

**MINISTRY OF HEALTH OF UKRAINE  
NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY, VINNYTSYA**

**«APPROVE»**

Rector of

National Pirogov Memorial Medical University,  
Vinnytsya



*[Signature]*  
V.M.Moroz

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**REGULATIONS**

**ON PROCEDURE AND CONDITIONS OF CHOOSING ELECTIVE COURSES  
AT NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY, VINNYTSYA**

these regulations were considered and approved at a meeting of

the Academic Council of National Pirogov Memorial Medical University, Vinnytsya

record № 01 dated 30. 08 2018

# **Regulations on the procedure and conditions for choosing elective disciplines at National Pirogov Memorial Medical University, Vinnytsya**

## **1. GENERAL PROVISIONS**

1.1. Regulations on elective disciplines (hereinafter - the Regulations) at National Pirogov Memorial Medical University, Vinnytsya (hereinafter - the University) contains the basic requirements for the exercise of the student's right to choose disciplines in accordance with Section X of Article 62 of the Law of Ukraine "On Higher Education" № 1556-YH of 01.07.2014.

1.2. The choice of disciplines is made by the higher education applicant within the limits provided by the relevant educational program and the working curriculum, in the amount of not less than 15 percent of the total number of ECTS credits provided for this level of higher education.

1.3. Applicants of a certain level of higher education have the right to choose disciplines, offered for the other levels of higher education, in agreement with the dean of the relevant faculty.

1.4. Elective disciplines of a higher education applicant or elective disciplines are disciplines introduced by the University to better meet the educational and qualification needs of the applicant and gain appropriate competencies, taking into account the capabilities of the University and regional needs, etc.

1.5. The catalog of elective subjects is a list of subjects of students' free choice for a certain level of higher education in socio-economic and humanitarian, natural science (fundamental) cycles training, which is unified for all specialties (fields of training) of the University.

1.6. The student chooses the disciplines of the variable part of the educational program when forming an individual curriculum.

1.7. The normative content of the educational program in any specialty is determined by the standard of higher education, and the variable - by the working group of the faculty and the educational department.

1.8. Elective disciplines of professional and practical training provide an opportunity for more deep training in specialties and specializations that determine the nature of future activities; promote the academic mobility of the student and his personal interests, allow the implementation of specializations within the basic specialty in order to form the applicants' competencies in accordance with the requirements of the labor market.

## **2. The procedure for selecting students to study elective courses**

2.1. By order of the University Rector until September, 30 of each academic year, deans of faculties are part of the working group to develop a list of elective courses for student's choice to form working curricula for training all levels of higher education specialists. The working group is headed by the head of the educational department.

2.2. The working group together with the educational department analyze the input information and departments provision concerning the possibility of organization of a high quality educational process.

2.3. The main criteria for the department provision, which is able to ensure high quality teaching of elective subject, are:

- staff (scientific degree, academic title of research - teaching staff, experience in discipline teaching, personal rating);
- educational - methodical support (educational - methodical complex, textbooks, manuals, methodical recommendations);
- material - technical base (laboratory equipment, bases of practical training, etc.);
- students' feedback on the quality of teaching disciplines at the departments;
- results of internal university control of students' knowledge.

2.4. Based on the analysis of the above- mentioned information, the working groups by October, 1 form a list of elective disciplines (specializations) and submit them for consideration at the meeting of:

- Academic council of the faculty;
- Central methodical commission of the University (together with an extract from the minutes of the Academic council of the faculty meeting) and after approval - for approval by the Academic council of the University.

2.5. To form a students' contingent for the next academic year, the deans of the faculties:

- acquaint students in autumn semester before December, 1 with the list of elective disciplines (specializations) for student's choice approved by the Academic council of the University;
- organize the procedure for students to choose the disciplines (specializations) of these lists (registration in the lists) before February, 1;
- students, who have chosen disciplines (specializations), for which the required number of people was not grouped, are given the opportunity to re-select disciplines of the other specializations, for the study of which full groups have been formed (according to educational programs of socio-economic and humanitarian training - 25-30 people, from the natural science cycle, professional and practical training - 12-15 people);
- based on the results of the activities held by December, 1 of the current year, groups of students are formed to study disciplines (specializations) for the next academic year;
- adjust the working curricula for the specialists training of the respective years of admission and transfer their electronic versions to the educational department for the formation of the educational work loading of the departments.

### **3. The formation order of the elective component of the individual curriculum of a higher education applicant**

3.1. The amount of the elective discipline of socio-economic, humanitarian and natural science (fundamental) training cycles is not less than 3 ECTS credits (90 hours); cycle of professional and practical training - on the choice of the working group of the faculty and the educational department and is not less than 3 ECTS credits (90 hours).

3.2. Form of control of the elective discipline: for disciplines of socio-economic and humanitarian training - credit; for disciplines of natural science cycle (fundamental), professional and practical training – according to the decision of the educational department and the working group of the faculty in accordance with the curriculum.

3.3. To form a contingent of students to study elective subjects for the next academic year (academic semester), deans of faculties acquaint with the Catalogs of elective disciplines, approved by the Academic Council and organize the procedure of their selection by November, 20 of the current year on the basis of a written application of the applicant (Attachment 1) which is the basis for the formation of an individual student's curriculum (ISC) for the next academic year.

3.4. Based on students applications and intercession of faculties, by the educational department orders are formed to create groups for the study of elective subjects for higher education applicants for the current and next academic years.

3.5. If a student for a valid reason could not enroll in time, he, providing the relevant documents, applies to the dean's office with an application, mentioning the study of his chosen disciplines. A student who has neglected his/her right to choose will be enrolled in the disciplines study, that the dean's office deems necessary to optimize study groups and streams.

3.6. In order to ensure mobility for the study of elective courses at the university level, one day a week is allocated.

### **4. Formation of orders on approval of the working curriculum and of the personal group members**

4.1. According to the master's curricula, the results of enrollment into elective courses and the admission intake plan, the educational department prepares an order on the working curriculum approval, the deans of the faculties prepare orders on the personal groups members approval.

4.2. The order on approval of the working curriculum for teaching all over the university disciplines is prepared by the educational department, in accordance with the curricula for master's studies, the admission intake plan for the first year of study and based on the results of enrollments, provided by deans of the faculties.

4.3. The supplement to the order is formed as a table, according to appendix № 2. The table indicates the name of the discipline, year of study, semester in which this discipline is taught, the number of students who will listen to the discipline, the

number of groups and subgroups. Disciplines are entered in the table by semesters of teaching, starting from the first semester.

4.4. At the beginning of each semester, after a week of adjustment, the dean's offices form an order on personal group members for the current semester. If during the week of adjustment it is found that there has been a significant change in students number or this change will lead to a change in the number of groups in a particular discipline, the dean's office must notify the educational department and the department, that teaches this discipline.

4.5. The dean's office, during the adjustment week at the beginning of the semester, may not, without the consent of the department, reduce or increase the number of students in the group above the normative number, especially if students enroll in the discipline as elective.

If for objective reasons the number of students in the group has decreased significantly and does not meet the standards, the permission to teach the discipline and recalculate the work loading is given by the vice-rector for scientific-pedagogical work at the request of the department, approved by the head of the educational department and the faculty dean.

If for objective reasons the number of students in the group exceeds the normative number, permission to increase the number of groups and recalculation of work loading is given by the vice-rector for scientific-pedagogical work at the request of the department, approved by the head of the educational department and the faculty dean.

#### **4. Credit transfer procedure**

4.1. In case of renewal or transfer of a student, the recalculation of elective disciplines is carried out by the dean of the faculty on the basis of an extract from the minutes of the profile department meeting

4.2. Recalculation of credits is carried out on the actually studied disciplines of a certain cycle, under the condition of identical credits number.

**SAMPLE of student' application for inclusion of elective disciplines into the individual plan**

Dean \_\_\_\_\_

student \_\_\_\_\_ course, \_\_\_\_\_ group

(full name)

**REQUEST**

Please include into my individual curriculum for 20\_\_/20\_\_ academic year elective disciplines in accordance with the training trajectory

Please also include the following disciplines:

Date

Signature

Approved:

Curator

(signature)

full name