MINISTRY OF HEALTH OF UKRAINE

NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY, VINNYTSYA

«APPROVE»

Rector of

National Pirogov Memorial Medical University, Vinnytsya

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24. 11. _____ 20 16

REGULATIONS

ON ELECTRONIC PROGRESS REGISTER (ez.vnmu.edu.ua)

OF 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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Vinnytsya 2019

THE REGULATION
on electronic journal (ez.vnmu.edu.ua)
National Pirogov Memorial Medical University, Vinnytsya

1. General provisions

1.1. This Regulation was developed in accordance with the Law of Ukraine "On Higher Education", Order of the Ministry of Education and Science of Ukraine №774 of 30.12.2005. "On the introduction of credit-modular system of organization of educational process", "Regulations on the organization of educational process at National Pirogov Medical Medical University, Vinnytsya approved by the Academic Council of VNMU (Minutes № 13 of June,30 2016), and the order of the Rector № 52 of 01 June 2016 "On the implementation of the electronic journal".

1.2 "Electronic Journal" (ez.vnmu.edu.ua) is a software based on web-technologies (developed using the Python 3.5 programming language based on the Flask 1.10 framework (based on MVC), PostgreSQL 9.4 database server; interface developed within the framework of modern Material design standards), which meets the basic requirements:
- compatibility with all modern standards, support for Internet technologies, as well as the ability to increase functionality through interaction with independent software providers;
- ability to integrate in a single distributed information environment the task of managing all aspects of educational activities;
- scalability, which guarantees the stability of the system in terms of increasing the amount of information processed and the number of concurrent users;
- ability to work on different hardware platforms, operational systems, database servers.

1.3. Electronic journal (ez.vnmu.edu.ua) is an automated system of accounting of the results of students' learning activities and their attendance. The journal is a component of the university management automation system in the field of educational activities. The system provides the generation of analytical information that can be used as a basis for management decisions aimed at improving the quality of education.

1.4 Electronic journal is introduced in order to monitor the educational process, operative management of students learning process, increase their motivation, identify and influence on problematic issues, improve the quality of educational services.

1.5. The introduction of the journal is aimed at:

- providing a high-tech and modern approach to automatizaton of accounting for student learning activities;

- creation of a centralized repository of this kind of information - an information system for recording attendance and student performance;

- ensuring openness and transparency of the educational process by providing the Internet access to student performance;

- display of personal rating of students;

- formation of feedback between students, teachers, parents and university administration;

- ensuring control over the performance of their duties by all parties of the educational process.

2. Objects of monitoring of educational activity, reflected in the "Electronic Journal"

2.1. The object of the electronic journal monitoring is the results of educational and cognitive activities of students, the state of their performing discipline.

2.2. Additionally, the objects of monitoring may be the quality of organization of the educational process by departments and individual teachers by monitoring compliance with regulations, governing the educational process:

- provisions on the organization of the educational process;

- provisions on the system of control of students' knowledge;

- methodical materials on the content and organization of independent work of students, current and final control of the level of knowledge in the discipline;

- working training programs;

- schedule of the educational process;

2.3. The journal displays:

2.3.1. Adherence to the duly approved schedule of classes, reworking schedules and consultations.

2.3.2 The results of the current performance of students and the final control of knowledge with automatic conversion into points, in accordance with the evaluation criteria for the credit-transfer system of the educational process organization in each discipline.

2.3.3 Results of attending classes with the reasons for absences.

2.3.4 Rework by students of missed and uncredited classes.

2.4. With the help of software of the electronic journal the system additionally carries out:

2.4.1 automated calculation of the sum of points for the module and calculation of the final grade for the discipline;

2.4.2 formation of automated reporting on the results of current performance, final control of knowledge and attendance at classes;

2.4.3. make a register of students, teachers, departments and faculties, specialties and fields of training, academic disciplines;

2.4.4 provides feedback between users through a system of information messages, a journal of comments and suggestions.

3. The procedure for maintaining an electronic journal

3.1. The journal is filled in only by the teacher, personally, within 10 calendar days.

3.2. The order of filling in the journal is regulated by the "Instructions for the teacher on keeping the electronic journal" (appendix 2).

3.3. The journal is kept for each discipline of the curriculum, followed by automatic integration of students' work results in general register.

3.4. The teacher, who conducted the classes is responsible for the timely completion and accuracy of the information entered in the journal.

3.5. Fixing of teachers for disciplines in electronic journals of academic groups is carried out by moderators of departments before practical and seminar classes of each semester of the academic year on the basis of schedule and distribution of groups between teachers at departments according to "Instructions for the moderator on electronic journal keeping" (Appendix 3).

3.6. After entering the results in the "Electronic Journal", the information immediately becomes available to the head of the department, deans, curators and the university administration. When viewing the journal, these users get access to grades in the discipline topics, the date of the grade and the name of the teacher who put the grade, as well as the history of changes before the grade in case of repassing.

3.7. For the teacher, the system provides the ability automatically calculate the results of the study group performance for the current date, available information on the average score of the group, the ratio of grades "excellent", "good", "satisfactory", "unsatisfactory", the results of class attendance.

3.8. The system automatically generates reports (attestation sheets) on the study group performance in accordance with the Regulations on the organization of the educational process at VNMU.

3.9. Accumulation of an array of grades and results of attendance, formation of automatic reports allows heads of departments, deans, educational department and administration to analyze educational activities in terms of a particular student and in terms of groups, courses, faculties, departments etc..

3.10 Before the beginning of the academic year, the deans' offices create a register of student users, to whom the system automatically generates logins and access passwords in accordance with the "Instructions for keeping an electronic journal by the dean's office" (Appendix 5). Deans' offices inform students about their authorization within 2 weeks.

3.11. Dean's offices work to restore the authorization of student users in case of loss or blocking of their personal data by the system.

3.12. Dean's offices work to enter personalized student data with the reason for missing classroom classes and their differentiation ("valid reason", "invalid reason", etc.).

3.13. The introduction of the electronic journal does not cancel the maintenance by each teacher paper journal of current students performance and journals of missed classes rework at the department.

3.14. Registration of teachers, change of registration data in the system of electronic journals, providing them with methodological assistance is carried out by the educational department and moderators at the departments.

4. Users of electronic journal information and access levels

4.1 Electronic journal of VNMU named after M.I. Pirogov has eight independent levels of access to information about the educational process and the results of the work of persons, involved in the educational process (Fig. 1):

4.1.1 Students, who monitor learning results during the semester (Appendix 1) have the opportunity to review their grades in all disciplines, to get acquainted with the ranking position among students of their study group and faculty, to analyze reports on their own performance over a period of time (week, month, semester), to receive information on academic debt (if any), as well as to review the schedules of working out and consultations of missed and uncredited classes;

4.1.2. Teachers (Appendix 2), who directly enter the results of current students performance, enter the results of individual independent work of students, the results of module control and rework results;

4.1.3. Moderators of the department (Appendix 3), who enter into the system thematic plans of educational classes in the disciplines taught at the department; recalculation of points of the traditional evaluation system into the ECTS scale; provide teachers with access to relevant study groups; make schedules for missed and uncredited classes rework; conduct training of department's teachers on authorization in the system and entering the results of performance and attendance.

4.1.4 Heads of departments (Appendix 4), who monitor information on the level of educational-cognitive activities and executive discipline of students in academic disciplines, taught at the department in terms of students, academic groups, teachers, appoint moderators;

4.1.5 Deans of faculties and their deputies (Appendix 5), who create a register of students and study groups, analyze the progress in the educational process of academic groups, courses, specialties and on its basis control compliance with the established requirements for the effective organization of educational activities at departments and faculties;

4.1.6. Curators of academic groups, who monitor at the introductory level the state of educational - cognitive activities and the state of executive discipline of a group of students for a specified period;

4.1.7 Educational department, which creates and dynamically updates the register of faculties, departments and academic disciplines, which are fixed to the relevant departments;

4.1.8 Rector (Rector's Office), who monitor the state of educational - cognitive activities and the state of executive discipline in terms of students, groups, specialties, courses, faculties, departments and teachers, etc. for a specified period, use analytical system data for making decisions at all levels .

4.2 Educational department, deans' offices in the prescribed manner provide reports to the administration on the progress of the educational process and the results of

current and final performance monitoring in accordance with the levels of access to analytical data of the system:

4.2.1. The educational department has access to the analytical information of the system in the context of courses, faculties, specialties, users-students register, users-teachers, moderators, etc.

4.2.2. The Dean's Office has access to analytical information of the system in terms of courses, specialties, users-students register within one faculty, etc.

4.3. The educational department with deans' offices provides organizational, methodological and technical support for the electronic journal keeping.

4.4. The control over the observance of this provision by the participants of the educational process is carried out by the educational department and the vice-rector for scientific - pedagogical (education) work.