

REGULATIONS
about the examination commission
and attestation of higher education applicants
in Igor Sikorsky Kyiv Polytechnic Institute

Enacted by order No. 7/178 dated October 1, 2020
(with changes by order No. HY/71/2021 dated April 19, 2021)

1. GENERAL PROVISIONS

- 1.1. Regulations on the examination commission and certification of applicants for higher education in Igor Sikorsky Kyiv Polytechnic Institute (hereinafter – the Regulations) determines: the procedure for establishing and organizing the work of the examination commission for the certification of bachelor's and master's degrees (hereinafter – applicants), the requirements for the organization of certification, as well as the activities of structural units Igor Sikorsky Kyiv Polytechnic Institute (hereinafter the University) and participants in the educational process for the organization of certification.
- 1.2. In this Regulation, the terms are used in the following sense:
 - certification is the establishment of compliance of the results of higher education seekers with the requirements of the educational program and/or the requirements of the program of the unified state qualification examination;
 - attestation exam is a form of attestation of higher education seekers, which is conducted in order to check the level of academic achievement of higher education seekers in accordance with the acquired knowledge, skills and other competencies according to a certain educational program. Certification exams can be conducted either in separate disciplines, or as a single comprehensive certification exam in several disciplines. The list and number of disciplines submitted for certification are determined by the relevant educational program. The attestation exam can be conducted orally, in writing and/or in the testing form;
 - examination commission (hereinafter EC) is a commission created to carry out the certification of applicants;
 - qualification work is a means of diagnosing the degree of formation of competencies for solving typical tasks in accordance with the requirements of higher education standards. Types of qualification works are: degree project, degree work, master's dissertation;
 - degree project is a type of qualification work of a bachelor's degree, designed to objectively control the degree of formation of skills to solve typical tasks, which are attributed to engineering (design, technological and operational) production functions;
 - degree work is a type of qualifying work of a bachelor's degree, designed to objectively control the degree of formation of skills to solve typical tasks, which are mainly related to organizational, managerial and executive production functions (technological operational level of activity);
 - master's dissertation is a type of qualification work of a master's degree, designed to objectively control the degree of formation of research and innovation competencies for research and/or innovation in order to develop new knowledge and solve problems in new or unfamiliar environments incomplete or limited information, taking into account aspects of social and ethical responsibility
- 1.3. Attestation of applicants is carried out by examination commissions after completion of theoretical and practical training according to the relevant educational program and ends with the award of the applicant with the appropriate degree of higher education and the issuance of a degree of the established standard.
- 1.4. The examination commission carries out a comprehensive check of compliance of the level of training of applicants with the requirements of the

educational program, decides on awarding candidates with a qualification degree and awarding a degree (honors degree), develops proposals for further improving the quality of training.

- 1.5. Based on the decision of the examination commission, the University awards a person who has successfully completed the educational program at a certain level of higher education, the appropriate degree of higher education and assigns the appropriate qualification.
- 1.6. The terms of certification are determined by the schedule of the educational process and the relevant curricula.
- 1.7. Attestation of applicants is carried out in the form of attestation exam and/or defense of qualification work and may include a single state qualification exam, which is conducted in specialties and in the manner prescribed by the Cabinet of Ministers of Ukraine.
- 1.8. The form of attestation of applicants is determined by the relevant educational program.
- 1.9. Qualification papers are tested for academic plagiarism. The procedure for carrying out measures to check for academic plagiarism is determined by the Regulations on the system of prevention of academic plagiarism in Igor Sikorsky Kyiv Polytechnic Institute.
- 1.10. The head of the educational structural unit is responsible for the organization and quality of attestation.

2. PROCEDURE FOR ESTABLISHMENT OF EXAMINATION COMMISSIONS

- 2.1. The formation, organization of work and control over the activities of the EC is carried out by the Rector of the University.
- 2.2. The term of office of the EC is one calendar year.
- 2.3. The examination commission is created at the graduating department consisting of the chairman and members of the commission for each specialty at a certain level of higher education, is unique for all forms of education, and its composition is approved by order of the Rector of the University.
- 2.4. Depending on the number of applicants who will pass the certification, it is possible to create several ECs in one specialty or one EC for several specialties within the relevant field of knowledge, usually at one faculty / institute.
- 2.5. EC chairmen are appointed by highly qualified specialists in the specialty, who have a doctorate and/or the title of professor, and are in an employment relationship with the University, usually heads or professors of the graduate department.
- 2.6. The same person can be the chairman of the EC for no more than three years in a row.

- 2.7. Members of the EC are appointed research and teaching staff of graduating departments of the University or other institutions of higher education, which train specialists in the relevant specialty or field of knowledge, as well as from among researchers, specialists in relevant fields of knowledge and economic and industrial activities, associations of employers, employees of research industry institutes, etc.
- 2.8. The EC also usually includes guarantors of relevant educational programs, which are used for applicants to be certified.
- 2.9. The EC includes the Secretary of the EC from among the employees of the relevant faculties / institutes. In the case of the appointment of the Secretary of the EC research and teaching staff, his work in the EC is included in his teaching load.

3. FUNCTIONS OF THE HEAD, MEMBERS AND SECRETARY OF THE EXAMINATION COMMISSION

Head of the Examination Commission

- 3.1. EC Head before the first EC meeting: acquaints all EC members with their responsibilities, communicates to EC members the main tasks and requirements for certification, rating systems of evaluation (hereinafter RSE) certification examinations and/or defense of qualifying papers, EC work schedule features of the organization and conducting attestation exams and/or defense of qualification works.
- 3.2. The Head of the EC ensures the work of the EC in accordance with the approved schedule.
- 3.3. The presence of the Head of the EC is mandatory during attestation exams, defense of qualification works, discussion of attestation results, resolving issues on awarding appropriate degrees of higher education and qualification, making a decision on issuing degrees (honors degrees) or refusing to issue them (with the necessary argumentation).
- 3.4. The Head of the EC distributes the work among the members of the EC:
 - to check the examination papers of applicants in the case of a certification examination in writing;
 - to get acquainted with the qualifying works submitted for defense;
 - on preparation of separate questions for the report on results of work of the EC
- 3.5. The Head of the EC supervises the work of the Secretary of the EC on the preparation of the necessary documents for the work of the EC and the execution of protocols.
- 3.6. The Head of the EC prepares a report on the results of the EC.
- 3.7. If a person not from among the employees of the graduating department is appointed the chairman of the EC, he has in addition to the above:

- to get acquainted with the requirements for the learning outcomes of applicants, which are specified in the relevant educational program, with the curriculum;
- to get acquainted with the means of diagnostics (for attestation examinations) and RSE of attestation examinations and/or defense of qualification works;
- to get acquainted with the report on the results of the EC work of the previous year and the activities of the department to eliminate shortcomings and implement the proposals of the EC
- to get acquainted with the organization of the educational process at the graduating department and at the departments that provide teaching disciplines, which are submitted for the attestation exam

Members of the examination commission

- 3.8. EC members get acquainted with the qualifying works submitted for defense.
- 3.9. The members of the EC evaluate the protection of the qualification work (catch during the attestation examination in oral form) of each applicant and the examination works (with the written form of the attestation examination) entrusted to them by the chairman of the commission for verification.
- 3.10. EC members take part in the discussion of the results of attestation of applicants and marking, decisions on awarding the appropriate degree of higher education, awarding qualifications and the issuance of Degrees (Honors Degrees).

Secretary of the examination commission

- 3.11. The Secretary submits to the EC (before its work) supporting documents: orders, instructions, lists of applicants admitted to certification, certified by the dean of the faculty / director of the institute information on the results of training applicants, their record books, sets of examination materials for certification exams , accompanying documents to them and other materials characterizing the educational and professional competence of the applicant, scientific and practical value of the qualification work performed by him.
- 3.12. The Secretary of the EC prepares the blank of the minutes, keeps the minutes of the meeting of the EC and submits them for signature to the Head and members of the EC.
- 3.13. The Secretary of the EC announces the feedback of supervisors and reviews.
- 3.14. The Secretary of the EC makes entries in the record books of applicants on the results of the certification and submits them for signature to the Head and members of the EC
- 3.15. The Secretary of the EC does not participate in the assessment of applicants' training and does not have the right to vote in the decision to award applicants with the appropriate degree of higher education and qualification and issuance of a degree (honors degree).

- 3.16. After the EC meetings, the EC Secretary submits to the University Department of Education a report on the results of the EC's work, the minutes of the EC's work to the faculty / institute and to the Dean's Office the results of attestation exams, individual curriculum of applicants who received unsatisfactory results of certification or were not admitted to it.

4. STAGES OF PREPARATION FOR CERTIFICATION EXAMS

- 4.1. Graduating departments develop programs of attestation exams in individual disciplines or complex attestation exam (according to the requirements of the relevant educational program), submit for consideration and approval to the academic council of the faculty / institute and notify applicants no later than four months before the attestation exam.
- 4.2. Graduation departments determine the form of attestation (complex attestation) exam (oral, written or testing).
- 4.3. Graduation departments develop RSE attestation exams in individual disciplines or a comprehensive attestation exam, which include criteria for assessing oral answers or written exam papers (testing) of applicants, approve them at a meeting of the department and inform applicants.
- 4.4. Graduation departments develop a set of examination materials, which includes:
- examination papers or assignments for written examination papers in two copies (one of which, as a rule, the original, approved in the prescribed manner, one is for the examiners, and the other is issued for applicants);
 - in the test form the keys to the tests;
 - description of RSE attestation exam;
 - a list of visual aids, reference materials, technical and didactic means of equipment that are allowed for use by applicants during the preparation and answers to the questions of the examination paper during the attestation examination.

5. STAGES OF PREPARATION FOR THE PROTECTION OF QUALIFICATION WORKS

- 5.1. Graduating departments develop requirements for the preparation of qualification works of each level of higher education, which determine the content, scope, design of qualification works taking into account the specifics of educational programs, specialties for which applicants are trained at the department, and bring them to the attention of applicants before performing the qualification work.
- 5.2. Graduation departments develop RSE qualification works, which contain criteria for assessing the quality of qualification works and the quality of their protection. approve them at the meeting of the department and inform the applicants before the start of the internship, which takes place before the qualification work,

- 5.3. Graduating departments appoint consultants of qualification works, persons responsible from the department for checking the qualification works of applicants and submit them to the deans of faculties / directors of institutes for approval by the relevant orders.
- 5.4. Graduation departments make a schedule of consultations of supervisors (scientific supervisors) and consultants of qualification works with the indication of time of their carrying out and bring to the notice of applicants.
- 5.5. Graduation departments prepare special rooms for qualification work and provide them with the necessary materials, reference books, computer equipment, as well as places in laboratories for experiments.

Choice of themes of qualifying works

- 5.6. The content and type of qualification work is determined by the relevant educational program.
- 5.7. Themes of qualification works are formulated taking into account that:
 - diploma project is a completed engineering development of the design object (system, device, process, computer program, etc.) involves the synthesis of the design object that meets the requirements of the task for the diploma project, with a detailed development of a functional part (element, node, subsystems, technological operations, etc.) taking into account the current level of development in the relevant field, the achievements of science and technology;
 - theses include systematization, consolidation, expansion of theoretical and practical knowledge in the specialty and their application in solving specific scientific, economic, industrial and other problems, development of experience of independent work and mastering methods of modeling, research processes, objects, systems in a particular field economy;
 - master's dissertation on the educational-professional program should be aimed at the practical solution of scientific problems and professional tasks of a certain field of activity;
 - master's dissertation on the educational-scientific program should be aimed at solving a scientific problem as a result of research of characteristics and/or properties: system, equipment, device, process, technology, software product, information technology, intellectual work, phenomenon, economic activity, etc.
- 5.8. Topics of qualification works can be offered by graduating departments, heads (scientific supervisors) of qualification works, heads of practice from the base of practice, stakeholders or applicants with the necessary substantiation of expediency of its development and possibility of performance.
- 5.9. Finally, the selection and formulation of the topic of qualification work is carried out before the start of practice, which precedes the qualification work, at the request of the applicant in the name of the head of the graduate department with the head (supervisor) appropriate coordination of qualification work.
- 5.10. If the topic of qualification work in terms of volume and (or) content requires the involvement of a group of applicants for one or more

specialties, then a comprehensive qualification work is performed. Depending on which applicants are involved in such qualification work, they can be departmental, interdepartmental, interfaculty and interuniversity.

- 5.11. The name of the topic of the complex qualification work consists of the name of the general part and, through a dot, the name of a specific part, which is developed by each applicant in accordance with the individual task.
- 5.12. Certification is carried out in the language of instruction specified in the educational program. which precedes the performance of qualifying work.
- 5.13. The decision on permission to prepare and defend a qualifying work in a foreign language is taken by the graduating department based on the results of consideration of the relevant application of the applicant addressed to the head of the graduating department with the appropriate coordination of qualifying work.
- 5.14. Correction or change of the topic of the qualification work is allowed, as an exception, after the applicant has passed the practice preceding the qualification work and defends the report on its results, within one week from the beginning of the qualification work according to the training process. In this case, the applicant applies with a statement to the head of the graduating department with a visa-approval of the head (supervisor) of the qualification work.
- 5.15. If necessary, the applicant may initiate a change of supervisor and/or consultants, but not later than one week from the start of the qualification work on the schedule of the educational process. In all cases, he addresses a statement to the head of the graduating department.
- 5.16. At the request of the heads of graduating departments, the deans of faculties / directors of institutes issue orders on approval of topics and supervisors of qualification works not later than two weeks after the completion of theoretical and practical training according to the educational process. Completion of the task and registration of qualification work should be provided in the term of two weeks.
- 5.17. The supervisor prepares the task for the qualification work in the appropriate form and issues it to the applicant before the beginning of the internship, which precedes the qualification work.
- 5.18. Applicants, in addition to the task for qualification work, receive from the supervisor recommendations for the selection and processing of materials during the internship, which precedes the qualification work.
- 5.19. When performing a complex qualification work, each applicant performs on an individual task part of the complex qualification work, which must be logically completed and not duplicate the content of other parts of the complex qualification work. Also, the complex qualification work should have a common part that combines the individual parts of a single qualification work and determines its complexity.

- 5.20. The supervisor and consultants of the qualification work conduct consultations of applicants according to the approved schedule of consultations on the implementation of the qualification work.
- 5.21. In accordance with the task for qualification work, the supervisor and consultants of qualification work provide the applicant with recommendations on the content of sections of qualification work, features and requirements for certain tasks, elaboration of necessary literature, normative and reference materials, scientific publications, etc.
- 5.22. Qualification works are made out in accordance with DSTU 3008:2015 "Information and documentation. Reports in the field of science and technology. Structure and design rules." Diploma projects in the field of engineering must additionally take into account the requirements of the Unified system of design documentation.
- 5.23. The supervisor and consultants of the qualification work recommend methods for solving the task for the qualification work, leaving the applicant the right to make the final decision independently.
- 5.24. When performing the qualification work, the applicant must adhere to the principles of academic integrity and independently perform individual qualification work or qualification work.
- 5.25. The consultant informs the supervisor of the qualification work on the status of the section, persistence and independence of the applicant's work on the section, his attitude to the implementation of recommendations and the individual part of the comprehensive consideration of the consultant's comments.
- 5.26. The applicant must regularly, at least once every two weeks, inform the supervisor about the status of the qualification work in accordance with the calendar plan, provide at his request the necessary materials for inspection.
- 5.27. The supervisor controls the observance of the calendar plan of the qualification work by the applicant. In case of significant violations that may lead to non-compliance with the deadlines for submission of qualifying work to the EC, inform the management of the department to take appropriate measures, including the decision not to admit the applicant to the defense.
- 5.28. The applicant is responsible for the correctness of decisions, justifications, calculations, the quality of text and graphic (illustrative) material, their compliance with the requirements for qualification work, existing regulations and educational program.
- 5.29. The supervisor supervises the performance of the applicant for the qualification work and is responsible for the presence of systematic errors in the qualification work. In case of non-compliance with the recommendations by the applicant to correct such errors, the supervisor states this in his response.

Admission to the defense of the qualification work

- 5.30. The applicant must receive in a timely manner all the necessary signatures on the title page of the qualification work and drawings (if any), as well as the resolution of the head of the graduating department on admission to the defense of the qualification work.
- 5.31. The applicant submits prepared and admitted qualification work with the review of supervisor to the department at least 5 working days before its defense in the EC.
- 5.32. The manager prepares an application for qualification work with a description of the applicant's activities during the qualification work and is responsible for its objectivity.
- 5.33. The manager provides in electronic format the text of the final version of the applicant's qualification work to the responsible person from the department for plagiarism check and after the check receives from the non-similarity report, which certifies the percentage of fees / identity / similarity in the qualification work, draws a conclusion about the originality of the work and includes it in the response.
- 5.34. The response of the head with the conclusion on the presence of the applicant in the work of the academic platform is the basis for not allowing qualifying work for defense, and the applicant may be prosecuted in accordance with the law.
- 5.35. In order to establish the compliance of qualification works with the requirements for design, content and structure, as well as to check the readiness of applicants for the defense of qualification works, the graduating department may conduct preliminary defense of qualification works. To do this, the head of the graduating department creates a commission of scientific and pedagogical staff of the department, who participate in the management of qualifying works. Based on the results of preliminary defenses, the commission makes a conclusion about the quality of the work performed by the applicants, if necessary, makes comments and provides appropriate recommendations for completion.
- 5.36. After reviewing in detail, the content of the qualification work and its appendices, the reviewer provides a review of the qualification work and, if necessary, may invite the applicant for an interview to obtain his explanations on the qualification work.
- 5.37. A negative review is not a ground for preventing the applicant from defending the qualifying work.
- 5.38. The applicant should get acquainted with the content of the response of the supervisor and reviews and prepare (if necessary) reasoned answers to their comments in the defense of work in the EC. It is forbidden to make any changes or corrections to the qualification work after receiving the response of the supervisor and the review.

- 5.39. Qualification work, which revealed fundamental shortcomings in the decisions, justifications, calculations and conclusions, significant deviations from the requirements of standards, signs of academic plagiarism, is not allowed to defend in the EC. The decision is made at a meeting of the graduating department, an extract from the minutes of which together with the official head of the department are submitted to the dean of the faculty / director of the institute to prepare materials for the rector's order to deduct the applicant.
- 5.40. Applicants who were not admitted to the defense of the qualification work, because for valid reasons, documented, did not have the opportunity to prepare it, may exercise the right to renew for training for the period necessary to prepare the qualification work and certification.
- 5.41. In case of a conflict situation of the applicant with the head, consultant, other employees of the graduating department, faculty, institute, University, their settlement is carried out in accordance with the Regulations on resolving conflict situations in Igor Sikorsky Kyiv Polytechnical Institute at the request of one of the parties to the conflict.

6. ORGANISATION OF THE EXAMINATION COMMISSION WORK

- 6.1. Graduating departments prepare the premises for the EC work, necessary documents and technical means for conducting certification examinations and defence of qualification works.
- 6.2. Dean's offices of faculties/institutes prepare invitation notes for passing certification examinations and qualification work performing and send them to applicants of extramural (evening, distance) training by mail.
- 6.3. To carry out certification in a foreign language, the Head of the EC determines the need of the interpreter to be present at the certification depending on certain language proficiency of the EC members. The EC members can ask questions in any language (Ukrainian or foreign), and the answers of the applicant should be given in a foreign language, if there is no other request of the EC members.
- 6.4. If both forms of certification are provided, the defence of the qualification work is preceded by the certification examination (-s).
- 6.5. The certain graduating department prepares the work schedule of each EC, agrees it with the Head of the EC, submits it to the educational department, where the general work schedule of the EC is prepared and approved by the Vice-rector for educational work no later than one month before the certification.
- 6.6. The interval between certification examinations and between the last certification examination and the beginning of qualification works defences in one group must be at least 3 calendar days.

- 6.7. No more than 12 applicants are certified at one EC meeting when conducting certification examination in oral form, and when writing, no more than 30 applicants are allowed to conduct certification at the same time.
- 6.8. The duration of the oral certification examination for one applicant should not exceed 30 minutes and the duration of written examination should not exceed 180 minutes. Total duration of certification exams should not exceed six academic hours per day.
- 6.9. As a rule, no more than ten Bachelor's theses, no more than eight Master's theses for the educational-professional program and no more than five Master's theses for the educational-scientific program are planned to be defended at one EC meeting.
- 6.10. The duration of the one qualification work defence should not more than 30 minutes. The total duration of the qualification works defence should not exceed six academic hours per day.
- 6.11. In 1-2 days before the certification of applicants, the Head of the EC holds an organisational meeting in the presence of EC members, EC secretary, head of the graduating department (if he/she is not included in the EC), examiners. Organisational issues concerning the EC, requirements for assessment of the applicants training quality and regulations governing the work of the EC are considered at this meeting.
- 6.12. Not later than one day before the beginning of certification examinations or qualification works defence the secretary of the EC submits to the EC:
 - the University decree (extract from the decree) on the approval of the EC structure;
 - EC work schedule;
 - statements on the results of the applicants admitted to the certification training certified by the Dean of the faculty/Director of the institute (his/her First deputy);
 - Transcripts of Records of applicants admitted to the certification.
- 6.13. When taking certification examinations from separate academic disciplines or passing a complex certification examination, the following shall be submitted to the EC additionally:
 - programs of attestation examinations in separate educational disciplines or program of complex certification examination;
 - the results of scientific (creative) work of applicants
 - set of examination materials developed in accordance with the program of certification (comprehensive certification) examination, which are agreed with the Head of the EC.
- 6.14. When defending qualification works, the following are additionally submitted to the EC:
 - RSE of qualification works;
 - qualification work with the resolution of the head of the graduating department on its admission to the defense;
 - response of the supervisor (scientific supervisor) with a description of the applicant's activities during the qualification work and a conclusion on the authenticity of the work;
 - review of the qualification work;

- certificates from institutions and organizations of the permission to use their materials when writing a qualification work in the presence of such materials;
- letters of order from enterprises for qualification work (if any);
- other materials characterising the educational and professional competence of the applicant, scientific and practical value of his qualification work: printed articles, patent applications, patents or their copies, acts on practical implementation of qualification work, sample materials, models, products, new technologies, original mathematical models and programs, etc.

6.15. The Head of EC hears the EC Secretary on the availability, completeness and compliance with all documents submitted to the EC meeting on certification of applicants, on the eve of this meeting, selectively checks them, and EC members on his behalf get acquainted with the qualification work planned for defense, as well as the experimental part of the qualification works in the case when the experimental installation, model or sample cannot be demonstrated during the defense.

7. REGULATIONS FOR CERTIFICATION

- 7.1. The applicant must arrive for certification in time or warn the Head of the graduating department and the Head of the EC (through the EC secretary) about the impossibility of attending the certification, stating the reasons and subsequent submission of documents certifying the validity of the reasons.
- 7.2. In the absence of documents certifying the validity of the reasons for the absence of the applicant for certification, the EC may decide not to certify him as one who did not appear for certification without good reason, with subsequent expulsion from the University.
- 7.3. If the applicant was not able to warn about the impossibility of his presence at the certification in advance, but during the EC working provided the necessary documents proving the validity of the reasons for the applicant's absence for the certification, the relevant Decree of the University amends the schedule of the EC at the request of the Dean of the Faculty/ Director of the Institute.

Certification examination

- 7.4. Certification examination is held at an open meeting of the EC with the participation of at least half of its members in the mandatory presence of the Head of the EC.
- 7.5. Each meeting of the EC is recorded in the minutes. The record shall be drawn up in one copy. Without the signature of the Head of the EC and the signatures of the EC members who were present at the meeting, the record shall be considered invalid.
- 7.6. When conducting the certification examination in oral form, each member of the EC in points in accordance with the RSE evaluates in points the

- applicant's answer on each question of the examination paper. The quality of the applicant's answers to additional questions of EC members should be taken into account when evaluating the questions of the examination paper.
- 7.7. The average score of the EC members' evaluation of each question of the examination paper is determined after the certification examination at a closed meeting of the EC. The sum of these average scores is being converted into points in accordance with the Regulations on the System for Evaluating of Learning Outcomes of the Applicants for Higher Education in Igor Sikorsky Kyiv Polytechnic Institute.
 - 7.8. The results of the oral certification examination are announced by the Head of the EC to the applicants on the day of passing the certification examination.
 - 7.9. When conducting the certification examination in written form, the Head of the EC must be present when the applicants perform the examination work. After its completion, the Head of the EC distributes examination papers (particular questions) of applicants for verification by EC members. The evaluation is performed according to the RSE. The Head of the EC must check the examination papers, which are evaluated as "excellent", as well as several other examination papers of applicants selectively.
 - 7.10. After the works have been checked, the results of the written certification examination are announced by the Head of the EC to the applicants, but not later than the next day.
 - 7.11. The decision of the EC on the issuance of Diplomas (Honours Diplomas), the conferment of the appropriate Degree of Higher Education and Qualification is taken and announced to the applicants after passing certification examination and/or defence of the qualification work. The decision is taken at a closed meeting of the Commission by open voting with a majority of votes of EC members who participated in the meeting. With the same number of votes, the Head of the Commission has a casting vote.
 - 7.12. The conditions under which the EC may decide to issue the Honors Diploma to the applicant are specified in Appendix A to this Regulation.
 - 7.13. Getting the grade "Not sufficient" at one of the attestation examinations by the applicant deprives him/her of the right to continue to pass the next stages of certification.

Qualification works defence

- 7.14. Qualification works defence is carried out openly in a public format. Applicants and other people present at the qualification works defence are free to conduct audio and/or video recording of the Defense process, except for the Defence of qualifying works on closed topics.
- 7.15. The qualification works defence is carried out at an open meeting of the EC with the participation of at least half of its members in the mandatory presence of the Head of the EC.

- 7.16. Each meeting of the EC on the consideration of a certain qualification work is recorded in the minutes. The record shall be drawn up in one copy. Without the signature of the Head of the EC and the signatures of the EC members who were present at the meeting, the record is invalid.
- 7.17. The Regulations for the qualification work defence include:
- announcements of information on the qualification work submitted for defence by the Secretary of the EC, namely: surname and name of the applicant, topics of qualification work, scientific and creative achievements of the applicant;
 - the applicant's report (10-15 minutes) in any form on the essence of the qualification work, the main technical (scientific) solutions, the obtained results and the degree of performance of the task. At the same time, various forms of visualization of the report (mandatory graphic material of the qualification work, defined by the task for the qualification work, presentations) and technical means (multimedia projectors, audio, video equipment, etc.) can be used;
 - demonstration of the experiment (1-2 minutes). Depending on the time required to demonstrate the experimental equipment, models, samples, etc., the demonstration can be held either directly at the EC meeting or on the eve of the defence in the laboratory where the experimental sample is placed, in the presence of EC members, who were instructed to get acquainted with the experimental part of the qualification work by the Head of the Commission;
 - answers to the questions of EC members;
 - announcement of the the supervisor's response (scientific supervisor) by the secretary of the EC or supervisor's speech (scientific supervisor) (in case of his/her presence at the defence) with a brief description of the applicant's work while preparing the qualification work (up to 2 minutes);
 - announcement of the review of the qualification work by the Secretary of the EC or an oral review by the reviewer (in the case of his/her presence at the defence);
 - applicant's responses the supervisor's (scientific supervisor) and the reviewer's comments (3-5 minutes);
 - announcement of the end of the defence by the Head of the EC.
- 7.18. Generally, the defence of comprehensive qualification work is planned and carried out at one EC meeting, and the applicant who defends first is instructed to report both on the general part of work, and on the individual part with increased time for the report (if necessary).
- 7.19. All applicants who have performed a comprehensive qualification work must be fully acquainted with the general part of the work and be ready to ask questions of EC members not only from the individual but also from the general part of the work.
- 7.20. The qualification works defence can be carried out both at the University and at enterprises, institutions and organisations of various forms of ownership, for which the subject of qualifying works submitted for defence has scientific-theoretical or practical value. Field meeting of the EC is conducted according to the same regulations as the meeting held in the University.

- 7.21. During the defence of the qualification work, each member of the EC evaluates the quality of the qualification work and the quality of defense according to the RSE. At a closed meeting of the EC, after the defence, the average score of the EC members evaluation of the quality of qualification work and the quality of defense is counted and included to the record. Then it is converted into points in accordance with the Regulations on the System for Evaluating of Learning Outcomes of the Applicants for Higher Education in Igor Sikorsky Kyiv Polytechnic Institute and also included to the record.
- 7.22. The decision of the EC on the evaluation of qualification works defence results, issuance of Diplomas (Honours Diplomas), the conferment of the appropriate Degree of Higher Education and Qualification is taken and announced to the applicants on the day of defence. The decision is taken at a closed meeting of the Commission by open voting with a majority of votes of EC members who participated in the meeting. With the same number of votes, the Head of the Commission has a casting vote.
- 7.23. The conditions under which the EC may decide to issue the Honors Diploma to the applicant are specified in Appendix A to this Regulation.
- 7.24. If the applicant receives the grade “Not sufficient” as a result of the qualification work defence, the EC determines whether the applicant (in case of his/her reinstatement for the preparation of the qualification work and certification) can submit a completed qualification work on the same topic or he/she must perform qualification work on a new topic, agreed with the graduating department.

8. CERTIFICATION SUMMARY

- 8.1. Applicants who have successfully passed the certification are expelled from the University in relation to the completion of studies at the appropriate level of higher education. The EC may recommend applicants to continue their education at the next level of higher education.
- 8.2. An applicant who received the grade “Not sufficient” based on the results of the certification examination or the qualification work defence, or did not appear at the EC meeting without good reason, is expelled from the University as the one who has not fulfilled the individual curriculum. He/she is given a standard academic certificate.
- 8.3. The results of the qualification work defence or certification examinations are recorded in a statement signed by all EC members, then transmitted to the Dean's Office of the faculty/institute and becomes a basis for decrees drafts of completion of higher education or for expulsion of applicants who failed to comply the individual curriculum.
- 8.4. An applicant who has not passed the certification examination or failed the qualification work defence may be reinstated to pass the certification.

- 8.5. Only those types of certifications of which the applicant received the grade “Not sufficient” are re-compiled. They are determined by the curriculum which operated in the year of the graduation.
- 8.6. The individuals reinstatement for re-defence of qualification work or passing of certification examinations, as well as admission to certification of applicants who could not pass it in time for valid reasons, is carried out when person appeals to the Rector of the University, attaching visas approval from the qualification work supervisor (scientific supervisor), Head of the Graduating Department and the Dean of the Faculty/Director of the Institute.
- 8.7. Head of the EC makes the report of its work results.
- 8.8. The report should describe the results of certification with an analysis of the training level of applicants, its compliance with the requirements of higher education standards and educational programs. Shortcomings of applicants training and proposals for its elimination are provided.
- 8.9. An approximate version of the structure and content of the EC report is given in Appendix B to this Regulation.
- 8.10. The report on the work of the EC is discussed and approved at its final meeting and signed by the Head of the EC.
- 8.11. The report must be reviewed by the Head of the Graduating Department and the Dean of the Faculty/Director of the Institute (or their first Deputy), which is certified by their signatures on the report.
- 8.12. The report is submitted to the Educational Department of the University within two weeks after the end of the EC.
- 8.13. The results of certification are published on the website of the Graduating Department, which, in particular, indicates: the level of graduates training, characteristics of the competency level, knowledge and skills of graduates, its compliance with the educational programme, scientific and technical level of qualification work, positive factors in higher education, etc.
- 8.14. The results of the EC work are discussed at annual meetings of Graduating Departments, Academic Councils of faculties/institutes, Methodical and Academic Councils of the University.

Vice-Rector for educational work

/signed/

Anatoliy MELNYCHENKO

Appendix A

A.1. Conditions under which the Examination Commission may decide to issue the Honors Diploma to an applicant for a Bachelor's degree:

- 1) the applicant has a grade of “Excellent” from at least 75% of semester tests, and grades of “Very good” and “Good” from other semester tests;
- 2) the applicant of higher education passed the attestation exams and/or defended the qualification work with a grade of “Excellent”.

A.2. Conditions under which the Examination Commission may decide to issue the Honors Diploma to an applicant for a Master's degree:

- 1) the applicant has a grade of “Excellent” from at least 75% of semester tests, and grades of “Very good” and “Good” from other semester tests;
- 2) the applicant of higher education passed certification examinations and/or defended qualification work with a grade of “Excellent”;
- 3) the applicant has at least one of the following achievements:
 - a) publication in a scientific professional journal (not lower than “B” category);
 - b) obtaining a security document based on the results of the qualification work;
 - c) participation in the Sikorsky Challenge.

Appendix B

Approximate structure and content of the Examination Commission report

REPORT

on the work of the Examination Commission No. **XX**
on the certification of **Bachelor's/Master's** degree applicant
in the educational program "**Name**" of specialty **XX "Name"**

1. Composition of the Examination Commission and organization of its work

Examination Commission of conducting the certification of applicants for **Bachelor's/Master's** degree appointed by the University Decree from **XX.XX.20XX** № **XXXX** consists of:

Head of the Commission:

Surname, name, academic degree, academic title, position

Members of the Commission:

Surname, name, academic degree, academic title, position

Surname, name, academic degree, academic title, position

Surname, name, academic degree, academic title, position

During the working period of the examination commission from **XX.XX.20XX** to **XX.XX.20XX** **XX** meetings were held:

The date of each meeting and the number of examined applicants or the number of qualification works defences that took place at it are indicated.

Then the following information is provided in any form:

- the issues of the commission organisation (work schedule of the EC), the completeness of providing the necessary materials and documents;*
- presence and speech of supervisors and reviewers at the defence;*
- the quality of examination works RSE and qualification works defence;*
- completeness and logic of examination papers answers, reports and answers to questions of EC members;*
- presence of special opinions of EC members;*
- technical support of certification (level of the audience preparation, availability of audio, video and/or computer equipment, possibility of demonstration of available functioning models, samples, etc.);*
- remarks on the organisation of the the EC work.*

2. The results of the certification

The results of the certification are provided in the form of a table (according to the form provided in the appendix to report on the EC work). The text of this section is a brief comment of:

- table data;*
- general opinion of the EC members on the relevance of given indicators;*
- taking into account the proposals and shortcomings of the previous EC;*
- the correspondence of qualification works to the specialty, relevance of the topic;*
- general characteristics of qualification works that are recommended for implementation or have scientific value.*

3. Quality of applicants for higher education training

In this section, based on the analysis of examinations performed and the defence and content of qualification works, the following are indicated:

- *the level of applicants for the certain level of higher education training;*
- *characteristics of the competencies, knowledge and skills level of graduates, their compliance with the requirements of the educational programme;*
- *scientific and technical level of performed qualification works, their compliance with the modern level of science, technology, production (use of information technologies, modern methods of analysis and synthesis, mathematical modeling and optimisation, solving environmental issues, economic justification of technical decisions, etc.);*
- *positive factors in the applicants for higher education training;*
- *shortcomings and unresolved issues that affect the quality of applicants for higher education training.*

4. Conclusions and recommendations

General conclusions on the quality of applicants for higher education are formulated with indication of positive achievements and identified shortcomings. Recommendations and suggestions to improve the effectiveness of training are provided. The attention of the Department, Faculty/Institute and University is drawn to the need to address shortcomings which highly affect the quality of training of future graduates.

Agreed at the final meeting of the Examination Commission, record № XX from XX.XX.20XX

Head of the Examination Commission _____ **Name, SURNAME**

Informed:

Head of the Department **Department name** _____ **Name, SURNAME**

Dean of the Faculty/Director of the Institute _____ **Name, SURNAME**

Notes:

- 1) It is not necessary to highlight the above sections when making the report, except for the section “Conclusions and recommendations”;
- 2) *Italics* provide recommendations on the content of each section;
- 3) The report is drawn up in two copies, one of which is submitted to the Educational Department of the University, and the other is stored at the Graduate Department.

Appendix to report on the EC work № XX

Certification results

of applicants for a Bachelor's/Master's degree
on Educational program "Name" of specialty XXX "Name"
in 20XX

on the full name of the faculty/in the full name of the institute

№	Indexes	Numerical values	Note
1.	Total number of applicants, individuals		
	ones admitted to defence , %		
2.	Number and quantity (%) of applicants who:		
	a) passed a comprehensive certification examination with grades of:		
	from "Name of academic discipline"		
	"Excellent"		
	"Very good"		
	"Good"		
	"Satisfactory"		
	"Sufficient"		
	"Not sufficient/Failed"		
	...		
	b) defended the qualification work with grades of:		
	"Excellent"		
	"Very good"		
	"Good"		
	"Satisfactory"		
	"Sufficient"		
	"Not sufficient/Failed"		
3.	c) received the Honors Diploma		
4.	Absolute progress (%)		
5.	Progress quality (%)		
	Number and quantity (%) of applicants who are recommended to continue their studies at the next level of higher education		
6.			

7.	<p>Number and quantity (%) of qualification works:</p> <ul style="list-style-type: none"> - which are performed to real tasks and design-technological developments approved at enterprises, organisations, research institutes, etc.; - for startup projects have been developed; - performed on the Department's research subject; - recommended for implementation by EC; - defended at enterprises, organisations, research institutes, etc.; - comprehensive: <ul style="list-style-type: none"> a) interuniversity b) interdepartmental c) departmental <p>Number of works defended in a foreign language.</p>		
----	--	--	--

Head of the Examination Commission
SURNAME

Name,

Notes:

1) In item 2a in case of conducting certification examinations from several disciplines, results are specified separately of each discipline, supplementing the table with corresponding lines.

2) Absolute progress (AP) is defined as the total number of grades "Excellent", "Very good", "Good", "Satisfactory", "Sufficient" (n_{gr}) got by passing all certification examinations and qualifying works defences, divided by number of applicants (N_{appl}) who received grades at each stage of certification. For example: 25 applicants took a comprehensive certification examination and 25 applicants defended their qualification work, the number of grades "Excellent", "Very good", "Good", "Satisfactory", "Sufficient" received for the exam is 25, and the number of grades received for the qualification works defence is 24, then $N_{appl} = 25 + 25$, $n_{gr} = 25 + 24$, thereafter

$$AP = \frac{n_{gr}}{N_{appl}} = \frac{25+24}{25+25} = 0.98 = 98\%$$

3) Progress quality (PQ) is defined as the total number of grades "Excellent", "Very good", "Good", "Satisfactory", "Sufficient" got by passing all certification examinations and qualifying works defences, divided by number of applicants who received grades at each stage of certification. For example: 25 applicants took a comprehensive certification examination and 25 applicants defended their qualification work, the number of grades "Excellent", "Very good", "Good" received for the exam is 15, and the number of grades received for the qualification works defence is 10, then $N_{appl} = 25 + 25$, $n_{gr} = 15 + 10$, thereafter

$$PQ = \frac{n_{gr}}{N_{appl}} = \frac{15+10}{25+25} = 0.5 = 50\%$$