facilities.
- (3) Upon application students on maternity leave who participate in examinations will be given an extra 15 minutes per regular hour of examination time.



§18 Inspection of Examination Files, Compulsory Period of Record Keeping

- (1) For one year following the conclusion of the curriculum element KPT process, the person examined is guaranteed the right upon application in due form to inspect his/her written assessed work, the examiner's reports relating to it, as well as the examination records. The examiner determines the time and date of the inspection.
- (2) Written KPT and records of KPT must be kept by the examiner for two semesters after the assessed work was submitted.

§19 Definition and Procedure for Obtaining Academic Leave

- (1) Academic leave is a form of realisation of the right of applicants for higher education to break in training. This right is provided in connection with the occurrence of circumstances that make it impossible to fulfil an educational professional, educational or scientific program.
- (2) Academic leave can be provided in connection with: Health status; Conscriptio for military service in case of loss of right for deferred delay from it; Family circumstances; Pregnancy and childbirth; Care of the child until the age of 3 years, and in the case when the child is sick and needs home care until the age of 6 years; Participation in academic mobility programs; Other circumstances directly related to the student and have documentary evidence.
- (3) The maximum duration of academic leave is set to one year. If necessary, the duration may be extended for another year. Certain types of academic leave in exceptional circumstances may be provided for a longer term. Thus, the academic leave for a child's care is given for a period until a child is three years old. Also, in the case, when the baby is sick and needs home care, the leave may be extended until the child is six years old. The Labour Code of Ukraine regulates the duration of such academic leave and the peculiarities of their provision. They can be given to both the mother and the father.
- (4) During the entire period of study for a certain level of higher education, a student may use the right to receive an academic leave, as a rule, only once. That is, the student has the right to receive an academic leave once at the Bachelor's Degree and once at the Master's Degree Programmes.
- (5) The list of documents to be submitted for the academic leave may vary slightly depending on the type of academic leave. Therefore, first of all, an applicant needs to consult the Dean's office. Besides the application for the Rector's name, a document confirming the right for an academic leave from the list below is required:
 - a) Certificate of the Medical Advisory Commission (MAC) of the university clinic (to receive the academic leave for health reasons);
 - b) Certificate from a medical institution that conducts monitoring of the health of female students (to receive an academic leave in connection with pregnancy and childbirth);
 - c) Certified copy of the birth certificate of the child (to receive an academic leave for a child's care for up to 3 years). In case of necessity of child's care before reaching the age of six years – certificate confirming this



- necessity (prescribed by the attending physician and certified by the signatures of the head of Department and head of the MAC of the appropriate healthcare facility);
- d) Certificate from conscription office (to receive the academic leave in connection with conscription for military service);
 - e) Invitation to study/internship from the relevant institution (to get academic leave in connection with training or internships in educational and scientific institutions abroad).
- (6) Applicants having the term of their academic leave expired must submit a return to study no later than two weeks before the start of a new semester. If academic leave has been granted for reasons of health problems, the MAC's statement of eligibility for return from academic leave will be required to be included in the application. If the reason relates to study/internship abroad, a certificate of successful completion of study/internship will be required. Students who have been on academic leave in connection with their full-time military duties are required to submit a document on the expiration of military service enrolment. If a student does not start his studies after the academic leave is finished, he or she shall be expelled from the University immediately.
- (7) Citizens of military age who have interrupted their studies in connection with academic leave exercise eligibility for academic mobility, or renewed education in an educational institution do not lose their eligibility for deferral of recruiting (if enrolled for full-time education). Such a person may be recruited or mobilised only at his own request or in the case of enrolment cancellation.

§20 Duties of Higher Education Applicants

(1) A University Student is Obligated to:

- a) Strictly comply with the Laws of Ukraine, the rules and regulations set out in the University Statute, regulations on the organisation of educational process and internal regulations. Currently valid versions of the original relative documents are **Статут НТУ «ДП», Антикорупційна програма НТУ «ДП», Кодекс академічної доброчесності, Правила внутрішнього трудового розпорядку НТУ «ДП».**
- b) Adhere to the schedule of the educational process and fulfil the DP's curriculum requirements.
- c) Attend all types of teaching activities set out by the educational process requirements; raise own general cultural level.
- d) Refrain from talking through mobile communication during classes.
- e) Obey the orders and regulations of the university administration.
- f) Counteract corruption among university employees and students.
- g) Maintain proper order in the classrooms, buildings, dormitories, other cultural and social facilities of the University and on its territory.
- h) Be careful and neat about the property of the University (classrooms, furniture, equipment, inventory, manuals, books, appliances, etc.).
- i) Take care of the honour and authority of the University, prevent unlawful and immoral actions, be disciplined and neat both in the University and in other public places.



IV. Further Provisions

- j) Follow the standards of academic integrity.
- k) Comply with safety requirements, production sanitation, fire safety, provided with appropriate rules and instructions.
- l) Timely inform the Dean's Office in cases of failure to attend teaching activities due to valid reasons, to take (re-take) KPTs, etc.
- m) Continually strive for moral, cultural, and physical improvement.

Students who missed teaching activities requiring compulsory work (laboratory work, etc.) for a valid reason must perform them at a particular time in the prescribed order established by the Department.

(2) Who is the Academic Group Leader?

- a) Academic Group Leader (AGL) is a representative of students in the administrative vertical of the management of the teaching and educational process. He / She must bring to the group the managerial decisions of the Dean's Office, University Administration, Academic Council, etc.
- b) The AGL represents the interests of students at all levels of structural subdivisions (Department, Faculty (Institute), Rector, etc.), interacts with the Academic Advisor (curator) of the group, with the Deputy Dean of the Faculty (Director of the Institute) on educational work, with the student self-government bodies of the Faculty (Institute), dormitories, the University, etc.
- c) The AGL is appointed among persons who are successful in education, enjoys authority and respect amongst students of the academic group, scientific and pedagogical staff and can positively influence the group and, in addition, owns organisational skills.
- d) The AGL is appointed by the official Rector's order and the results of an academic group meeting based on the decision of most votes by direct open voting. The decision is made considering the curator's opinion and recorded in the protocol.
- e) The AGL is assigned for the entire period of study. Dismissal of AGL can be done at their own will, on the initiative of the University Administration, student self-government bodies or students of the academic group in case the AGL does not cope with duties or lost the moral right to be the official leader.

(3) Academic Group Leader has Rights to:

- a) Represent the interests of the academic group at the time of settling in a dormitory.
- b) Give assignments to students regarding the organisation of the educational process, public works and implementation of the instructions given by the University Administration, Dean's Office (Institute).

(4) Academic Group Leader is Obligated to:

- a) Timely inform students about the notifications and instructions of the University Administration, Dean's Office (Institute), scientific and pedagogical staff who conduct teaching activities, concerning the organisation of educational process and other official events.
- b) Participate in organising and conducting events related to the educational process of the academic group.



V. Closing remarks

- c) Prepare and carry out academic group's meetups to discuss the current performance and discipline, and other issues of the group's life.
- d) Keep a journal of academic group registration (for attendance, etc.).
- e) Bring to the attention of students the information concerning the fulfilment of requirements of DP's curriculum, rules of internal regulations of the University.
- f) Ensure participation of academic group's students in the events held at the University, Faculty (Institute) with the involvement of academic group's students.
- g) Promptly inform Dean's Office of the disruption of teaching activities, possible misunderstandings in the timetable, etc.
- h) Promptly inform the student self-government bodies and Administration of the Faculty (Institute) on violations of students' rights, possible conflicts with scientific and pedagogical staff, other problems that are important for students. Participate in resolving conflict situations in the group if necessary.
- i) Participate in the meetups of AGLs.
- j) Receive summary information about the results of the KPTs, bring it to the attention of students and verify it in the Dean's Office.
- k) Record the results of the intermediate and semester KPT in the journal of academic group registration.
- l) Track the timely introductory and ongoing safety briefings.

V. Closing remarks

§21 Effective date

These study and examination regulations come into effect on 01 November 2019. They are valid for all DPs whose subject-specific study and examination regulations.

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