

Approved by
Rector, Full Professor
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Lesya Ukrainka Volyn National University.
Ministry of Education and Science of Ukraine

Changes and additions were made
by decisions of Academic Senate
of 26/11/2022, record №14,
of 24/12/2020, record №15.

AGREED BY

Chairman of the Students' Trade Union

THE PROCEDURE

**OF FORMATION OF THE STUDENTS ACADEMIC RATING FOR THE
APPOINTMENT OF ACADEMIC SCHOLARSHIPS AT LESYA
UKRAINKA VOLYN NATIONAL UNIVERSITY**

1. General provisions

The procedure of formation of the students academic rating for the appointment of academic scholarships at Lesya Ukrainka Volyn National University (hereinafter – the Procedure) was developed in accordance with the Procedure for awarding and paying scholarships approved by the Cabinet of Ministers of Ukraine № 882 of July 12, 2004 (as amended by the Cabinet of Ministers of Ukraine of December 28, 2016, № 1050) (hereinafter – the Procedure of the Cabinet of Ministers), Approximate procedure for forming the ranking of students, cadets of non-military higher education (scientific institutions) for academic scholarships, approved by order №261 of the Ministry of Education and Science of Ukraine from 20.02.2017, Regulations for awarding scholarships at the Lesya Ukrainka Volyn National

University (hereinafter – the Regulations), other regulations in the field of education.

1.2. The procedure applies to the students of Lesya Ukrainka Volyn National University (hereinafter – the University) full-time students studying at the first (bachelor's) and second (master's) levels.

1.3. The procedure is approved by the decision of the University Academic Senate in coordination with the student, graduate government and the primary trade union organization of students at the University and published on the University website no later than one week before the semester.

1.4. In case of changes or additions to the laws and regulations governing the procedure of scholarships, the relevant paragraphs of this Procedure lose their validity, and the University decides to form a performance rating based on relevant changes or additions.

1.5. In case of issues that are not regulated by this Procedure, the University is governed by applicable law.

2. Scholarship Fund

2.1. The university calculates the amount of funds needed to provide academic scholarships, based on the rating of student performance in the monthly amount, taking into account:

- the amount of academic scholarships approved in the prescribed manner by the Cabinet of Ministers of Ukraine;
- the expenditures for the payment of academic scholarships approved by the University in the prescribed manner;
- approved by the rector of the register of students who have been awarded academic scholarships based on the results of the last semester, and their rating;
- register of students who, in accordance with the decision of the scholarship commission for a certain period retain the right to receive academic scholarships;
- the need to index academic scholarships in the manner prescribed by law.

2.2. The monthly amount of funds approved by the University provides academic scholarships payment:

- the limit of scholarship holders established in accordance with this Procedure, including students who hold the highest ranking positions and have the right to

receive academic scholarships for special academic achievements, as well as students who are legally entitled to receive academic scholarships and social at the same time;

– students for special achievements in education, established by the President of Ukraine, the Verkhovna Rada of Ukraine, the Cabinet of Ministers of Ukraine, the size and procedure for which are determined by separate regulations;

– students, that are called up for military service in connection with the announcement of mobilization, during the period of military service and after resumption of training for up to one month after the first resumption of semester control inclusive or completion of training – in the amount determined by the results of training in the last before the draft academic semester;

– students who received an academic scholarship during the previous semester and due to temporary incapacity for work, confirmed by a certificate from a security institution health, did not pass the semester control within the period specified in the curriculum; as well as the transfer of funds and payment of academic scholarships in full in the case of its appointment after the elimination of academic debt after the termination of temporary disability;

– students who have exercised the right to academic mobility, in respect of which the Scholarship Commission has made a positive decision regarding the payment of full academic scholarship, which was not paid for the entire period of their study under the academic mobility program in another educational institution in Ukraine or abroad according to paragraph 8, item 14 of the Procedure of the Cabinet of Ministers;

– students who are foreigners and study at the University in accordance with international treaties of Ukraine and acts of the Cabinet of Ministers of Ukraine, if these documents provide for the payment of scholarships.

2.3. Obligations to pay academic scholarships to students in the current month include:

– formed in the current month on the basis of the student's performance rating based on the results of semester control to the month in which the next semester control or graduation ends, or for the current month;

– formed in the current month before persons entitled to an academic scholarship after the elimination of academic debt to the month in which the next semester control or graduation ends, or for the current month.

2.4. The difference between the amount of appropriations under the budget program 2201190 “Payment of academic scholarships to the students” and the size of the scholarship fund is used to pay arrears of scholarships that were not paid at the beginning of this month.

3. Scholars’ limit

3.1 The limit of scholarship holders determines the percentage of students who study by state order at a certain faculty (institute), course in a certain specialty and acquire the right to receive an academic scholarship until the month of completion of the next semester control or until graduation.

The total limit of scholarship holders is the percentage of scholarship holders (in the range of 40 to 45) who are awarded an academic scholarship on the basis of their rating score (including an academic scholarship for special academic achievements). For persons enrolled in the first year of study, who before the first semester control on the basis of a competitive score obtained during admission to the University is the same for all faculties (institutes), courses and specialties.

3.2. The specific number of scholarship holders who study at a certain faculty (institute), course in a certain specialty and who will be awarded an academic scholarship for the next semester (including an academic scholarship for special academic achievements) is determined by the scholarship commission by rounding the product to the nearest whole number of the scholarship holders, the actual number of full-time students studying by state order at a particular faculty (institute), a course in a particular specialty as of the first day of the month following the end of the semester control or started studying 10 days after its start (for first-year students).

3.3. In the case of simultaneous availability at a particular faculty (institute), a course in a particular specialty of students who study full-time and part-time, a specific number of scholarship holders is set separately for each of these categories.

The Scholarship Commission may decide on a single limit of scholarships for students studying in different courses and / or faculties (institutes) in a particular specialty, if such persons study according to the same curricula.

3.4. If there are four people at one faculty (institute), a course in a certain specialty, it is established that the number of scholarship holders is one or two people by the decision of the scholarship commission. If there are only two people at one faculty (institute), a course in a certain specialty, the number of scholarship holders is one

person. If there is only one person, the number of scholarship holders is set by the scholarship commission depending on the level of its success.

3.5. Within the limits of the funds approved for the payment of academic scholarships, the scholarship commission may decide to increase the previously established limits of scholarship holders within the range of limits of scholarship holders.

4. Academic rating

4.1. The award of academic scholarships to students of the University is based on the overall rating of student achievement. The procedure for determining the success rating is the same for all students studying at one faculty (institute), course, in one specialty.

Academic rating is formed:

- for the first year of study at all levels before the first semester control – on the basis of the competitive score obtained by them during admission to study;
- for the next semesters – according to the results of the last semester control at each faculty (institute), course and for each specialty.

4.2. The results of examinations, differentiated tests, term papers (projects), defense of internships of students who completed the curriculum within the period specified in the schedule of the educational process or during the period extended in the prescribed manner, taking into account participation in scientific, scientific and technical activities (creative activity for art specialties), public life and sports activities.

The component of rating must be at least 90 % – the rating score, 10 % – participation in scientific, scientific and technical activities (creative activity for art specialties), public life and sports activities. The student's activity in the current semester is taken into account when forming the academic rating.

The specified 10 % (11 points) is an additional point, which is determined by the following areas and criteria:

Scientific work

1. Number of publications in professional domestic or foreign publications or in publications registered in international scientometric databases (except Google Academy) (1 point per 1 unit).

2. Number of prizes in national or international scientific and academic competitions (1 point for 1 unit).
3. Participation in national or international conferences, schools and trainings, prizes in local or regional scientific competitions (1 point for every three units).
4. Authorship of the invention or utility model (1 point for 1 unit).
5. Chairman of the Scientific Society of Postgraduate Students and Students of the University (faculty, institute) (1 point)

International work

1. Participation in foreign exhibitions, symposiums, schools, trainings, certificate courses and programs (1 point for 1 unit).
2. Successful completion of studies in the framework of academic exchange programs with foreign partner universities (1 point)

Public work

1. Leadership and participation in the student government of the university, faculty, namely: chairman of the primary trade union of university students – 2 points, chairman of the student council of the university – 2 points, deputy chairman of the student council of the university – 1.5 points, secretary of the student council – 1.5 points, the head of the student council of the university – 1.15 points, the chairman of the student council of the faculty – 1 point, the chairman of the trade union bureau of the faculty – 1 point, the head of the academic group – 0.5 points.

A student who combines several responsibilities in the student government can receive an additional score for only one of these positions (the one with the highest score).

2. Participation in the work of local governments – 2 points.
3. Management of a public organization that operates on the basis of the university – 2 points.
4. Implementation of a social project on the basis of the university: organizer-coordinator – 1 point.

Cultural and artistic events

1. Prizes at national and international competitions, festivals, exhibitions (1 point for 1 unit).
2. Participation and holding of a solo concert, personal exhibition at the local, national and international levels (1 point for 1 unit).

Sport

1. Participation in the Olympic Games and Paralympics Games (11 points).
2. Winner of the World Olympic Sports Championship (1–3 place) (10 points).
3. Winner of European Championships and World Universals (1–3 place); Participants of the Ukrainian championships in Olympics (Super League, Premier League) (9 points).
4. Execution of the sports title “Honored Master of Sports” (8 points).
5. Winner of world championships and European championships (1–3 place) (7 points).
6. Execution of the sports title “Master of Sports of International Clay” (6 points).
7. Winner of the championships of Ukraine in Olympics (1st place) (5 points).
8. Winner of the Summer and Winter Universiade of Ukraine (I place) (4 points).
9. Execution of the sports title “Master of Sports” (4 points).
10. Winner of the championships of Ukraine in Olympic sports (1–3 place) (3 points).
11. Victory of regional champions in game sports (1 place) (2 points).
12. Winner of regional championships in individual sports (I place) (1 point).
13. Winner of the School Olympics of Lutsk among higher educational institutions of the national team of the University.

Enrollment of additional points in playing sports should be done during the school year.

Documents entitling to additional points are submitted by the student personally to the dean’s office of the faculty (institute) for further approval by the dean (director) and chairman of the student council (faculty, institute), chairman of the trade union council (faculty, institute) and inclusion in the rating score.

4.3. Students who have academic debt are not included in the ranking of success; received an unsatisfactory final grade or did not appear at the control event without good reason for any discipline, defense of course work (project), internship report, etc. until the end of the semester control specified in the curriculum, except as provided in paragraph 5, 2.2 of this Procedure.

4.4. *The student's rating score is calculated according to the formula:*

$$R = a \cdot \frac{k_1 O_1 + k_2 O_2 + \dots + k_n}{K \cdot O} + b$$

Where:

a – is maximum grade for academic achievement ($90 \leq a \leq 100$), determined by this Procedure:

k_i – positive weight coefficient of the i -th discipline (subject), course work (project), internship.

O_i – final assessment of the student in the i -th discipline (subject), course work (project), internship.

$K = k_1 + k_2 + \dots + k_n$ – the sum of the weight coefficients of disciplines (subjects), course works (projects), internships.

O – the maximum possible grade in the discipline (subject) on the scale of assessment at the University.

$b = 100 - a$ – additional point, which is determined in accordance with this Procedure ($0 \leq b \leq 10$).

Indicators that are taken into account when forming the ranking of student performance are set by the Academic Council of the University in consultation with the Scholarship Commission of the University, before the beginning of the semester. In the second semester it is no later than February 15 of the current year.

4.5. The rating of student success is formed by the rating score from higher to lower. Given the equality of the rating score when awarding an academic scholarship, preference is given to the student with a greater value of the component for academic achievement. Given the same place in the ranking of student achievement, the weight of the examination course of the profile direction or other indicators agreed with the student government of the faculty (institute) is taken into account.

4.6. The student performance rating, agreed by the Methodist and Dean (Director) of the Faculty (Institute), in paper and electronic versions, is submitted to the Scholarship Commission and published on the official website of the University no later than three working days after the decision of the Scholarship Commission.

4.7. Within the set limits, faculties (institutes) determine the number of scholarship holders (including academic scholarships in the increased amount for special achievements) in accordance with the ratings of student performance formed and approved by the scholarship commission and form a register for academic scholarships. The electronic version of the register is sent to the planning and finance department to verify the number of scholarship holders specified in the register and its compliance with the scholarship holder limit. After verification, the register is signed by the dean (director) of the faculty (institute), chairman of the student council of the faculty (institute), chairman of the student trade union of the faculty (institute), methodologist, and agrees to the meeting of the scholarship commission. The electronic version of the register is sent to the accounting department and the general department of the University to form an order on the award of academic scholarships to certain students.

Compiler of the Procedure: head of the educational department Liubov Zaiets

Agreed by:

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