

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

APPROVE

Rector

of National Pirogov Memorial Medical
University, Vinnytsya

 prof. Moroz V.M.

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REGULATIONS

FOR TRANSFER, EXPULSION AND REINSTATE

OF HIGHER EDUCATION APPLICANTS

of National Pirogov Memorial Medical University, Vinnytsya

Considered and approved at
the meeting of the Academic Council of
National Pirogov Memorial Medical
University, Vinnytsya

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**Regulations for transfer, expulsion and reinstate
of students of National Pirogov Memorial Medical University, Vinnytsya**

1. GENERAL REGULATIONS

1.1. Regulations on transfer, expulsion and reinstate of higher education applicants of National Pirogov Medical University Vinnytsia (hereinafter - the Regulations) is developed on the basis of current legislation governing the transfer, deduction and reinstate of higher education.

1.2. Regulations determine the procedure and bases for expulsion, reinstate and transfer of higher education applicants, establishes the procedure for the commission for transfer, reinstate and transfer of students of National Pirogov Memorial Medical University, Vinnytsya.

1.3. This document is based on the basic provisions of the Law of Ukraine "On Higher Education", approved on 01.07.2014 with changes and additions, as well as legislative, regulatory and instructional documents, which VNMU is governed by in its activity:

Law of Ukraine "On Education", approved on 05.09.2017 № 2145-VIII with changes and additions;

Regulations on the procedure for transfer, expulsion and reinstate of higher education applicants of higher educational institutions, approved by the order of the Ministry of Education and Science of Ukraine dated 15.07.1996 № 245;

The procedure for transfer of higher education applicants who study at the expense of the state (local) budget to other higher education institutions to complete their studies at the expense of the state (local) budget dated 11.11.2015 № 927;

Some issues of organization of the educational process in higher educational institutions: order of the Cabinet of Ministers dated December 5, 2014 № 1210-r;

Statute of National Pirogov Memorial Medical University, Vinnytsya, approved by the Ministry of Health of Ukraine on May 30, 2018 № 1034.

2. COMMISSION for transfer, expulsion and reinstate of students

2.1. The Commission for Transfer, Expulsion and Reinstatement of Higher Education Applicants (hereinafter - the Commission) considers the issues of transfer, expulsion and reinstatement of students of National Pirogov Memorial Medical University, Vinnytsya (hereinafter - the University).

2.2. The Commission for Transfer, Expulsion and Reinstatement of Higher Education Applicants includes: Rector of the University, Vice-Rector for Educational (Scientific and Pedagogical) Work, Head of the Academic Department, Deans of Faculties, Head of the Students' Government, Head of Students' Trade union.

2.3. The members of the Commission are elected and approved by order of the Rector at the beginning of the academic year. Changes in the composition of the Commission during the academic year are approved by order of the Rector.

2.4. Powers of the Commission:

2.4.1 transfer of higher education applicants from one area of training to another;

2.4.2. transfer to the higher education institution students studying in other higher medical (pharmaceutical) educational institutions of Ukraine;

2.4.3. reinstate of higher education applicants who were expelled from other higher medical (pharmaceutical) educational institutions of Ukraine;

2.4.4. reinstate of higher education applicants who were expelled from the University;

2.4.5. transfer of higher education applicants, who study at the expense of individuals or legal entities, to vacancies in the state order;

2.4.6. expulsion of higher education applicants from the University.

2.5. Applications of higher education applicants and persons expelled from higher medical (pharmaceutical) educational institutions for their transfer and reinstate to study at the University must be considered by the Commission within two weeks.

2.6. To transfer higher education applicants from the form of funding from individuals (legal entities) to the form of funding - by state order, the dean of the faculty submits to the Commission a memo and copies of documents certifying the primary right of higher education applicants to transfer; a copy of the announcement of vacancies by state order; records of the meeting of the Students' Government of the University and the primary trade union organization (if the higher education applicant is a member of the trade union).

3. TRANSFER OF HIGHER EDUCATION APPLICANTS:

3.1. a higher education applicant can be transferred from:

- a certain higher medical (pharmaceutical) educational institution to another;

- a certain direction of training to another direction of training within one field of knowledge during 1st -2nd courses of study if there are vacancies for the competition;

- a certain specialty to another specialty within one area of training during 1st - 2nd courses if there are vacancies in the competition.

3.2. Transfer of higher education applicants to another HEI in the first year is prohibited.

3.3. Transfer of higher education applicants studying at the educational and qualification levels "specialist" and "master" from one specialty to another is not allowed.

3.4. Transfer from one educational institution to another, or from one form of education to another of higher education students studying at the levels of "specialist" and "master", is possible only if transferred to the same specialties in which they were trained.

3.5. Transfer of higher education applicants from another higher medical (pharmaceutical) educational institution of III-IV levels of accreditation, regardless of the form of education to the University is carried out with the consent of the rectors of both educational institutions subject to vacancies of licensed volume.

3.6. A higher education applicant who wishes to transfer to another educational institution submits an application for transfer to the Rector of the University and, after receiving his written consent, applies to the Rector of the educational institution to which he wishes to transfer. Upon positive consideration of the application and subject to the elimination of the academic difference, the rector issues an order according to which the applicant is admitted to classes, and sends a request to the University to receive his personal file by mail. The personal file obtained by higher education, which is transferred to another educational institution, is sent to the address of that educational institution within a week.

3.7. Copies of the academic transcript, the higher education applicant study card, the record book, the individual curriculum of the higher education applicant and the list of the sent documents remain in the University. The procedure for storing these documents is the same as the personal files of higher education applicants.

3.8. The Rector's order on enrollment of a higher education applicant from another educational institution is issued after receiving the applicant's personal file.

3.9. In the presence of bilateral or tripartite agreements (contracts) for the training of specialists, the transfer of higher education applicants from one area of training to another, from one specialty or form of education to another, from one

educational institution to another is carried out if appropriate changes to these agreements and compliance with current legislation are done.

3.10. Transfer of higher education applicants is carried out, as a rule, during vacations by the order of the Rector of the University upon submission of the record of the meeting of the Commission for transfer, reinstate and expulsion of higher education applicants.

4. EXPULSION OF HIGHER EDUCATION APPLICANTS

4.1. The grounds for expulsion from the University are:

- completion of training in the relevant educational (scientific) program;
- own desire;
- transfer to another university;
- non-fulfillment of the individual curriculum;
- violation of the terms of the agreement (contract);
- other grounds provided by law.

4.2. Expulsion of higher education applicants **at their own request**:

- the higher education applicant personally submits an application for consideration by the Commission;
- on the application of higher education applicant - the resolution of the dean of the faculty, certifying the consent to the expulsion;
- if the applicant for higher education is a minor - the application must contain the consent of the parents (or guardians) regarding the decision obtained for higher education applicant;
- expulsion at their own request is possible in the absence of financial debt for those who study at the expense of individuals (legal entities).

4.3. Expulsion of higher education applicant **in connection with transfer to another university**:

- the higher education applicant personally submits an application for consideration by the Commission;
- the original consent to transfer from another institution of higher education;
- on the application of the higher education applicant - the resolution of the dean of the faculty, certifying the consent to the expulsion in connection with transfer;

4.4. Expulsion of the higher education applicant because of non-compliance with the individual curriculum:

- the higher education applicant received three or more unsatisfactory grades during the semester final control;
- the higher education applicant received an unsatisfactory grade in one subject after three attempts to pass the exam (differentiated test);
- the higher education applicant without valid reasons did not attend lectures, seminars, practical classes, did not pass practice (more than 25% of missed classes);
- the higher education did not eliminate academic debt in a timely manner;
- the higher education applicant did not eliminate the academic difference after reinstate / transfer within the period set by the dean's office;
- the applicant did not attend classes within 10 days after the start of classes and did not notify the dean's office of a valid reason.

4.5. Expulsion of higher education applicant because of violation of the terms of the agreement (contract):

- gross violation of the established Rules of Internal Procedure of the University (at the request of the Deputy Dean or curator of the academic group);
- committing an immoral act incompatible with the continuation of studies in the student body (at the request of the deputy dean or curator of the academic group);
- financial debt for higher education applicants studying at the expense of individuals (legal entities).

4.6. The Dean of the Faculty in case of expulsion of a higher education applicant because of non-fulfillment of the curriculum or violation of the terms of the agreement submits the following documents to the Commission:

- a memo indicating the specific reason for expulsion of higher education;
- decisions of the Students' Government;
- decision of the primary trade union organization (if the applicant is a member of the trade union).

4.7. In case of receiving an unsatisfactory grade during the state certification, higher education graduates are expelled from the University as having completed a theoretical course of study according to the relevant training program.

4.8. After filling in the clearance letter, the dean's office issues a standard academic transcript to higher education applicants expelled from the university, which contains information on training outcomes, names of disciplines, grades obtained and the number of ECTS credits obtained. The academic transcript is signed by the rector of the university, the dean of the faculty and sealed. The academic transcripts are registered in the certificate registration book. The following should be attached to the personal file of a higher education applicant to transfer to the archive: a copy of the academic transcript, the record book or individual plan, student card and study card of a higher education applicant indicating the implementation of the curriculum.

4.9. Information about the studied disciplines, current control, passed tests and exams are entered in the academic transcript separately for each semester. For graduates of all forms of education to the academic transcript in the column "Number of hours according to the curriculum" is the number of hours provided by the curriculum. If the applicant has previously studied in another educational institution, the academic transcript should indicate the names of the institutions in which the examinations (tests) in certain disciplines were taken.

4.10. In the academic transcript obtained by a higher education applicant, who received unsatisfactory grades, the following is indicated: the disciplines, study time, and in the column "grade" is written - "failed".

4.11. A student who exercises the right to academic mobility during training, internship or research in another institution of higher education (scientific institution) in Ukraine or abroad is guaranteed to retain a place of study and payment of a scholarship in accordance with the provisions on the right to academic mobility. Such a person is not expelled from a higher educational institution.

5. REINSTATE OF HIGHER EDUCATION APPLICANTS

5.1. Reinstate of higher education applicants is carried out by the Commission, regardless of the duration of the break in study, the reason for expulsion, employment history, form of study and taking into account the applicant's ability to successfully complete the schedule of the educational process, the amount of academic difference.

5.2. The commission takes into consideration the application of persons for reinstate / transfer, if the deans of the faculties indicate:

- availability of vacancies of the licensed volume on the corresponding course (year of study) of full-time / part-time form of study in the direction of training (specialty) for which reinstate / transfer is planned;

- availability of vacancies for the state order in the relevant course (year of study) full-time / part-time study in the field of training (specialty) - if the application specifies training for the state order;

- the possibility of reinstate / transfer to the course (year of study) of the full-time / part-time form of study specified in the application, taking into account the established academic difference;

5.3. A person reinstate from another higher medical (pharmaceutical) educational institution shall add to the application:

- academic екфтыскшзе (original);
- certificate "Step 1" (if the applicant is reinstated / transferred after the third year);
- a copy of the passport.

5.4. Applicants who have applied for reinstate (or transfer to study) to places financed from the state budget, in the absence of places of the state order, should be granted the right to renew (transfer to study) at the expense of legal entities and individuals (if available) vacancies of the licensed volume).

5.5. The application for reinstate or transfer must be considered by the Commission within two weeks, and the applicant is informed of the conditions of enrollment or the reason for refusal.

5.6. Keinstate of higher education applicants of the University is carried out during the holidays by order of the Rector of the University upon submission of the records of the meeting of the Commission for transfer, reinstate and expulsion of higher education applicants of the University.

5.7. The personal file of a higher education applicant, transferred from another medical (pharmaceutical) educational institution or reinstated in the register of higher education applicants, should contain: extract from the order of enrollment, application (original), academic transcript (original).

5.8. Based on the comparison of the information provided in the academic transcript of a higher education applicant for the entire period of previous study, with the curriculum, which will be carried out by the higher education applicant after its transfer / reinstate, the dean's office inspector in agreement with the dean prepares orders about differences elimination before the beginning of the next examination session.

5.9. The student, reinstated / transferred, is issued a credit book or an individual curriculum of a higher education applicant with re-credited subjects and appropriate

grades. Re-credit of the results of tests and exams previously taken by the student is carried out by the academic department under the condition of identical name, volume of educational discipline and forms of final control.

5.10. Persons who were expelled from the University for non-fulfillment of the curriculum, as well as applicants for higher education who were left for re-education in the semester for which they are renewed, can be transferred only those disciplines, the results of the final control of which they had a score not lower than "good" or "passed" ("C" on the ECTS scale).

5.11. Persons expelled for non-fulfillment of the curriculum may be reinstated only in the next academic year from the beginning of the semester for non-fulfillment of the curriculum of which they were expelled, and only on the terms of the contract at the expense of individuals (legal entities).

5.12. Reinstatement of higher education applicants to the first year is prohibited.

5.13. In exceptional circumstances, the Rector of the University has the right to reinstate a higher education applicant, who was expelled from the first year, for the second year of study, and if the academic debt (difference) is not more than two disciplines provided by the curriculum, if it is eliminated before classes.