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Distance Education for Future: best EU practices in response to the requests of
modern higher education seekers and labor market*



STANDARD REGULATION ON THE HIGHER EDUCATION STUDENTS CERTIFICATION (in the distance form of higher education)



UNIVERSITÄT
DES
SAARLANDES



Universidad
Rey Juan Carlos



PREAMBLE

- The Standard Regulation is not an original text and the compilers do not claim authorship and original source.
- The Standard Regulation was developed within the framework of the Erasmus+KA2 DEFEP project "Distance Education for Future: best EU practices in response to the requests of modern higher education seekers and labor market".
- The Standard Regulation was created on the basis of existing European and domestic practices, regulatory documents, methodological developments of individual institutions of higher education, as well as materials and cases of the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance, etc.
- The Standard Regulation takes into account the experience of partner universities in the DEFEP project from Ukraine, Moldova, Germany, Spain, Italy, the results of a sociological survey, an analytical report and a monograph carried out within the framework of the project.

- The Standard Regulation is applicable to the distance form of higher education.
- The Regulation takes into account the peculiarities associated with digital technologies and the remote format of the educational process in the distance learning form. At the same time, the basic principles and technology for organizing the certification of students of the first (bachelor's) and second (master's) levels of higher education described in the Standard Regulation is universal for all forms of higher education.
- On the basis of the Standard Regulation, a higher education institution develops its own Regulation on Qualification Papers (hereinafter referred to as the Regulation) or implements the norms of the Standard Regulation relating to distance higher education into the relevant regulations of the higher education institution.

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1 GENERAL PROVISIONS

1.1. The Regulation on the Higher Education Students Certification (hereinafter referred to as the Regulation) governs the certification of students of the first (bachelor's) and second (master's) levels of higher education. The Regulation was developed in accordance with the current Laws of Ukraine "On Education", "On Higher Education", Resolution of the Cabinet of Ministers of Ukraine "On Approval of the National Qualifications Framework" No. 519 dated 25.06.2020, state education standards, and regulatory documents of the Ministry of Education and Science of Ukraine.

1.2. Certification of higher education students of the first (bachelor's) and second (master's) levels, regardless of the form of study, is carried out by the examination committee (hereinafter — EC) after they have completed the relevant educational programme in order to establish the compliance of the acquired general and professional competencies and mastered programme learning outcomes with the requirements provided for by a certain level of the National Qualifications Framework and the normative content of the educational programme for training specialists in a particular specialty, as defined by the higher education standard.

1.3. Certification of higher education students is carried out according to accredited educational programs.

1.4. The EC checks the scientific, theoretical and practical training of higher education students, makes decisions on awarding graduates with the appropriate degree of higher education, issuing a higher education document, and provides recommendations for improving the quality of educational and professional training.

1.5. Control over the formation and organization of the EC is exercised by the rector of the university or a person authorized to perform his/her duties.

1.6. Certification of higher education students may be carried out in the form of a certification examination, a single state qualification examination in the specialty and/or a public defense of a qualification paper, as well as other forms in accordance with applicable law, approved standards of higher education and educational programs. If the higher education standard provides for a certification examination and defense of qualification papers, the certification examination always precedes the defense of the qualification paper.

1.7. The form of students' certification is determined by the higher education standard and the relevant educational program.

1.8. The timing of the certification of higher education students is determined by the schedule of the educational process and the curriculum.

1.9. Assessment of the educational, professional and practical training of a higher education student during the certification is carried out according to the institutional 100-point and national scale of knowledge assessment.

1.10. The program, methodology and form of the certification examination (oral, written, computer testing) and the procedure for organizing the defense of qualifying bachelor's and master's theses are determined by the department responsible for the training of higher education students in the educational program, agreed with the

Academic Council of the educational and research institute / faculty and approved by the Academic Council of the University.

1.11. The Unified State Qualification Exam is held in the specialties and in the manner determined by the Cabinet of Ministers of Ukraine.

1.12. Certification of higher education students (including the defense of qualification papers) in case of special circumstances is carried out in a synchronous online mode in accordance with the schedule of the educational process, the approved timetable and with the provision of reliable authentication of students.

2 PROCEDURE FOR FORMING EXAMINATION COMMITTEES AND ORGANIZING THEIR WORK

2.1 The EC is created for each specialty/educational programme and consists of the Head, his/her deputy (if necessary), secretary and members of the committee.

2.2 The personnel composition of the EC members is approved by the order of the Rector of the University or a person authorized to perform his/her duties (hereinafter — the Rector), as a rule, for a period of one year and no later than one month before the start of the EC work.

2.3 A highly qualified specialist of enterprises, institutions, organizations in the same specialty or a scientist who does not work at the University (with their consent) is appointed as the Head of the EC for each specialty / educational program.

Directors of educational and research institutes / deans of faculties submit proposals for the heads of the EC in the prescribed form for consideration by the Academic Council of the University no later than two months before the start of their work. The decision of the Academic Council is approved by the order of the Rector.

The same person may be the Head of the EC for no more than three consecutive years.

2.4 The members of the EC in the specialty may include: directors of educational and research institutes, deans of faculties, heads of departments, professors, associate professors, leading specialists of enterprises, organizations and institutions, including scientific ones. If necessary, other qualified specialists of the relevant profile may be involved in the EC.

2.5 Duties of the Head of the EC:

- familiarizing the members of the committee with their rights and obligations;
- communicating to the members of the EC the main tasks and requirements for the certification of HE students, criteria for assessing the quality of graduate training, the committee's work schedule, and the specifics of organizing and conducting the certification examination or defense of qualification papers;
- ensuring the work of the EC in accordance with the approved schedule;
- management of the work of the EC during the defense of qualification papers or certification examinations, participation in the discussion of examination results, defense of qualification papers, assignment of grades, and decision on the award of a higher education degree and qualification;

- consideration of requests from HE students regarding the defense of qualification papers or passing a certification examination and making appropriate decisions;
- supervising the work of the secretary of the committees in preparing the necessary documents for the start of the EC work and drawing up the minutes of the committee meetings;
- preparation of a report on the results of the EC work.

2.6 The Secretary of the EC for each specialty is an employee of the department. He/she performs his/her duties during working hours of his/her main position.

2.7 The Secretary of the EC is responsible for the correct and timely execution of the minutes of the EC meeting and other documents on its work, the transfer of documents of the EC work to the archive and electronic versions of graduate qualification papers to the repository of the University library. Corrections in the documents of the EC are not allowed.

2.8 Changes to the personnel composition of the EC are possible, as a rule, no later than one month before the start of the committee's work. The grounds for making changes to the personnel composition of the EC may be:

- long-term business trip;
- inpatient treatment;
- other valid reasons.

2.9 All forms of certification are conducted in the presence of the Head and members of the Committee. In case the Head of the Committee is temporarily unable to perform his/her duties (illness, business trip, etc.), the Rector appoints the Deputy Head of the EC (if any) or one of the EC members as the Acting Head upon the proposal of the Director of the Educational and Research Institute / Dean of the Faculty.

3 ORGANIZATION AND WORK PROCEDURE OF THE EXAMINATION COMMITTEE

3.1 The examination committee works according to the schedule of the educational process approved by the rector. The work schedule of the examination committee is published no later than one month before the start of its activities, agreed with the relevant department and approved by the rector (vice-rector) of the university.

3.2 For oral certification examinations and defense of qualification papers, as a rule, no more than 12 people (examination group) are planned for one day of the examination committee's work.

When passing the certification examination (fully or partially) in written form, it is allowed to combine no more than two to four examination groups into one examination session.

3.3 The document authorizing the admission of a student to the certification examination and/or defense of a qualification paper of the appropriate level is an order based on the submission of the director of the educational and research institute / dean of the faculty, which approves the composition of examination groups from among the

students who have fulfilled all the requirements of the curriculum and are allowed to pass the certification.

3.4 The director of the educational and research institute / dean of the faculty no later than one day before the start of certification examinations or defense of qualification papers submits the following materials to the examination committee:

- order of the rector of the university (extract from the order) on approval of the personnel composition of the examination committee in the specialty;
- approved schedule of work of the examination committee;
- order of the rector on the admission of students to the certification examination and/or defense of qualification paper of the appropriate degree;
- academic record books (individual curricula) of students;
- other documents specified by the educational institution.

3.5 Before taking the certification examination or an additional certification examination in certain disciplines, the department provides the examination committee with:

- programme of the certification examination(s);
- a set of examination papers, including options for complex tasks, texts, etc.;
- technical means, laboratory equipment, demonstration and reference materials necessary for use by students in preparing for and answering questions of the certification examination.

3.6 Programmes of certification examinations, examination papers, task variants, a list of visual aids and materials are drawn up by lecturers of specialized departments, upon the submission of the departments responsible for the training of students in the educational programme, and are considered by the academic councils of educational and research institutes / faculties. Each examination paper is marked with the number of the minutes of the Faculty (Institute) Academic Council and the date of approval, the paper is signed by the Head (Deputy Head) of the Faculty (Institute) Academic Council. As a final result, the programme of the certification examination is submitted for approval by the University Academic Council. .

3.7 Before defending the qualification paper, the department submits to the EC:

- an electronic version of the qualification paper;
- written feedback from the supervisor, signed by him/her, with a description of the scientific and/or practical value of the graduate's work and activities during the performance of the qualification paper;
- a written review of the final qualification paper;
- a report of checking for borrowings (similarity report);
- electronic versions of other materials that characterize the scientific and practical value of the completed qualification paper: articles on the topic of the paper, documents indicating its practical application, models, samples of materials, products, etc.

3.8 The review of the qualification paper is entrusted to highly qualified specialists in the specified field of knowledge (lecturers and scientists) of the university who do not work at the department responsible for training specialists in this educational programme; leading specialists of industrial, scientific and design

organizations. The composition of reviewers is approved by the Rector's order upon the proposal of the Head of the Department, agreed with the Director of the Educational and Research Institute / Dean of the Faculty. The reviewer approved by the order is obliged to provide a review, regardless of whether it is positive or negative. The review must have an assessment of the qualification paper according to the accepted scale of knowledge assessment.

3.9 In the case of a negative feedback from the supervisor or a negative review, the basis for the admission (non-admission) of the paper to the defense is the decision of the department made on the basis of the results of the preliminary defense.

3.10 The supervisor approved by the order is obliged to provide feedback, regardless of whether it is positive or negative.

3.11 The structure of each certification examination, as well as the sequence and timing of the examination in the case of its division into written, test and oral parts, the procedure and form of testing the knowledge of students during certification, are established by the department responsible for the training of higher education students in the educational programme and approved by the Academic Council of the educational and research institute / faculty.

3.12 The certification examinations or defense of the qualification paper are held at an open meeting of the EC with the obligatory presence of the Head and all its members, usually in the University.

3.13 The EC meetings are recorded in the minutes. The duration of the meeting should not exceed six academic hours per day. The duration of the oral certification examination in each discipline, as well as the defense of the qualification paper of one student, as a rule, should not exceed 30 minutes.

3.14 Evaluation of the results of certification examinations and/or defense of qualification papers is carried out in accordance with the procedure provided for by the knowledge control system adopted by the University.

When determining the grade of qualification paper, the level of theoretical, scientific and practical training of students is taken into account.

The decision of the EC is made at a closed meeting of the committee by open vote of the majority of the members who participated in the meeting. In case of a draw, the vote of the Head of the EC is decisive.

Note: Each member of the committee assigns grades for the certification examination and the defense of the qualification paper. One grade is assigned for the theoretical and practical parts of the exam. Repeated taking (retaking) of the certification examination and defense of the qualification paper in order to improve the grade is not allowed.

In case of defense of the qualification paper, the grade is calculated as the arithmetic mean of the grades assigned by each member of the committee (except for the supervisor, if he/she is a member of the committee).

3.15 Students who have passed the certification examinations and defended their qualification papers, by the decision of the EC, are awarded a certain degree of higher education, assigned a qualification in accordance with the specialty received and issued a diploma of the established standard (regular or with honors).

The Director of the Educational and Research Institute / Dean before the start of

the EC meetings submits a characterization of students for obtaining a diploma with honors. Submissions provided after the start of the EC meetings have no legal force.

A student who has studied at the bachelor's level of higher education is awarded a diploma with honors if the following conditions are met 1) he/she receives at least 75 percent of all disciplines of the curriculum with an "excellent" grade, and the rest of the disciplines and individual tasks with a "good" grade; 2) passing certification examinations and/or defending a qualification paper with an "excellent" grade. This is recorded in the minutes of the meeting of the EC in the specialty.

A student who has studied at the second (master's) level of higher education is awarded a diploma with honors only if the above conditions are met and if the student has shown himself in scientific (creative) work, which is confirmed by the recommendation of the department responsible for the implementation of the EP.

A student who does not meet the above conditions is issued a regular diploma.

The requirements for assessing the scientific level of a master's degree student are uniform for the university's specialties and are approved by the decision of the Academic Council.

3.16 If a student's answer at the certification examination or defense of a qualification paper does not meet the requirements of the certification level, the EC decides that the student has not passed the certification and the grade "unsatisfactory" (1-59 points) is assigned to the student in the minutes of the EC meeting. If the student does not appear at the EC meeting to take examinations or defend the qualification paper, the minutes indicate that he or she is not certified due to failure to attend the meeting.

A student who receives an unsatisfactory grade during the certification examination (in the final year) or at the defense of a qualification paper is expelled from the university. He or she is issued an academic certificate of the established form.

3.17 For a student who does not appear for certification for a valid reason, which is confirmed by relevant documents, the rector may set another date for the examination or defense of the qualification paper, but within the term of office of the current EC.

3.18 Students who have not passed the certification examination and/or have not defended their qualification paper have the right to retake the final certification during the next term of the EC within three years after completion of the relevant EP on the basis determined by the HEI. Certification is carried out by the committee that conducts certification of higher education students at this level in the current academic year. In its absence, a new committee is appointed.

4 SUMMARIZING THE EXAMINATION COMMITTEE'S WORK

4.1 The results of written certification examinations are announced and published by the Head of the EC after checking the papers no later than the next day, and the grades of oral examinations and defense of qualification papers — on the day of their passing (defense).

4.2 The EC minutes include: :

- grades received at certification examinations or during the defense of qualification papers;
- questions asked to the graduate;
- special opinions of the EC members;
- degree of higher education and qualification obtained;
- recommendations for the issuance of a diploma — regular or with honors, as well as recommendations for the implementation of its materials.

4.3 The minutes are signed by the Head and members of the EC.

4.4 The archive period of the EC minutes is 75 years.

4.5 Minutes registration journals are formed by educational and research institutes / faculties by year and specialty, stored for three years, then eliminated by act.

4.6 Based on the results of the EC's activities, the Head draws up a report, which is approved at the final meeting.

The report reflects the level of training of specialists in the specified specialty and the characteristics of the students' knowledge (EC results), the quality of the papers, the relevance of their topics and compliance with the current state of science, technology and production. It also indicates the shortcomings in the training of specialists, comments on the organization of the EC work, etc. The report also contains proposals for:

- improving the training of specialists;
- eliminating shortcomings in the organization of certification examinations and defense of qualification papers;
- providing graduates of bachelor's degree programmes with recommendations for admission to master's programmes;
- providing graduates of master's degree programmes with recommendations for admission to postgraduate studies.

4.7 The original report on the work of the EC, after discussion at the final meeting, is submitted to the Director of the Educational and Research Institute / Dean of the Faculty. A copy of the report of the Head of the EC is submitted to the chair and the relevant department.

4.8 The results of the work, proposals and recommendations of the EC are discussed at the meeting of the chair, the Academic Councils of the educational and research institutes / faculties, the Academic Council of the University.

4.9 Upon completion of the work of the EC, the Secretary shall:

- no later than five working days after the last EC meeting, submit to the chair, educational and research institute / faculty and the relevant department the report of the EC Head, as well as transfer to the directorate / dean's office the completed academic records (individual curricula) of students and minutes of the EC meeting;;
- no later than two weeks after the last meeting of the EC, submit the documents of the EC to the University archive, and to the University library for placement in the repository of electronic versions of qualification papers signed by the qualified electronic signature (QES) of the student and supervisor.

4.10 The remuneration of the Head and members of the EC who do not work at the University is carried out on an hourly basis in accordance with the current legislation. Participation of the committee members from the educational institution in the work of the EC is planned as academic work (academic workload).

5 CERTIFICATION IN THE FORM OF A CERTIFICATION EXAMINATION

5.1 The certification examination is conducted on the basis of individual tasks as a comprehensive test of the level of knowledge and skills of a higher education student, which he or she must demonstrate to confirm the competencies acquired.

5.2 The programme of the certification examination is developed by the department responsible for the training of higher education students in the educational programme.

5.3 The programme of the certification examination:

- is formed on the basis of the list of competencies defined in the educational programme, formulated in terms of learning outcomes;
- is signed by the head of the department that provides certification, the guarantor of the relevant educational programme and approved by the rector;
- is communicated to higher education students no later than six months before the certification.

5.4 The certification examination may be conducted orally, in writing and/or in the form of computer testing. The form of the certification examination is determined by the department.

5.5 Examination papers, criteria for evaluating answers to tasks, a list of visual aids and materials are developed by the professors of the department that organizes and conducts the certification examination. They should ensure an objective assessment of the learning outcomes of higher education students on an institutional 100-point and national scale.

5.6 At the scheduled start time of the certification examination, the Secretary of the EC starts a videoconference, joins the EC members and students admitted to the certification examination, authenticates students, and informs them about the rules of the certification examination and the work regulations.

5.7 During the entire duration of the examination, video recording is conducted; all students have an activated webcam to ensure visibility of their actions; the webcam should be directed in such a way as to ensure the reliability of independent work and minimize other risks of academic dishonesty.

5.8 Using the technology of random number generation, the secretary of the examination committee distributes the examination papers and publishes them on the electronic learning platform.

5.9 In the oral form of the certification examination, the higher education student prepares answers to the questions on the examination paper and answers them and additional questions from the EC members via video conference.

5.10 In the written form of the certification examination, higher education students complete the examination tasks in writing and upload an electronic file with answers to the distance learning platform after the allotted time has expired.

5.11 If the certification examination is conducted in the form of computer-based testing, it is carried out using the activated option of automatic selection of random test questions. Students are given only one attempt to pass the test.

5.12 The EC members personally evaluate the answers of higher education students according to the relevant criteria. The final grade is formed on an institutional 100-point scale based on the individual assessments of all the EC members and is converted to the national scale.

5.13 The Head of the EC announces the results of the certification examination to higher education students after checking the papers, but no later than the next day after the certification examination, enters them into the minutes of the examination committee meeting and publishes them in a certain way.

5.14 Written examination papers of higher education students are kept for five years.

5.15 Detection of facts of academic integrity violation during the certification / qualification examination by a higher education student is the basis for canceling the decision of the EC.

6 CERTIFICATION IN THE FORM OF A QUALIFICATION PAPER DEFENSE

6.1 A higher education student has the right to choose a topic for a qualification paper from the list of topics proposed by the department or to propose his/her own topic with a justification for the feasibility of its development. The topics of qualification papers are approved at the request of higher education students addressed to the head of the department.

6.2 To supervise the qualification paper, a supervisor is appointed from among the lecturers of the department or highly qualified specialists of production, research and design organizations, etc. The supervisor forms the assignment for the qualification paper, advises the higher education student in the process of its implementation, signs it and provides written feedback on the characteristics of the paper.

The assignment for the qualification paper includes the initial data for the paper, a list of issues that the student needs to work out, a schedule for completing the paper and the deadline for its completion and submission for defense, etc. The task for the qualification paper is approved by the head of the department.

6.3 The rector shall approve the topics of qualification papers and their supervisors chosen by the students by his/her order no later than six months before the start of the defense of qualification papers, as provided for in the calendar schedule of the educational process. Draft orders are formed by the relevant directorates of educational and research institutes / deans of faculties on the basis of information submitted by the departments on the topics of papers and proposed supervisors.

6.4 The procedure for completing and submitting qualification papers, requirements for their structure and scope, etc. are regulated by the departments

responsible for training students in the educational programme by the relevant methodological recommendations. Manuscripts of qualification papers are prepared in accordance with the requirements of the State Standards of Ukraine. An integral part of the qualification paper manuscript is an extended abstract in Ukrainian and English.

6.5 To ensure a high level of quality of qualification papers and prepare students for their defense, the departments check for academic plagiarism and conduct preliminary defense of qualification papers. To do this, the departments responsible for the implementation of the relevant EP create appropriate committees from their academic staff.

A higher education student is allowed to defend a qualification work if:

- he/she has successfully completed the theoretical course of study and all types of internships provided for in the curriculum;
- his/her qualification paper has passed the preliminary defense and check for academic plagiarism.

The reviewing of qualification papers is carried out by scientific and pedagogical or research staff of the departments and research units of the University, determined by the order of the rector. The draft order on the approval of reviewers is formed by the department. The composition of reviewers is approved by the order of the rector no later than two months before the start of the EC work on the defense of qualification papers.

6.6 The review of the qualification paper must contain its assessment according to the national scale of knowledge assessment. A negative review is not a reason for not allowing the paper to be defended. The preparation of the paper for defense is as follows.

No later than 15 days before the defense, a student submits to the graduating department:

- a paper or electronic version of the qualification paper (signed by the electronic signature of the student and the supervisor);
- the supervisor's feedback on the qualification paper;
- a written review of the qualification paper;
- a report on the verification of the degree of uniqueness of the paper, signed by the student and the supervisor.

The use of photocopies of documents with the subsequent sending by post of their originals in paper form or in electronic form with an electronic digital signature 15 calendar days before the defense of qualification paper is allowed.

6.7 Admission and defense of qualification papers must be held in accordance with the schedule of the educational process approved for the current academic year, the schedule of qualification papers defense.

6.8 A student is given 10—15 minutes to present the content of the qualification paper. After the report, the graduate answers the questions of the EC members. The questions may relate to the topic of the work performed, as well as be of a general nature — within the disciplines of the educational programme studied by the student at the university, as well as occupational safety and health issues for specialties whose works have a corresponding section. With the permission of the Head of the EC, questions may be asked by all those present at the defense. After the

questions are answered, the feedback from the supervisor and reviewer is heard or read out. The defense is completed by the graduate's response to the comments and questions of the committee members and those present.

6.9 When assessing the qualification paper, the level of theoretical, scientific and practical training of the higher education student, as well as the assessments of the supervisor and reviewer are taken into account. Evaluation of the qualification paper defense of the higher education student is carried out on a national scale with a transfer to an institutional 100-point scale.

6.10 Qualification papers are usually defended in Ukrainian or English. A higher education student has the right to defend the qualification paper in a foreign language, which should be regulated by the relevant documents of the University.

7 PECULIARITIES OF CERTIFICATION OF DISTANCE LEARNING STUDENTS AND IN CASE OF SPECIAL CIRCUMSTANCES

7.1 In case of special circumstances or for distance learning students, the materials for the certification of students are posted on the distance learning platform in the form of a separate e-course entitled "Certification of the educational programme (name of the educational programme, code and name of the specialty)". The e-course contains the following:

- a scanned copy of the order to conduct the certification;
- a scanned copy of the order approving the composition of the EC;
- evaluation criteria;
- instructions for the certification;
- notification of digital recording (video recording, audio recording, photo recording, etc.) of the certification procedure;
- a link to a video conference that will be used to ensure online communication with students.

7.2 The access to the electronic certification course is provided:

- to the students who undergo certification in a remote mode;
- to the Head and members of the EC.

7.3 When conducting certification of higher education students in the form of a public defense of a qualification paper, access is granted to the supervisor of the qualification paper (project).

7.4 To provide technical support for the certification of students, computer classroom engineers or employees of the university's IT department may be involved in the certification process, and to monitor compliance with the regulatory requirements of certification in a remote mode, employees of the department responsible for the quality of the university's educational activities may be involved.

7.5 The certification of students using distance technologies is carried out in the following main forms:

- completion of test tasks on the distance learning platform;
- oral answers to exam questions via video conference based on a cloud-based synchronous video communication service;

- written answers to the exam questions and sending answers through the distance learning platform;
- public defense of qualification (bachelor's, master's) papers via videoconference;
- mixed forms, which combine: test tasks, written and oral answers to examination questions.

7.6 The EC members and students must have a reliable Internet connection, a computer with a microphone and a video camera or other devices with similar functions, and, if necessary, additional software that allows to identify the identity of the student.

7.7 In case of remote certification, the main condition is reliable authentication of students. Authentication of the student can be carried out, for example, by demonstrating to the EC via video communication his/her student card or other identity document.

7.8 During the defense of qualification papers, in special circumstances, as an alternative to synchronous performance, it is allowed to use a video of the higher education student's performance (presentation) sent to the EC in advance, provided that the video shows the higher education student him/herself, and it is possible to uniquely identify his/her identity and certify the fact of his/her performance. Questions and answers to the higher education student must be held in synchronous mode.

8 APPEAL COMMITTEE'S WORK

8.1 The Appeal Committee is established to protect the rights of higher education students and is authorized to ensure compliance with the same requirements and resolve disputes. The Committee is created as a unified committee for each specialty, regardless of the number of committees for this specialty, consisting of the Head and members of the Appeal Committee for each specialty. The Committee carries out its work during the period of work of the EC.

8.2 The Head of the Committee is appointed by the Director of the Educational and Research Institute / Dean of the Faculty. The Head of the Committee is approved by the Rector.

8.3 Experts (highly qualified scientific and pedagogical specialists in the disciplines in which the examinations were held), the head of the department and a representative of the student self-government council of the educational and research institute / faculty are involved in the work of the appeal committee. The secretary of the committee is elected from among the members of the appeal committee. During the consideration of the appeal, the secretary of the appeal committee keeps a record of the form where he/she records all the comments of the committee members and the relevant conclusions.

8.4 The Committee considers appeals of graduates on issues of violation of the procedure for conducting the certification examination or defense of qualification papers, which could adversely affect the assessment of the examination committee.

8.5 The Committee does not accept appeals on the content and structure of examination papers, complex qualification tasks, as well as those related to the

violation by the graduate of the rules for conducting the certification examination or defense of qualification papers.

8.6 The appeal statement is sent by a student in handwritten or electronic form (with a qualified electronic signature) on the day of the announcement of the results of the certification examination or defense of the qualification paper directly to the head of the appeal committee (in his/her absence — to the deputy head or rector).

8.7 After the appeal is accepted for consideration, the student is sent a notification stating that the appeal has been accepted for consideration.

8.8 The submitted appeal is registered in the Appeal Registration Journal, which is located in the educational and methodological department, and is submitted to the head of the appeal committee.

8.9 The student's appeal must be considered at a meeting of the appeal committee no later than the next working day after its submission.

8.10 In the case of synchronous remote defenses (for distance learners or learners of all forms under special circumstances), the Appeal Committee also works in video conferencing mode, using cloud services, in particular, Zoom, Google Meet, MS Teams, etc. At the request of the higher education student who has filed an appeal, he or she may be present during the consideration of his or her appeal. In case of delay in the consideration of the appeal, the head of the appeal committee must inform the Head of the EC.

8.11 At the end of the Appeal Committee meeting, the minutes with the conclusions on the evaluation of the student's examination answers are signed by all members of the Appeal Committee who participated in the meeting.

8.12 The results of the appeal are announced to the student immediately after the review of his/her work (discussion of answers) in the video conferencing mode. The recording of the videoconference is sent to the Secretary of the Appeal Committee.

8.13 The result of the appeal consideration is the adoption by the Appeal Committee of one of two decisions:

- "the assessment of the student's knowledge at the certification examination (defense of the qualification paper) corresponds to the level and quality of the student's knowledge and remains unchanged";
- "the preliminary assessment of the student's knowledge at the certification examination (defense of the qualification paper) does not correspond to the level and quality of the student's knowledge and deserves a different assessment (a new grade is indicated in accordance with the scale of assessment of the results of the final control available at the University)."

8.14 If, as a result of consideration of the appeal, the appeal committee decides to change the previous results of the certification examination (defense of qualification papers), a new assessment of the student's knowledge is given in accordance with the assessment system, in the statement of the certification examination, the student's record book (individual curriculum) and is entered in the Journal of Appeals and certified by the signatures of the head of the appeal committee and the head of the EC.

8.15 The documents on the activities of the Appeal Committee, which are stored in the educational and methodological department, are:

- an appeal registration journal;

- students' appeal statements;
- minutes of the meetings of the appeal committee.

9 ANTI-CORRUPTION WARNINGS

9.1 Participants of the educational process fully adhere to the fundamental principles of corruption prevention, ensure regular assessment of corruption risks in their activities, take appropriate measures to prevent and resolve conflicts of interest and corrupt actions that may arise in the performance of their duties.

9.2 Participants of the educational process are obliged to comply with the requirements of the Law of Ukraine "On Prevention of Corruption".

9.3 Participants of the educational process are strictly prohibited from directly or indirectly using their official powers or opportunities related to them to receive an unlawful benefit or accepting such a benefit or accepting a promise/offer of such a benefit for themselves or other persons or make promises/offers or an unlawful benefit to a person, specified in the first part of Article 3 of the Law of Ukraine "On Prevention of Corruption", or at their request to other individuals or legal entities with the aim of inducing this person to unlawfully use the official powers granted to them or related opportunities.

9.4 For the commission of corruption or corruption-related offenses, participants of the educational process are subject to criminal, administrative, civil and disciplinary liability in accordance with the procedure established by law.

10 FINAL PROVISIONS

10.1 The Regulation on certification is approved by the University Academic Council and enters into force by the order of the rector of the University or a person authorized to perform his/her duties.

10.2 Changes and / or additions to the Regulation are considered and approved by the University Academic Council and enter into force by the order of the rector of the University or a person authorized to perform his/her duties.