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Проректор по научной работе



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Approved by decision
Scientific Council of

St. Petersburg Electrotechnical University "LETI"
dated 06/02/2022 (Minutes No. 8)

Put into effect by the order of the rector dated 06/10/2022 No.
OD/O353

POSITION

about the work programs of the postgraduate disciplines of St. Petersburg Electrotechnical

University "LETI" TERMINOLOGY USED

Postgraduate educational program(hereinafter - PA, postgraduate program) - a set of basic characteristics of education (volume, content, planned results), organizational and pedagogical conditions and forms of certification, which is presented in the form of a curriculum, calendar curriculum, work programs of disciplines, practice programs, other components, as well as evaluation and methodological materials.

Syllabus(hereinafter - UE) - a document that determines the list, labor intensity, sequence and distribution by periods of training of disciplines, practices, other types of educational activities, unless otherwise established by the legislation of the Russian Federation, forms of intermediate attestation of graduate students.

Work program of discipline (practice)- a document that determines the volume, content, sequence of mastering the discipline (practice) (hereinafter referred to as disciplines), the material and technical, educational, methodological and information resources used, as well as the certification rules for the discipline that determine the procedures for evaluating learning outcomes, including ongoing monitoring of academic performance , criteria for assessing the intermediate certification in the discipline.

1. GENERAL PROVISIONS

1.1. This Regulation regulates the composition, structure and requirements for the content, design, procedure for developing and changing the work programs of the disciplines that are part of the educational programs of higher education - programs for the training of scientific and scientific-pedagogical personnel in the graduate school of the Federal State Autonomous Educational Institution of Higher Education "Saint Petersburg State Electrotechnical University "LETI" them. IN AND. Ulyanov (Lenin)" (hereinafter referred to as SPbETU "LETI", University) for graduate students studying at SPbETU "LETI" under the federal state requirements.

1.2. This provision has been developed in accordance with the following regulatory legal acts:

- Federal Law of the Russian Federation "On Education in the Russian Federation" dated December 29, 2012 No. 273-FZ;
- Federal state requirements for the structure of programs for the training of scientific and scientific-pedagogical personnel in graduate school (adjuncture), the conditions for their

implementation, the timing of the development of these programs, taking into account various forms of education, educational technologies and the characteristics of certain categories of graduate students (adjuncts) (FGT), approved by order of the Ministry of Education and Science of Russia dated October 30, 2021 No. 951,

- Regulations on the training of scientific and scientific-pedagogical personnel in graduate school (adjuncture), approved by the Decree of the Government of the Russian Federation of November 30, 2021 No. 2122,
- by the Charter of the University,
- other local regulations of the University.

1.1. The work program of the discipline (hereinafter referred to as the WP) is a set of materials regulating the content, organization and methodological support of the disciplines provided for by the PA.

1.2. The head of the department implementing the discipline and the head of the postgraduate program are responsible for the development of the RP of the disciplines assigned to the department, their compliance with the FGT and timely updating.

1. REQUIREMENTS FOR THE DEVELOPMENT OF THE WORK PROGRAM OF THE DISCIPLINE

1.1. The RP is compiled for each discipline according to the curriculum of the postgraduate educational program.

1.2. RP takes into account all types of academic workload by semesters and in volumes in accordance with the curriculum.

1.3. It is allowed to have one work program per discipline for different PAs.

1.4. The RP must fully comply with the requirements of the FGT and the PA developed in accordance with them.

1.5. The RP provides the student with information about the content of the discipline, about the organization of his education, including information on all types of educational work and forms of control.

2. STRUCTURE AND CONTENT OF THE WORK PROGRAM

2.1. The RP structure includes the following components:

- title page;
- discipline structure, including:
 - o the department and faculty (institute) that ensure the implementation of the discipline;
 - o types of occupations;
 - o type of intermediate certification;
- annotation of the discipline in Russian and English;
- goals and objectives of the discipline;
- the content of the work program of the discipline, structured by topics (sections),
- educational, methodological and information support of the discipline:
 - o methodological recommendations for the implementation of the discipline for teachers,
 - o methodological recommendations for independent work of graduate students;
 - o the list of literature necessary for mastering the discipline,
 - o software and Internet resources;
 - o electronic educational resources.

2.2. Evaluation tools for conducting intermediate certification of students in

discipline are included in the appendix to the RP.

2.3. In PA, which is fully implemented in a foreign language, work programs and assessment tools of disciplines are developed in Russian and foreign languages.

3. PROCEDURE FOR THE DEVELOPMENT AND APPROVAL OF THE WORK PROGRAM

3.1. The RP is developed at the department that ensures the implementation of the discipline, and is a printed copy and its electronic copy.

4.2 RP is compiled by the author on the basis of these Regulations, agreed with the head of the department implementing the discipline and the Department of Doctoral and Postgraduate Studies (ODA)

4.3. The original and electronic version of the RP of the discipline is stored at the department implementing the discipline as part of the PA.

4.4. In the electronic information and educational environment on the website of the University, an abstract and a full-text version of the RP without attachments are posted.

4. FINAL PROVISIONS

4.1. These Regulations are approved, supplemented, amended and terminated by the decision of the Academic Council of the University and put into effect by the order of the Rector of the University