

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

«APPROVE»

Rector of

National Pirogov Memorial Medical University,
Vinnytsya



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REGULATIONS

**ON PROCEDURE OF SUBJECTS RE-CREDITING
AND ACADEMIC DIFFERENCE DETERMINATION**

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

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REGULATIONS

on the procedure for recalculation of academic disciplines and determining the academic difference

Introduction

When a higher education applicant transferring or renewing for studies, differences are often found between the curriculum according to which he plans to study and the curriculum according to which he studied earlier. These differences make up the academic difference.

In addition, there is a situation when the applicant in a previous institution of higher education was certified in some disciplines that are studied in the current semester at the university to which he transferred or renewed. In this case, there is a need to recalculate previously studied disciplines.

1. General provisions

11. Regulations on the procedure for re-calculation of academic disciplines and determination of academic difference (hereinafter - the Regulations), developed in accordance with current regulations, namely:

- Law of Ukraine "On Higher Education" of 01.07.2014 №1556-VII
- Order of the Cabinet of Ministers of Ukraine dated 05.12.2014 № 1210-p "Some issues of organization of the educational process in higher education institutions" (hereinafter - order № 1210), to clarify the provisions of which there is a letter from the Ministry of Education dated 16.12.2014 № 1/9 -639
- Regulations on the procedure for transfer, expel and renewal of students of higher educational institutions (order of the Ministry of Education and Science of Ukraine dated 15.07.1996 №245);
- Methodical recommendations on the introduction of the European credit transfer system and its key documents in higher education institutions (letter of the Ministry of Education and Science of Ukraine dated 26.02.2010 № 1 / 9-1 19).
- Temporary transfer order to study for students, postgraduate students and doctoral students from higher education institutions and research institutions located in the temporarily occupied territory of Ukraine, approved by the Order of the Ministry of Education and Science of Ukraine of 07.05.2014 № 556 and of 06.01.2016 № 7;
- The certification procedure for recognition of qualifications, learning outcomes and periods of study in higher education system, obtained in the temporarily occupied

territory of Ukraine after February 20, 2014, approved by the order of the Ministry of Education and Science of Ukraine of 19.05.2016, № 597;

- Some issues of the educational process organization in higher educational institutions: the order of the Cabinet of Ministers of Ukraine, dated 5.12.2014 № 1210-p;

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

1.2. The Regulation defines the procedure for re-calculation of academic disciplines and determination of the academic difference for fresh students of all forms of education who:

- transferred from other institutions of higher education;
- want to continue their studies at the next educational - qualification level or simultaneously study in two specialties;
- continue their studies after academic leave or repeated course;
- are renewed for study after expel.

1.3. The Regulations action is applied to all educational units of the university.

2. The order of recalculation of academic disciplines

2.1. Recalculation of academic disciplines is carried out on higher education applicant's request on the basis of academic certificate (transcript of records) or supplement to the document on higher education (diploma of junior specialist, bachelor, specialist, master) issued by the institution of higher education, or extract from the educational card (for VNMU higher education applicants), verified in the prescribed manner.

The request for recalculation of disciplines is submitted by the applicant to the dean of the faculty at the beginning of the semester, so that in case of non-compliance with program requirements and refusal to recalculate, the student could be trained in the relevant discipline with his group in full.

2.2. Recalculation of the results of previously completed disciplines (modules) in accordance with the individual curriculum is carried out by the dean of the faculty, by comparing them (compliance with the discipline content to EPP, total amount in hours and ECTS credits, forms of final control).

2.3. Recalculation of disciplines can be carried out according to the following options:

- individual decision of the dean of the faculty;
- the decision of the dean, based on the conclusion of the expert commission of the corresponding department.

2.3.1. The individual decision of the dean on recalculation of academic disciplines can be accepted under the following conditions:

- when comparing the curriculum of the specialty and the academic certificate (transcript of records) or supplement to the document on higher education, or extract from the educational card (for VNMU higher education applicants), names of disciplines are identical or have a slight stylistic discrepancy;
- if the total number of hours (ECTS credits) and the forms of final control in this discipline coincide in the curricula.

2.3.2. The expert commission is formed in cases when there are grounds for recalculation of the discipline, but the sole decision of the dean is not made:

- the names of academic disciplines have significant differences, but when comparing the curricula, the disciplines content and requirements for knowledge, skills and abilities of the student coincide;
- the total amount of hours (ECTS credits) allocated for the study of the discipline in the previous institution of higher education differs, but not less than 70% of the whole amount of the discipline, provided by the curriculum of the university;
- in absence of academic certificates of success obtained.

The expert commission is formed of two people: the head of the department, which is responsible for the discipline, and one of the teachers, who teaches the same or related discipline.

The expert commission considers the applicant's request, examines his documents on previously obtained education, if necessary, conducts an interview with the higher education applicant in order to clarify the content of the discipline studied in the previous institution of higher education, which must be recalculated.

The expert commission makes a conclusion about possibility (impossibility) of recalculation of discipline.

The conclusion of the expert commission is noted in the request.

The final decision based on the conclusion of the expert commission is made by the dean of the faculty.

For applicants, who do not have an academic certificate, an expert commission is formed with the participation of specialists:

- of educational department
- of deans' offices
- of responsible for conducting licensed integrated exams "Step"
- of teachers from departments, that teach disciplines that are not included into test exams "Step 1" and "Step 2"

2.4. When recalculating the discipline, the previously obtained positive assessment of academic achievements of higher education applicant is preserved.

When transferring, renewing, enrolling on the basis of the previous educational - qualification level of students, who did not study according to ECTS, the grades obtained are converted into the ECTS scale and 200-point scale in accordance with the current scale of assessment at the university.

If the grade in the discipline consists of several grades for some semesters or grades from several disciplines, the average weighted grade for competence is set, taking into account the amount of the relevant components of the discipline.

2.5. The entry student has the right to refuse to recalculate the discipline, if he is not satisfied with the previously obtained grade, and to pass it as an academic difference or to re-study.

2.6. To applicants, who are left for repeated course, may be recalculated the disciplines, in which, according to the results of the final control, they had a grade not lower than "good" or "passed".

2.7. For applicants, who do not have an academic certificate to analyze the success in disciplines, which are included in the licensing exams "Step 1" and "Step 2" according to the State Organization "Center for testing the professional competence of specialists with higher education in the field of knowledge " Medicine " at the Ministry of Health of Ukraine »

With the written consent (application addressed to the dean) of the student the level of knowledge in disciplines that are not included in the test exams "Step 1" and "Step 2" is determined by testing and (or) interviewing.

2.8. For applicants who do not have an academic certificate, determine the level of practical skills by demonstrating them on patients (models) and solving situational tasks.

3. The procedure for determining the academic difference

3.1. Disciplines, that at the moment of transfer (renewal) of the applicant were not studied in full or the total number of hours (ECTS credits) allocated to study the discipline in the previous institution, less than 70% of the discipline's amount, provided by the university curriculum, are the subject for academic difference.

The following is not considered as academic difference: disciplines of free choice of an applicant;

3.2. For applicants who studied under the credit-module system, according to the decision of the expert commission, the points awarded for the credit test can be converted as for an exam on the university scale.

3.3. The determination of the academic difference in academic disciplines is carried out by the dean's office and should last no more than one working week.

The dean's office checks the number of credits obtained by the applicant. The applicant must eliminate the insufficient amount of credits, based on the fact that the total amount of ECTS credits is $60 \times n$ (where n - number of courses).

3.4. The number of final forms of control that make up the academic difference, as a rule, should not exceed 10 control units (credit tests, differentiated credit tests, exams).

If the curriculum provides passing the credit test and the exam in the discipline, the examination is put to the academic difference.

3.5. The procedure and terms of liquidation of the academic difference is determined by the dean of the faculty.).

4. The procedure for academic difference elimination

4.1. Entry students who have to eliminate the academic difference must pass it within the timeframe specified in the academic difference schedule, usually before the credit-examination session begins. In the case of renewal or transfer from another higher education institution, the academic difference is usually eliminated before the beginning of the semester.

4.2. The main form of educational material mastering in elimination of academic difference is independent work.

4.3. In order to facilitate the successful elimination of the academic difference, the dean's office of the faculty provides the necessary advisory and explanatory assistance.

4.4. Departments, which are assigned for disciplines that make up the academic difference, provide the necessary educational and methodological guidelines and recommendations for independent work, provide a sufficient level of advice and objective final control of applicants knowledge.

5. Arrangement of documents

5.1. Preparation of materials for the recalculation of disciplines and determination of academic difference is entrusted to the dean's office of the faculty to which the application for study is submitted.

5.2. Transcript of records (copy of the appendix to the diploma of higher education), application to recalculate the academic disciplines, approved by the dean of the faculty, are attached to the educational card of the higher education applicant.

5.3. Information on recalculation of the credit tests and exams results, which are certified by the signature of the dean, are entered in the record book of the applicant.

The educational card shall indicate the name of the document on the basis of which the recalculation was made, the series, number, date of issue and the name of the educational institution that issued it.

Grades are given on the scale valid at the university.

5.4. The results of the academic difference elimination are fixed in the record of performance, education card and record book. Information on the academic difference is registered in the journal on separate pages.

5.5. In supplement to the diploma, all normative and variable disciplines of the curriculum of the field of study (specialty) are included. Disciplines of free choice may vary.

5.6. Persons who have foreign documents on education must pass through the procedure of their recognition (nostrification) and obtain a certificate, confirming the right to continue education in Ukraine.

6. Prefinal provisions

6.1. The regulations come into force from the moment of its approval.

6.2. Control over the implementation of the Regulations is exercised by the university officials within the limits of their power, determined by the functional duties.