

Перекладено з української мови.
Оригінал Положення про
перезарахування результатів навчання
здобувачів вищої освіти Сумського
державного університету, отриманих у
неформальній освіті розміщено за
посиланням <http://surl.li/ffna>

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Sumy State University

REGULATION

on the Transfer of Learning Outcomes of Applicants for Higher Education of Sumy State University, Obtained in Non-Formal Education

(Version 01)

1. GENERAL PROVISIONS AND BASIC DEFINITIONS

1.1 “The Regulation on the transfer of learning outcomes of applicants for higher education of Sumy State University, obtained in non-formal education” (hereinafter referred to as the Regulation) regulates the conditions and procedure for the transfer of learning outcomes received by applicants for higher education of all forms and levels through non-formal education.

1.2 The Regulation is applied in the part that does not contradict the provisions of the Laws of Ukraine “On Education”, “On Higher Education”, the normative legal acts of the Ministry of Education and Science of Ukraine and other authorized state bodies, and another internal regulatory framework.

1.3 The Regulation is placed in the electronic Register of the main current regulatory framework of the quality management system of the university, which is a component of the official website.

1.4 In this Regulation, the terms are used in such a meaning:

Formal education is education that is acquired through educational programmes in accordance with the levels of education, branches of knowledge and majors (professions) determined by the legislation and involves the achievement of learning outcomes of the appropriate level by the applicants for education defined by the educational standards and obtaining qualifications recognized by the state.

Non-formal education is education that is usually obtained through educational programmes and does not involve the award of state-recognized educational qualifications by level of education but may result in the award of professional and/or partial educational qualifications.

MES of Ukraine	Regulation on the transfer of learning outcomes of applicants for higher education of Sumy State University, obtained in non-formal education	Page 2
SumDU		Version 01

Non-formal education can be additional, alternative and/or contiguous (complementary) to formal education; it can be short-term and of low or high intensity, in the form of short-term courses, seminars, workshops, master classes, trainings, courses, and the like.

Learning outcomes are knowledge, abilities, skills, ways of thinking, attitudes, values, other personal qualities acquired in the process of education, upbringing, and development, which can be identified, planned, evaluated and measured, and which a person is able to demonstrate after completing an educational programme or individual educational components.

2. THE PROCEDURE FOR TRANSFER OF LEARNING OUTCOMES OBTAINED IN NON-FORMAL EDUCATION

2.1 Transfer of learning outcomes obtained in non-formal education is a process of recognition (validation) in the formal education system of knowledge, skills and other competencies acquired in non-formal education. Transfer of results is carried out on a voluntary basis and provides for confirmation that the applicant for higher education has achieved the learning outcomes provided for by the educational programme for which he is studying.

2.2 The learning outcomes can be transferred, the receipt of which can be confirmed by relevant document (certificate, diploma, etc.), that can uniquely identify the applicant's identity and confirm the results of his involvement in a certain educational event of non-formal education, namely:

- online, evening or full-time course, incl. the study of a foreign language;
- non-academic exchange programme;
- conferences;
- competition;
- Olympiad;
- training;
- seminar;
- lectures;
- master class;
- summer or winter school;
- business school;
- internship, etc.

2.3 To transfer the learning outcomes obtained in non-formal education, the applicant submits to the relevant structural unit ¹⁾ an educational declaration (Annex 1) and documents

¹⁾ Dean's office of the faculty (institute) - for applicants for an educational degree "bachelor" or "master" of full-time education; Dean's office of the Center for Extramural and Distance Education - for applicants for an educational degree "bachelor" or "master" of extramural education; Department of Doctorate and Postgraduate Studies - for applicants for the educational degree "Doctor of Philosophy".

MES of Ukraine	Regulation on the transfer of learning outcomes of applicants for higher education of Sumy State University, obtained in non-formal education	Page 3
SumDU		Version 01

confirming the applicant's participation in the non-formal education event (certificates, diplomas, etc.; description of the non-formal education event). etc.).

2.4 Based on the submitted educational declaration of the applicant, the head of the major support group, for which the applicant is studying, forms under his supervision a certification commission (at least 3 people) from the members of the project group of corresponding educational programme (with the obligatory inclusion of the guarantor of the educational programme in the commission) and major support group.

2.5 The commission determines the substantive correspondence of the results of non-formal education and educational components (discipline, coursework (projects), etc.), guided by the list of competencies and learning outcomes, which achievement is provided for by the educational programme of the applicant and the content of the non-formal education event. Based on the work programme (syllabus) of the educational component, the commission determines the amount of re-enrollment in ECTS credits.

2.6 The learning outcomes of non-formal education can be transferred, which in terms of subject matter, volume of learning and content correspond to both the educational component as a whole and to a separate content module, section, topic(s), individual assignments (coursework (project), test work, etc.), etc., provided for by the work programme (syllabus) of the educational component.

2.7 The final grade is indicated according to the applicant's document confirming participation in the non-formal education event. The commission, without fail, determines the final grade if it is absent in the document (certificate, etc.), must initiate and conduct confirmation of the final grade as a control event using testing, exam, discussion, interview, etc.

2.8 If you have a certificate in a foreign language at the B2 level and above according to the Common European Recommendations for Language Education or similar tests, the “Foreign Language” discipline of the compulsory part of the curriculum of all majors of all levels (except for the major “Philology”) is re-enrolled with the final grade “excellent”.

2.9 The decision of the commission on whether to credit the learning outcomes obtained in the framework of non-formal education is approved by the head of the relevant structural unit¹⁾.

2.10 The completed and duly approved educational declaration is brought to the attention of the applicant and teachers of the educational components specified in the educational declaration. The original educational declaration is kept in the personal file of the applicant for higher education.

2.11 If, according to the approved educational declaration, the educational component as a whole is subject to credit transfer, the final grade in the progress sheet (examination, credit) is entered by an employee of the Dean's office (department) for the distribution of powers of the corresponding structural unit; if individual content modules, sections, topics are subject to credit transfer – the results of attestation of non-formal education activities are necessarily

MES of Ukraine	Regulation on the transfer of learning outcomes of applicants for higher education of Sumy State University, obtained in non-formal education	Page 4
SumDU		Version 01

taken into account by the teacher when determining the final grade of the educational component.

3. FINAL PROVISIONS

3.1 The Regulation enters into force from the next day after its approval by order of the Rector.

3.2 By order of the Rector or by order of the Rector by decision of the Academic Council of the University or the relevant advisory body, the Regulation may be amended and supplemented. In the same order, the Regulation shall be repealed.

3.3 University officials are responsible for updating the Regulations and monitoring compliance with its requirements in accordance with their functional responsibilities.

3.4 Declare null and void the Order of the Rector “On the Re-Crediting the Discipline “Foreign Language” No. 0478-I of 19.10.2017.

MES of Ukraine	Regulation on the Transfer of Learning Outcomes of Applicants for Higher Education of Sumy State University, Obtained in Non-Formal Education	Page 5
SumDU	<i>Annex 1-Template of the educational declaration of non-formal education</i>	Version 01

*Template version 01.
Approved by order
No. 0077-I dated January 29, 2020.*

Applicant for a higher education degree _____
(Bachelor, Master or Doctor of Philosophy)
group _____
(group abbreviation)

(surname, name, patronymic of the applicant)

EDUCATIONAL DECLARATION

Please transfer learning outcomes from non-formal education.

Section I. General Information ¹⁾

Learning outcomes I received during _____
(Studying an online or full-time course,

including a foreign language course; participation in a non-academic exchange programme; participation in a conference, competition, Olympiad, trainings, seminars, master class, business school; internship, etc.)

A document confirming the result of the applicant's participation in the non-formal education event (attached)

(certificate, diploma, etc.)

(name of the institution (enterprise, organization) that issued the document)

(surname and initials of the applicant)

(signature)

Date of submission of the educational declaration: _____

Section II. The Results of the Certification of the Applicant for Higher Education ²⁾

The Commission that consists of:

a Head: _____;
(surname, initials, scientific degree, academic title, position of the Head of the commission)

members: – _____;
(surname, initials, scientific degree, academic title, position of the member of the commission)

– _____,
(surname, initials, scientific degree, academic title, position of the member of the commission)

based on the materials provided by the applicant for higher education and interviews with him, determined that as a result of participation in the aforementioned non-formal education event, the applicant achieved the following learning outcomes:

¹⁾ To be filled in by a higher education applicant

²⁾ To be filled in by the commission.

MES of Ukraine	Regulation on the Transfer of Learning Outcomes of Applicants for Higher Education of Sumy State University, Obtained in Non-Formal Education <i>Annex 1-Template of the educational declaration of non-formal education</i>	Page 6
SumDU		Version 01

No	Learning Outcomes

The aforementioned learning outcomes _____ of the educational programme, *(Specify - match or not)*
on which the applicant for higher education studies.

The Commission decided to transfer the learning outcomes of non-formal education on the following conditions:

No	Name of the educational component, discipline, coursework (project), etc.) ³⁾	The numbers of the content modules, sections, and topics of the component ⁴⁾ which credits are transferred for	Volume in ECTS credits / grade (national scale (100- or 200-point scale of the university)) ⁵⁾

Date _____

Signatures of commission members: _____ Head of the commission: _____
Members of the commission: _____

I approve the decision of the commission:

(Director / Dean / Head) *(abbreviation of institute / faculty / department)* *(signature)* *(name, surname)*

³⁾ Given according to the educational programme.

⁴⁾ If the credit for the educational component is transferred as a whole, indicate "in full".

⁵⁾ Example: 5 credits/excellent (92). The volume of the workload of the applicant is determined according to the work programme (syllabus) of the educational component. The final grade is indicated according to the applicant's document confirming his participation in the non-formal education event. The commission has the right to determine the final grade if it is absent in the document, initiate and conduct confirmation of the final grade using testing, exam, discussion, interview, etc.