

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

**APPROVED**

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**REGULATIONS ON ACADEMIC PROCESS AT  
NATIONAL PIROGOV MEMORIAL MEDICAL  
UNIVERSITY, VINNYTSYA**

Vinnytsya – 2020

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The collection includes the main local regulations and instructions on the organization of educational and methodological work at the university.

# ***REGULATIONS ON ACADEMIC PROCESS AT NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY, VINNYTSYA***

## **1. General provisions**

The educational process at the university is a system of organizational and didactic measures aimed at implementing the content of education at the appropriate educational or qualification level in accordance with state educational standards. The educational process is based on the principles of science, humanism, democracy, continuity and a multilevel system of higher education.

## **2. The main regulations on the organization of the educational process and glossary at the university**

The organization of the educational process is based on the Law of Ukraine "On Higher Education" № 2145-VIII dated 05.09.2017 (As amended in accordance with the Laws of Ukraine 2017-2020) and the Resolution of the Cabinet of Ministers of Ukraine № 53 dated 01.02.2017 (on amendments to list of specialties), order of the Ministry of Education and Science list of regulated specialties № 673 from 22.05.2020 and other acts of legislation of Ukraine on education, state standards of education (if any), standards and recommendations of the European Higher Education Area (ESG - 2015).

**Academic integrity** is a set of ethical principles and rules defined by law, which should guide the participants of the educational process during training, teaching and conducting scientific / creative activities in order to ensure confidence in learning outcomes and / or scientific / creative achievements. Violations of academic integrity are considered academic plagiarism, self-plagiarism, fabrication, falsification, writing off, deception, bribery, biased evaluation.

**Academic freedom** - independence and independence of participants in the educational process during the pedagogical, scientific-pedagogical, scientific and / or innovative activities carried out on the principles of freedom of speech, thought and creativity, dissemination of knowledge and information, free publication and use of research results restrictions established by law.

**Academic arrears** are the establishment of non-fulfillment by the applicant of the curriculum, which occurs if:

1) at the beginning of the current semester control, which is determined by the curriculum for a particular educational component (discipline, practice), the student scored less than the limit of unsatisfactory education defined in the work program of this component;

2) during the semester control in any educational component (discipline, practice) the applicant received fewer points than the limit of unsatisfactory education defined in the educational institution.

**Certification (of students)** - establishing the compliance of the level of knowledge, skills, and other competencies acquired by students with the requirements of the relevant educational standards

**Higher education applicants (hereinafter referred to as the Applicant for Education)** - pupils, students, cadets, trainees, interns, clinical residents, graduate students / doctoral students, other persons who receive education in any type and form of education.

**Individual educational trajectory** - a personal way of realizing the personal potential of the learner, formed taking into account his abilities, interests, needs, motivation, opportunities and experience, based on the choice of the learner types, forms and pace of education, subjects of educational activities and their proposed educational programs, disciplines and the level of their complexity, methods and means of teaching. An individual educational trajectory in an educational institution can be realized through an individual curriculum.

**An individual curriculum** is a document that determines the sequence, form and pace of mastering the educational components of the educational program in order to implement its individual educational trajectory and is created by the educational institution in cooperation with the learner with the necessary resources. The individual curriculum includes mandatory components (disciplines, practices, etc.) of the educational program and disciplines (types of work), which are selected by the applicant in order to exercise their right to choose 25% of the program.

**The student-centered approach** involves the development of educational programs that focus on learning outcomes, take into account the priorities of the learner, based on the realism of the planned workload, consistent with the duration of the educational program. At the same time the student is given more opportunities to choose the content, pace, method and place of study.

**State standards of education** - a set of rules that determine the requirements for the educational level. The state standard includes:

- qualification description of the specialist;
- control tests;
- basic regulations on the content of education.

**Educational and qualification characteristics** - the basic requirements for professional qualities, knowledge and skills of a specialist, which are necessary for the successful performance of professional duties.

**Test** - a system of formalized tasks designed to establish the compliance of the educational level of students to the requirements of qualification characteristics.

The main normative documents on the organization of the educational process:

- 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 № 1 / 9-119 dated 26.02.10); Order of the Ministry of Education and Science of Ukraine dated 16.10.09 № 943 on the introduction of the European Credit Transfer System (ECTS) in all higher educational institutions of Ukraine

- educational and professional program;
- curriculum;
- working curriculum;
- curriculum of the discipline;
- working curriculum of the discipline.

**The European Credit Transfer System (ECTS)** is a credit transfer and accumulation system used in the European Higher Education Area to provide, recognize, validate qualifications and educational components and to promote the academic mobility of HEs.

Credit-transfer system of the educational process includes:

- study of disciplines (taking practical training), structured into logically complete parts of the curriculum, which are implemented by appropriate forms of organization of the educational process and end with the final control;
- introduction of ECTS credits as a unit of measurement of the study load required for mastering the discipline.

Credit (Credit) includes all types of work 30: classroom, independent, preparation for the state certification, passing of license integrated examinations "Step-1" and "Step-2", practice-oriented state examination, industrial practice, etc. One ECTS credit is 30 academic hours for all majors.

implementation of control of mastering of 30 current control at practical classes of academic discipline and examination in the conditions of examination sessions

application of the ECTS assessment scale, which is converted into the system of assessment of knowledge, skills and abilities of ZO adopted in Ukraine for inclusion in the diploma of the international standard.

A credit of European Credit Transfer and Accumulation System (ECTS credit) is a unit of measurement of the amount of study load required to achieve certain (expected) learning outcomes. The volume of one ECTS credit is 30 hours of classroom classes and independent work. The workload of the academic year for

full-time and part-time forms of study is 60 ECTS credits. The time allotted for the final control is not included in the credit.

The main normative document that determines the organization of the educational process in a particular area of training is the curriculum.

**Curriculum** is a normative document of a higher educational institution, which is compiled on the basis of educational and professional program and structural-logical scheme of training and determines the list and scope of normative and elective disciplines, sequence of their study, specific form of training and their scope, schedule, form and means of current and final control. The curriculum is stored in the training department. Departments have a curriculum in specific disciplines.

To specify the planning of the educational process for each academic year, a working curriculum is created, which is located in the educational department and on the information resources of the university, it consists of the workload for each department, depending on the number of academic groups.

**The academic program** of disciplines is a component of the state standard of education. Curricula are stored at the departments and in the educational department. On the basis of educational programs, the department develops a working curriculum of the discipline, which is a normative document of a higher educational institution.

The **working academic program** of the discipline contains a statement of the specific content of the discipline, organizational forms of its study and their scope, determines the means of current and final control.

The structure of the working curriculum:

- the purpose of the discipline (in knowledge and skills);
- thematic plan of lectures and practical classes;
- list of questions for independent student's work;
- materials for current and final control;
- control methods;
- list of educational and methodical literature.

**Syllabus** - the curriculum of the discipline, which includes a description of the discipline, purpose and objectives, meaningful modules and names of topics, duration of each class, tasks for independent work, consultation time, teacher requirements, assessment criteria, list of references.

Syllabus structure:

- course annotation,
- prerequisites and postrequisites of the discipline,
- the purpose of the course,
- learning outcomes of the discipline, the content of the discipline,
- types of classes,

- form of education,
- control methods,
- forms of final control,
- tools for diagnosing learning success,
- language of instruction,
- system and criteria for student assessment,
- training course policy,
- list of educational and methodical literature and information resources.

### **3. The main types of educational classes**

In a higher educational institution the main types of educational classes are:

- lectures;
- practical training;
- practical skills in the discipline;
- seminars;
- protection of medical history;
- individual student's work (IndvSW);
- consultations;
- internship;
- control measures;
- independent student's work (IndpSW).

**Lecture** - the main form of training, designed to master the theoretical material. The topics of lectures are determined by the working curriculum.

The calendar and thematic plan of lectures is developed by the department for each semester, signed by the head of the department, approved by the vice-rector for academic work.

Lectures are given by lecturers - professors, associate professors. Senior lecturers and assistants who have a degree and are appointed by order of the university may be involved in giving individual lectures.

The lecturer develops the lecture synopsis and under the guidance of the head of the department control tasks for the final control.

**Practical class** - a form of study in which the teacher organizes a detailed review together with the students the theoretical provisions of the discipline and forms the skills and abilities of their practical application through the individual performance by a student of accordingly formulated tasks.

Practical classes are held in specially equipped classrooms, operating rooms, dressing rooms, wards at the bedside of a patient with half of the academic group.

The list of topics of practical classes is determined by the working academic program of the discipline. The calendar plan of practical classes is made by the department for each semester, approved by the vice-rector for academic work and published on the bulletin board and on the information resource of the department and announced at the first lesson to the applicants.

To conduct practical classes, the department creates methodological developments for teachers and guidelines for students to prepare and work on practical classes.

The practical lesson includes checking the initial level of knowledge (skills, abilities), setting a general problem by the teacher and its discussion with the participation of students, solving tasks for mastering the material and tasks for self-preparation. Grades received by a student for particular practical classes are entered in the assistant and electronic journals and taken into account in the final grade in the discipline.

Part of the practical classes about 25% - in junior courses, up to 33% - in senior courses, are mastered independently.

The most appropriate forms of independent work, taking into account the level of education and the nature of the subject are:

- *at theoretical departments*: experimental, laboratory work, analysis of their results, assessment of medical and biological situations, assessment of morphological substrate, solution of atypical educational problems with insufficient or excessive information;

- *at clinical departments of propaedeutic and therapeutic profiles*: conducting surveys, examinations, examinations of patients, laboratory tests, evaluation of their results, solving situational problems, work in manipulation, work in dressings, plaster and more.

- *at the departments of surgical profile* in addition: work in the halls of the simulation center, in the dressing room, operating room, in the delivery room.

- *at clinical departments of pediatric profile*: conducting surveys, examinations, examinations of sick children, laboratory tests, evaluation of their results, solving situational problems, work in manipulation, work in dressing, plaster and more.

- *at the hygienic departments*: laboratory work, conducting instrumental research, analysis of their results, solving situational problems. At the Department of General Hygiene additionally - sanitary description of the object, assessment of public health, solution of situational problems, drawing up plans for targeted programs, assessment of the environment (air, soil, water, working conditions, etc.). For the departments of epidemiology - evaluation of the results of epidemic analysis, drawing up a plan of measures for the prevention of infectious diseases ..



- *at other clinical departments*: supervision of patients, development of diagnostic, medical and tactical algorithms, mastering of skills of work on diagnostic and medical equipment, participation in inspections, mastering of resuscitation measures on simulators, participation in work of ambulance crews;

To conduct independent classes, teachers of the department prepare methodological developments for the organization of these classes and develop tasks for students.

**Seminar** - a form of study in which the teacher organizes a discussion around pre-defined topics, for which students prepare abstracts on the basis of individually performed tasks (reports).

Seminars are held with one academic group. The list of seminar topics is determined by the working curriculum of the discipline. The calendar plan of seminars is developed for the semester, signed by the head of the department and approved by the vice-rector for academic work, published on the bulletin board and the website of the department and announced at the first lesson to applicants. Grades for seminars are entered in assistant and electronic journals and take into account the final control in this discipline.

Individual student's work (IndvSW) on disciplines: topics are offered to students by departments, which are published on the information resources of the department and on the bulletin board, is one of the forms of independent work and is announced at the first lesson to applicants. Complex performance of work by several students is allowed.

Individual independent work of a student - participation in annual scientific conferences, Olympiads, which are held at VNMU, interuniversity, all-Ukrainian and international. Such participation is taken into account in the final assessment of the discipline and in the rating assessment of the activity of a student in the 6th year. To control, the photocopies of certificates and diplomas of the participants are kept in personal files in the student archives of the relevant dean's office.

**Consultation** is a form of training in which students receive answers to specific questions from the teacher. The consultation can be individual or conducted for a group of students before the test or exam and preparation for the preparation of LE Step 1, Step 2 in accordance with the working curriculum.

Independent student's work (IndpSW) on disciplines: departments publish the thematic plan according to the working program. The control of mastering the material of the academic discipline is included in the list of questions for the final control along with the educational material, which was processed during the classroom classes. Mastering the material in a particular discipline can be performed in the library, classrooms, laboratories, computer classes, as well as at home.

Practical training of students is a mandatory component of the educational-professional program for obtaining a qualification level and aims to acquire professional skills and abilities, is carried out during summer (in some cases winter) practical training, as well as during the semester at clinical bases and pharmaceutical institutions of Vinnytsya City.

**Practical training** is carried out on the basis of regional, city and district hospitals and pharmaceutical institutions of Vinnytsia, Zhytomyr and Khmelnytsky regions.

Students living in regions with which no cooperation agreements have been concluded are sent to practice according to the requests of treatment and prevention and pharmaceutical institutions of these regions, which students are provided to the department of industrial practice of the university.

Practical training is carried out under the organizational and methodological guidance of university teachers. The type of practical training and the time of its implementation is determined by the curriculum and schedule of the educational process. The organization of practical training is regulated by the Regulations on the practice of students of higher educational institutions of Ukraine, the regulations on the training and production practice of VNMU, approved by the Academic Council of the University in 2020.

Practical training for foreign students is conducted in accordance with the "Regulations on the organization of foreign practice at National Pirogov Memorial Medical University, Vinnytsia" dated 31.03.2016.

#### **Control measures.**

Final control is carried out in the form of an exam, a differentiated credit or a credit in a specific discipline in the amount of educational material defined by the curriculum, and within the time limits set by the curriculum.

**Exam** – a form of final control of mastering by a student theoretical and practical material from a separate academic discipline for a semester or for a year during an examination session.

**Differentiated credit** - a form of final control, which consists in assessing the assimilation of educational material in a particular discipline on the basis of the results of the tasks.

**Credit** - a form of final control, which consists in assessing the assimilation by a student educational material solely on the basis of the results of their performance of certain types of work in practical, seminar classes.

A student is considered to be permitted to the final control in a particular discipline (exam, differentiated credit or credit), if he performed all kinds of work (attended all classes - lectures, seminars and practical classes, mastered practical skills in the discipline), provided by the curriculum for the semester.

Exams are taken by students during the examination sessions provided by the schedule of the educational process and the curriculum. The exam is conducted after studying the discipline according to the schedule, which is communicated (published on the information resources and on the bulletin board of the deans) of teachers and students no later than one month before the session. The procedure and methods of conducting credits and exams are determined by the meeting of departments and approved by the methodological council of the discipline. The Vice-Rector for Academic Affairs and the deans of the faculties may set individual deadlines for passing credits and exams at the request of the student.

The results of exams and differentiated credits are evaluated on a four-point scale ("excellent", "good", "satisfactory", "unsatisfactory"), and credits - on a two-point system ("passed", "not passed") and are entered in the examination sheet, credit book, electronic and examination journals.

Those students who did not appear for the exam, got a status "did not appear" in the register, they have the right to take the exam twice: during the exam session and before the beginning of the next semester. If getting unsatisfactory grades after both re-takings the student is expelled from the university with the right to renew for the previous course.

After completing the final controls, departments and deans conduct surveys among applicants.

**The state attestation of an Applicant** is carried out by the state examination commission (SEC). The state examination commission is created separately for each specialty. The powers of the SEC include checking the theoretical and practical training of graduates, making decisions on assigning them the appropriate educational level, issuing a state document on education, develops proposals for improving the training of specialists.

The state commission is organized annually and operates during the calendar year. According to the order of the Ministry of Education and Science of Ukraine "On approval of the Regulations on the establishment and organization of the state examination commission in higher educational institutions of Ukraine" №584 dated 24.05.2013, it includes the chairman, members of the commission, secretariat and examiners. It may also include representatives of employers and their associations, in accordance with the Regulations on the examination commission of VNMU.

State attestation is conducted as a comprehensive test of knowledge of a student, which is provided by the curriculum.

State attestations are conducted at an open meeting of the state examination commission in the presence of half of its members in the obligatory presence of the chairman of the commission.

State attestation is carried out on tickets or a set of tasks for the Unified State Comprehensive Exam, passed by the graduating department. All examination materials are discussed and approved by the profile methodical council and approved by the Academic Council of the University. The list of examination questions and practical skills and situational tasks is provided to the students at the beginning of the academic year on the websites of the graduating departments on the page "State Exam".

Examination materials are sent for review to same-profile departments at least two months before the State exams. Reviews are made in two copies: one is sent to the educational department, the second - to the graduating department. After eliminating the shortcomings, the materials are sent for approval by the Academic Council. No later than one month before the start of the state exam, graduating departments must submit to the academic department of the university reviewed and approved by the relevant methodological councils examination materials:

- one set of uncut materials, signed by the head of the department;
- one set of cut materials, which must be stamped;
- one set of tasks uncut;
- one set of tasks is cut, each stamped;
- reviews.

The list of questions, approximate situational tasks, list of practical skills, etc. should be presented in full on the university website on the page "State Exam".

One month before the start of the state exam, the head of the SEC holds a meeting with members of the examination commission and a meeting of the students.

The form of the exam is determined by the university with mandatory control of the practical training of the students. The duration of the exams should not exceed 6 academic hours per day. The results of the state exam are determined by the grades "excellent", "good", "satisfactory" and "unsatisfactory" and are announced on the same day after the minutes of the meeting of the state commission are filled in, after which the grade is converted into ECTS scores.

A student, who has successfully passed the state certification, on the basis of the decision of the examination commission, is assigned the educational qualification level of a specialist or master and the corresponding qualification and the state document on education (diploma) is issued.

A student, who received the final grades "excellent" in at least 75% of all disciplines provided by the curriculum, and in other disciplines - grades "good" and passed the state certification with grades "excellent", is issued a document on education with honors.

The decision of the state commission on the assessment of the knowledge of the students at the examination is made by the state commission at a closed meeting by open voting by a majority vote of the commission members. With the same number of votes, the chairman's vote is decisive. The chairman of the state commission is appointed by the Ministry of Health of Ukraine on the proposal of the rector of the university. The state commission includes the rector, vice-rectors, deans of faculties, their deputies, heads of departments, professors, associate professors of profile departments, representatives of employers, health care workers, pharmaceutical institutions and research institutes. Professors and associate professors of graduating and profile departments are appointed as examiners of the state commission. The list of the members of the state commission and examiners is approved by the rector not later than one month before the beginning of the SEC. The work schedule of the state commission is approved by the rector.

The schedule of state examinations is agreed with the chairmen of the SEC, approved by the vice-rector for academic work and brought to the notice of the students and members of the SEC no later than one month before the beginning of the examinations.

Deans of faculties create an order in advance of September 1 on the composition of the secretariat, examiners and members of the commission with an approximate number of hours of classroom work and notify the heads of departments in writing. The head of the department dividing the amount of work at the department takes into account the work of teachers specified in the order in the pedagogical workload of 600 hours.

Students who have fulfilled all the requirements of the curriculum are allowed to pass the state attestation. The order on permission to the state certification is submitted to the head of the SEC by the dean of the faculty. In addition, the dean of the faculty provides summary information on the implementation of the individual curriculum, their assessments in disciplines, industrial practice, the results of the LE Step - 2.

Note: in the presence of several examination grades from one discipline, the average score rounded to the whole value is entered in the consolidated statement.

Minutes shall be kept by the Executive Secretary during the SEC meeting. Minutes shall be signed by the chairman and members of the commission who took part in the meeting. Protocols are stored at the university.

After the SEC, the chairman of the commission prepares a report and submits it to the rector, the educational department and the Ministry of Health of Ukraine personally (according to the "Regulations on the establishment and

organization of the state examination commission in higher educational institutions of Ukraine" № 584 dated 24.05.2013).

The report and proposals for improving the provision of educational services by the head of the SEC are discussed at a meeting of the Academic Council and stored in the educational department of the university.

***The state attestation in the form of the state examination is provided for specialties "Pharmacy", "Pharmacy, industrial pharmacy" "Medical psychology"***

A student, who received an unsatisfactory grade during the state exam, or did not pass the LE "Step-2" or received an unsatisfactory grade during the state exam does not receive a certificate of licensing exams, is considered not to have passed the state attestation and does not receive a diploma about graduation from an educational institution. Such ZO is expelled from the university and is issued an academic certificate, with the right to retake state exams or LI "Step-2" within three years after graduation, but not more than twice.

For masters: In case of failure to pass any of the components of the qualifying examination, the applicant has the right to retake the examination no more than once. Re-taking the exam is allowed within one year from the date of the first exam. The costs of re-passing any of the components of the qualifying examination are borne by the applicant. In case of repeated failure to pass any of the components of the qualifying examination, the person is considered to have failed the individual curriculum and is expelled in accordance with paragraph 4 of the first part of Article 46 of the Law of Ukraine "On Higher Education".

***State certification for the specialties "Medicine", "Pediatrics", "Dentistry" is carried out in the form of a unified state qualifying examination (USQE).***

The unified state qualifying exam consists of the following components:

- licensed integrated exam "STEP 2";
- objective structured practical (clinical) exam, during which the practical skills of the graduate (OSCE) will be tested;
- professional English exam.

The Objective Structured Clinical Examination (OSCE) is a method of assessing the clinical competence of a health care professional in a higher education institution based on objective testing through the performance of clinical tasks.

**General management** concerning the organization and carrying out of OSCE is carried out by the vice-rector on scientific and pedagogical (educational) work of VNMU.

**Examiners.** Examiners at the station – are associate professors and professors of graduating departments, representatives of employers. 8 weeks before

the exam, examiners must be provided with a complete description of the relevant stations.

**Executive Secretary**, who controls the exam time and signal time (call or signal) - a simulation center employee, pre-instructs his assistants and agrees with the exam coordinators the exact time of the exam, time at the station (up to 2 minutes - practical skills, up to 5 minutes - standardized patient).

If the student does not agree with the result of the exam, he can submit an appellation and appeal the result. Appeals on the student's application are considered by the relevant commission. The composition of the appeal commission is determined by the order of the rector of the university in accordance with the Procedure for consideration of complaints.

### **Organization of OSCE**

OSCE schedule is coordinated with departments and deans' offices. "Schedules of OSCE" and "List of students permitted to the passing of OSCE" are signed by the deans and approved by the Vice-Rector for Academic Affairs.

The Vice-Rector for Academic Affairs and the Dean of the Faculty meet with members of the SEC, teachers-examiners and staff involved in the exam to discuss the procedure for the exam, determine and agree on the responsibilities of each examiner, appoint those responsible for instructing freelancers. If for some reason the examiner is unable to participate in this meeting, he must be informed in writing of the decision of the meeting, any issues must be clarified and resolved before the exam.

Materials for conducting OSCE are developed by graduating departments taking into account the competencies to be tested (collection of anamnesis / medical history, objective physical examination, manipulation, interpretation of laboratory and instrumental data, communication skills and patient consultation) and clinical situations in which these competencies must be met.

Assessment of competencies by stations is distributed as follows:

1. Stations of the standardized patient - 20%;
2. Stations of practical skills - 60%;
3. Stations of interpretation of laboratory and instrumental data - 20%.

Clinical stations must be numbered according to the layout of the stations and equipped with the equipment necessary for the examination. Graduating departments of OSCE are responsible for the preparation of all documentation for the exam in the required number: assessment letters; instructions for examiners and students; list of students that make up the exam; a list of all stations, a list of examiners and a list of equipment required for each station; station location plan.

Detailed instructions for students should be prepared and pre-submitted for review on the websites of graduating departments. For each group prepare:

- general instructions,
- station layout,
- badge (number or surname and name of a student, printed in large font).

Each examiner receives information about the time and place of the exam, a list of all stations on the exam, indicating which station they are examiners; list of students; evaluation sheet for each station. The exam begins in the presence of all examiners. Responsibility for the presence of examiners rests with the heads of departments from which the examiner was recommended and the executive secretaries of the SEC. Teachers must arrive 30 minutes before the OSCE exam.

The day before the exam, the responsible staff prepares the stations. On the door of each station brief information for students (font Times New Roman, size 34, spacing 1.5, serial number - size 120, in Ukrainian and English) and serial number of the station is attached.

### **Conducting OSCE**

Conducting OSCE is documented by video recording.

Prior to the examination, the SEC Executive Secretary pre-checks the location and numbering of each station; provision of each station with the necessary equipment and materials; the presence of all examiners at the appropriate stations; presence of all planned standardized patients; readiness of teachers to instruct students; readiness of assistants. Indicative instructions are given for each group separately.

After completing the exam, make sure that the answer sheets are collected from each examiner and the evaluation sheets from each examiner, which should be submitted to the secretary of the examination boards.

The results of the exam are summarized. Any problems that arise during the organization and conduct of the exam should be considered and taken into account in preparation for the next exam. Suggestions that could increase the effectiveness of further examinations should be considered.

The students' results of the clinical tasks fulfillment during the exam should be discussed by teachers and examiners, so that the identified shortcomings are taken into account and taken into account to improve the training of the students.

### **Assessment of OSCE**

The assessment of the performance of the task of the student is carried out according to the checklist, which is compiled on the basis of the algorithm of actions in a certain clinical situation. The maximum score for the task at the first station is 1 (one) point. Each point of the algorithm, depending on the complexity, is assigned a certain part of the score.



The value of each item may be different depending on their number, complexity, etc. Some scenarios may have critical points that fail to complete the task.

After passing all the stations, the points scored are counted. The maximum number of points is 25. The exam is considered passed if a student scored at least 60% of the maximum number of points.

The obtained points are converted into a fixed rating scale and the ECTS scale:

Grade "5" - 200 - 180 points

Grade "4" - 179 - 160 points

Grade "3" - 159 - 122 points

After passing the exam of one group students, the examiners submit checklists to the secretariat, which enters the information in the appropriate accounting forms (information). After OSCE, checklists and information are passed to the dean's office.

The results of the exam are announced by the Free Economic Zone on the day of its passing.

If the student does not agree with the result of the exam, it can appeal and appeal the result. Appeals on the application of the student are considered by the relevant commission by watching a video of the student's exam passing. The composition of the appeal commission is determined by the order of the rector of the university in accordance with the Procedure for consideration of complaints.

#### **4. Study time of students**

The study time of students is determined by the amount of time allocated for the implementation of the master's / specialist training program. The units of study time are:

- ECTS credit
- academic hour;
- academic day;
- academic week;
- academic semester;
- academic year;
- course.

**ECTS credit** is a unit of measurement of the amount of study load required to achieve certain (expected) learning outcomes. The amount of one ECTS credit is 30 hours. The workload of the academic year for full-time (part-time) study is 60 ECTS credits.

**An academic hour** is the minimum unit of study time. Duration - 45 minutes. Two academic hours form a double of academic hours ("double").

**An academic day** is an integral part of the study time of the students lasting no more than 8 academic hours.

**An academic week** is an integral part of the study time of the students lasting no more than 32 academic hours.

**An academic semester** is an integral part of the academic time of the students, which ends with a semester control. The duration of the semester is determined by the curriculum and schedule of the educational process, approved by the rector of the university and sealed.

**Training course** -is the completed period of study of students during the academic year. The duration of student's stay on the training course includes the time of semesters, final control, vacation. The beginning and end of the study of a student in a particular semester, the course is issued by transfer order.

**The school year** lasts 12 months, begins on September 1 and for students consists of school days, days of final control, examination sessions, weekends and holidays, practical training (camp meetings), vacations. For distance learning, the academic year is determined by the schedule of the educational process, which is drawn up in accordance with the "Regulations on the organization of distance learning for higher education students of National Pirogov Memorial Medical University, Vinnytsya.

Study days and their duration are determined by the annual schedule of the educational process. Classes last two academic hours with breaks between them and are held according to the class schedule, which ensures the implementation of the curriculum in full.

#### **Timetable for bell ringing at VNMU:**

	Traditional classe 1–3 year	4-5 years (blocks)		Graduating years
I double class	8.45 – 10.25	8.45–12.00	10.55–14.10	8.45–14.15
II double class	10.55 – 12.35			
III double class	13.05 – 14.45	13.05–16.20		
IV double class	15.15 – 16.55			
<i>Note</i>		<i>every 1,5 hour. – break 15 min.</i>		<i>2 breaks: 30 min.each</i>

Note: the timetable for bell ringing can be changed according to the order of the rector, for the period of mixed or distance learning during the quarantine period

In years 4-5, clinical subjects are taught in blocks and have a separate daily schedule.

In graduation years, the study day lasts 5,5 hours (6 academic) with 2 mandatory breaks of 30 minutes.

It is forbidden to distract students from classes without the permission of the rector.

## **5. Working time of the teacher**

The working time of the teacher is determined by the amount of his educational, methodological, scientific and organizational responsibilities in the current academic year, reflected in the individual plan of the teacher. The length of working time of a full-time teacher is determined by the Ministry of Social Policy of Ukraine (№1133 / 0 / 206-19 dated 29.07.2019) is not more than 1548 hours per academic year (with an average weekly duration of 36 hours).

According to the Law of Ukraine "On Higher Education" № 2145-VIII dated 05.09.2017 (With changes made in accordance with the Laws of Ukraine 2017-2020) the amount of classroom teaching load per teacher to set at 600 classroom hours. Types of classes that are included in the mandatory amount of teaching load of the teacher in accordance with his position, set by the department. The minimum and maximum amount of study load for the academic year for teachers is set by order of the university.

Changes in the mandatory teaching load of the teacher are made in his individual work plan during the holidays.

Consultations and re-works are held during the teacher's working hours. The consultation day is Saturday (6 hours), or by the decision of the department meeting - 2 days a week for 3 hours and is approved in the form of a schedule by the meeting of the department staff with subsequent publication on the website of the department and on the bulletin board. According to Article 107 of the Labor Code of Ukraine (Labor Code № 871-12 dated March 20, 1993, as amended) for working during a day off, teachers are given time off on a day off from classes during the next two-week cycle. The process is regulated by the head of the department with obligatory registration in the time off register.

The teacher is obliged to adhere to the established schedule of working hours.

It is forbidden to distract teachers from conducting classes provided by the schedule.

The teacher involved by the order of the rector to work in the admissions committee withdraws from leave and in accordance with Article 83 of the Labor Code of Ukraine (Labor Code № 871-12 of 20.03.1993, as amended) writes an application and receives monetary compensation.

## **6. Educational and methodological support of the educational process**

Scientific and methodological support includes:

- state standards of education (Standard of higher education of Ukraine, if any);
- educational and professional training programs for masters (second master's level);
- curricula;
- curricula in all normative and elective disciplines;
- programs of educational, industrial and other types of practice;
- syllabi of academic disciplines;
- banks of test tasks to prepare for the compilation of "STEP - 1, 2"
- textbooks and manuals, guidelines for practical classes;
- instructional and methodical materials for seminars, practical classes;
- individual semester tasks for independent work of the students in academic disciplines;
- control tasks for seminars, practical classes;
- test tasks in academic disciplines to check the level of mastering the educational material;
- methodical materials for students on questions of independent processing of professional literature.

Educational and methodical materials for students work on the issues of self-study of the discipline of distance learning should contain the full content of the lesson, the list of test tasks from the bank "STEP - 1, 2" above the mandatory components should be posted on the site.

Materials of educational and methodical support and information provided by the educational process (timetable, schedules, etc.) are in the academic department, in the documents of the department and should be placed on the information resources of the department and the university: in the student section; site of deans' offices and in the section educational - methodical work.

Other characteristics of the educational process are determined by the teacher of the department and scientific and pedagogical staff of the university on the principle of academic freedom, the results of training courses for professional development and pedagogical skills.

### ***EDUCATIONAL AND METHODOLOGICAL DOCUMENTATION OF DEPARTMENTS***

The task of creating educational and methodical literature of modern quality today acquires special significance.

Student's work with educational and methodical literature is not only a necessary condition for his training as a specialist / master, but also an important

prerequisite for the formation of his worldview, general and cultural level, moral education.

In the current conditions of higher education, when one of the important indicators of its effectiveness should be the independent work of a student, the role of books, especially textbooks, is constantly growing. The book turns into an active didactic system, which should provide students the opportunities for self-control, promote the development of creative thinking, mastery of knowledge.

### **1. Example list of issues proposed for consideration at methodical meetings (seminars) of the department**

Directions of scientific and methodical work of the department:

- acquaintance of employees of department with constituent documents of the state, the government and university;
- discussion and approval of the plan of scientific and methodical work;
- analysis of standard, working training programs with the approval of the time budget and the content of each of their sections (lectures, practical, seminar and laboratory classes, as well as independent work of students);
- analysis of the state of educational and methodological support of the disciplines of the department;
- discussion of the need for preparation and publication of educational and methodical literature, determination of its authors;
- discussion of changes in the teaching of the discipline in accordance with the proposed information letters and implementing acts;
- discussion and submission of proposals to change the components of the education program;
- approval of the plan of publishing educational and methodical literature;
- organization, conducting and discussion of open lectures, laboratory and practical classes, seminars, mutual attendance of classes;
- organization of independent work of students (planning, management, control, etc.);
- analysis of the effectiveness of the use of pedagogical methods (forms, means, methods, conditions and procedures, etc.) in the educational process;
- quality control and diagnostics of education, assessment of knowledge;
- analysis of writing by students of the component of USQE (Step-1,2) and approval of the plan of improvement of preparation for its drawing up;
- analysis of the results of examination sessions and state attestation, acquaintance with the recommendations of the chairmen of the SEC and approval of the plan for elimination of remarks;
- use of modern information technologies and computers in the process of training specialists;

- methods of evaluating the results of pedagogical activities;
- improvement of qualification and level of pedagogical skill of the teaching staff of the department;
- study and implementation of the achievements of pedagogical science and advanced pedagogical experience;
- deepening of professional scientific-theoretical and methodical knowledge;
- exchange of pedagogical experience.

## **2. Example list of basic educational and methodical documentation**

Required documentation of the department:

- a typical curriculum of the Ministry of Health of Ukraine (or in the absence of such a temporary program prepared by the staff of the department);
- educational - professional programs in each level and specialty, if the department prepares students in different specialties;
- work programs in each discipline and for each specialty;
- syllabi of academic disciplines;
- calendar-thematic plans of lectures, practical, seminar classes;
- work plan of the department;
- work plan of the head of the department;
- individual work plans of teachers;
- abstracts of lecture notes (or texts of lectures, video presentations);
- a plan to improve the professional skills and pedagogical skills of teachers;
- tasks for independent work of students;
- tasks for individual work of students;
- educational and methodical literature and informational resources for practical and independent work of the students;
- classes schedule;
- schedule of examination sessions, transfer and state certification;
- methodical recommendations on preparation for laboratory, practical and seminar classes;
- methodical recommendations on preparation for laboratory, practical and seminar classes, for independent mastering of the discipline by the students;
- tests to determine the initial, boundary and final control of the levels of knowledge of the students;
- examination task cards (situational and practical tasks, standard copies of laboratory-diagnostic tasks for final control and state attestation);
- work plan of the student scientific society on the discipline;
- plan of preparation and publication of educational and methodical literature;

- plans and minutes of methodical meetings of the department;
- journals of academic groups at the department (assistant journal);
- register of missed classes;
- register of control visits and mutual visits;
- journal of registration of results of examinations, tests (examination journal);
- register of safety classes for teachers and students;
- orders, directives, instructions, decisions of the Government, the Ministry of Health of Ukraine, the Ministry of Education and Science of Ukraine, the Rectorate, the academic department concerning educational and methodical work;
- reports on the work of the department.

### **3. Stands with educational and methodical documentation**

Stands with educational and methodical documentation for acquaintance of students are placed at the department: and a way of access to an information resource of department:

- calendar-thematic plans of lectures, laboratory practical and seminar classes;
- thematic plan of independent preparation of students;
- schedule of consultations and reworks of missed classes;
- distribution of groups between teachers;
- work plan of the scientific society;

All materials must be signed by the head of the department and the vice-rector for educational work

- Ads for students.

The information resource publishes:

- work program on disciplines;
- syllabuses;
- calendar-thematic plans of lectures, laboratory practical and seminar classes;
- thematic plan of independent preparation of students;
- methodical recommendations on preparation for laboratory, practical and seminar classes;
- methodical recommendations on preparation for laboratory, practical and seminar classes, for independent mastering of the discipline by students;
- schedule of consultations by regular teachers and rework of missed classes;
- distribution of groups between teachers;
- tasks for independent work of students;
- tasks for individual student work (IndvSW);

- work plan of the scientific society;

All materials must be signed by the head of the department and the vice-rector for educational work

- list of basic and additional literature and information resources on the disciplines of the department, recommended to students;

- list of knowledge, skills and practical skills that must be mastered by the students;

- tests to determine the initial, boundary and final control of the levels of knowledge of students;

- materials for preparation for the final control of the discipline;

- database of test tasks LE "Step 1, 2", including the English component,

- Ads for students.

#### **4. Work program on the discipline**

Each academic discipline, which is included in the educational-professional program of master's training, on the basis of the curriculum, should have a working program of the discipline, which is a normative document of a higher educational institution.

When determining the scope of the working program should take into account the time provided by the curriculum in the discipline, the availability and quality of basic educational literature, guidelines, etc.

The working program is developed on the basis of educational program, working curriculum of the specialty, standard program of this discipline, approved by the Ministry of Health, Ministry of Education of Ukraine in the absence of a standard program (especially for elective disciplines). The working curriculum on the discipline contains a statement of the specific content of the discipline, organizational forms of its study and their scope, determines the forms and methods of current and final control.

##### ***The structure of the working program:***

Title page.

Description of the discipline (abstract)

The subject of study of the discipline

Interdisciplinary connections

1. The purpose and objectives of the discipline

1.1. The purpose of teaching the discipline

1.2. The main tasks of studying the discipline

1.3 Competences and learning outcomes

1.4 Expected learning outcomes

1.5 Criteria and means of evaluation



2. Information volume of the discipline
3. The structure of the discipline
4. Topics of lectures
5. Topics of practical classes
6. Topics of laboratory classes
7. Topics of classes for independent work of students
8. Topics of tasks for individual work of students
9. Tasks for independent work
10. Teaching methods
11. Methods of control
  - 11.1. The list of questions for carrying out control of knowledge and abilities
  - 11.2. The list of questions for carrying out final control
12. Form of final control of learning success
13. Scheme of accrual and distribution of points received by students
14. Methodical support
15. Recommended literature (for the last 5 years) Basic and auxiliary
16. Information resources

## **5. Requirements for writing textbooks for higher education institutions**

Textbooks and manuals contain a statement of scientific data that belong to a particular field of study, provided by the relevant programs in higher education.

Educational literature should contain systematic material, accurate and verified provisions, set out in an accessible form, to ensure creative and active mastery of knowledge, skills and abilities.

The textbook is the main textbook, written at a high scientific and methodological level, which corresponds to the theoretical part of the discipline of a typical curriculum.

The specific requirements for textbooks are largely determined by the characteristics of each discipline taught and the category of learners for whom they are intended.

The textbook must meet the following requirements:

a) to teach the basics of the relevant field of science without overloading the educational material with unnecessary details;

b) to comply with the curriculum approved by the Ministry;

c) to be based on broad scientific generalizations and highlight the achievements of modern domestic and world science and technology. The textbook should systematize the course at a modern scientific level with coverage of the latest research methods;

d) to differ in the brevity and expressiveness of the statement, the clarity of definitions, as well as the accuracy and completeness of the information provided. In all this, the textbook should be available to students in their presentation;

e) to contain scientific and theoretical provisions and clearly formulated conclusions, laws, rules, typical calculations, examples and tasks with the disclosure (justification) of the principles and methods of their solution, illustrations, diagrams, drawings, as well as issues of history of science and technology;

g) to have control questions and tasks for independent work;

j) to contain an indicator of domestic and foreign literature for further in-depth and independent work in accordance with a certain discipline.

It should be noted that special scientific value are those textbooks where, along with the data of domestic and foreign science are the results of their own observations and research of the scientist and the team.

It is very important that the textbook does not have a standard approach to the assessment of phenomena and facts related to a particular field of science. Any question in the textbook should be presented in such a way that it excites the mind and makes the reader think about the further development of science in the field being studied.

In the textbook it is very important to clearly define the direction and prospects of development of a particular issue and to formulate the main problems of theory and practice, the solution of which is especially relevant today.

According to the Law "On Higher Education" dated 01.07.2014 № 1556-VI (as amended); "On education" dated 05.09.2017 № 2145-VIII, "Regulations on the procedure for preparation of educational and educational literature for higher medical and pharmaceutical educational institutions of I-IV levels of accreditation", approved by the order of the Ministry of Health of Ukraine and the Ministry of Education and Science of Ukraine dated February 16, 2007 №73 / 131 for higher education" №588 dated 27.06.2008, letter of the State Institution "Central Methodical Cabinet for Higher Medical Education of the Ministry of Health of Ukraine " №23-01-9 / 370 dated 01.09.2017 (on obtaining permits for the publication of scientific, educational and training- methodical literature - by the decision of the Academic Council of the educational institution) and in order to improve the quality of training literature in special disciplines of the field of knowledge 22 "Health" "Regulations on the procedure for preparation for the publication of scientific, educational and educational literature in VNMU" is developed in VNMU (adopted by the Academic Council of VNMU protocol № 3 dated "26"October 2017). The educational department provides advisory assistance in submitting materials for obtaining permits for the publication of scientific, educational and educational literature.

## **6. The structure of the textbook (manual)**

In determining the structure of the textbook authors are usually guided by the principle of logical sequence of presentation of the subject (discipline) in full accordance with the approved program of its teaching. A characteristic feature of the textbook is a clear division of chapters and sections into subsections (paragraphs), each of which strictly corresponds to the justification of a particular provision of the program. The textbook is at least 12 printed sheets (288 pages).

**Textbooks** are collections of exercises and tasks, laboratory workshops, examples of calculations, albums of maps, diagrams, atlases, books written for special courses or individual, most important and difficult to learn sections of the course program.

The manual has to meet the same requirements as the textbook. The difference is that the textbook does not set out all the issues of the program of the discipline being studied, but only some of them, but with much more detail and detail than in the textbook. The manual often supplements the textbook with new data, methodological and reference information (or reveals in more detail and comprehensively the content of individual sections of the program, which for one reason or another were not set out to such an extent in the textbook itself). The manual is at least 120 pages long.

## **7. Methodical recommendations (general provisions)**

Methodical recommendations for students are aimed mainly at the organization and management of their independent extracurricular work in preparation for practical, seminar classes. They must ensure the consistent activity of the students in conditions close to real.

Methodical recommendations should include a separate section or fragments of the use of computers and automated training and control programs, and the presentation of material should be clear, meaningful, logical and purposeful.

Methodical recommendations must meet the following scientific and methodological requirements:

- to provide a high scientific and methodological levels of the disclosure of the content of the curriculum, taking into account the latest advances in science, technology and engineering;
- to be available for successful mastering of students, to form knowledge, abilities and skills necessary for the future activity of the professional, to promote strengthening of motivation of training, to be suitable for self-education and self-control; correspond to the curriculum; be professionally oriented and easy to use.

## **8. Methodical recommendations for practical classes**

8.1. *The structure of methodical recommendations for practical classes for students:*

- topic title,
- relevance of the topic,
- the student must know, be able to,
- thesis content of the topic,
- materials of methodical support of the main stage of employment,
- control materials for the final stage of the lesson,
- questions for self-preparation,
- recommended literature (pages are indicated only by topic).

## **9. Methodical recommendations for conducting seminars**

9.1. *The structure of methodical recommendations for practical classes for students:*

- topic title,
- relevance of the topic,
- the student must know, be able to,
- thesis content of the lesson,
- control materials for the final stage of the lesson,
- questions for self-preparation,
- recommended literature (pages are indicated only by topic).

## **10. Methodical recommendations**

### **to the organization of independent work of students**

10.1. The structure of guidelines for independent students' work.

Methodical recommendations on the structure and the maintenance are intended for their use in the mode "self-preparation — self-control":

- topic;
- detailed content of the topic of the lesson;
- target tasks;
- skills and abilities that must be acquired in the process of work;
- questions and tests to determine the initial level of knowledge;
- description of the sequence and technique of independent work;
- situational tasks to determine the final level of knowledge;
- list of basic and additional literature (pages are indicated only according to the topic);
- basic concepts on this topic and standards of answers to tasks (if the work is carried out in the mode of "self-preparation - self-control").

All methodical materials specified in items 8, 9, 10 are approved by the decision of the Central methodical coordination council of VNMU.

### ***EVALUATION OF ACADEMIC STUDENTS' ACTIVITY***

Quality control of education is the most important component of the formation of common criteria and standards of education. To optimize and improve the quality of students' education at VNMU approaches to the assessment of learning outcomes were changed by introducing a unified scale for assessing the performance of students for all disciplines to convert traditional assessments from a 5-point system to the European credit-transfer scale. From 2013-2014 academic year classic commission exams are introduced at the departments that teach disciplines in subjects that are taken for licensed test exams "Step-1", "Step-2".

The Ministry of Health of Ukraine has developed instructions on the evaluation of the educational activities of the students in the implementation of the credit transfer system of the organization of the educational process.

The working group of VNMU and deans of medical faculties developed the instruction of control of knowledge, abilities and skills of students according to requirements of the uniform credit-transfer system of the organization of educational process.

#### **1. Introduction**

Assessment - is one of the final stages of educational activities of students and determining the success of learning. The evaluation procedure and methodology significantly affect the final results, the possibility of analysis and statistical reliability of marks. During the assessment it is necessary to give preference to standardized methods: testing, structured written work, structured according to the procedure of control of practical skills in conditions close to real ones. According to the content, it is necessary to assess the level of formation of skills and abilities that are defined in the Educational and Qualification Characteristics of Physicians (EQCP) and reflected in the curriculum of the relevant discipline.

In terms of ECTS, the grade for the discipline is defined as the sum of grades of current educational activities (up to 120 points) and grades of final control - differential credit, exam (80 points) and in total is a maximum of 200 points.

General grade in the discipline - the average grade for the current attestation and exam or differentiated credit in the discipline, with the addition of incentive points for individual independent work during the study of the discipline, but not more than 12 points (see paragraph 2.5.).

## 2. Evaluation of the success of students according to the credit-transfer system of the organization of the educational process

### 2.1 Current evaluation

The current grade for practical classes is defined as the average sum of grades for current learning activities on a national scale - "5", "4", "3" and is converted into ECTS scores.

The maximum current number of points that a student can get in the study of the discipline is 120, if the discipline ends with an exam, and according to the results of the exam, differentiated credit - 80 points, a total of 200 points. If the study of the discipline ends with a credit, the maximum number of points that a student can get in the study of the discipline is 200 points. Thus, the ratio between the results of the assessment of current educational activities and the final control of knowledge is chosen in accordance with 60% to 40%.

It should be remembered that out of 200 points for the evaluation of individual work of the student in the educational process, according to the work program, from 4 to 12 points are allocated. Incentive points are added either to the current assessment or to the final assessment of the discipline at the end of its study (see paragraph 2.5.).

### 2.3 Evaluation of current educational activities

The teacher is obliged to conduct a survey of each student in the group at each class and put (announce) the assessment in the journal of attendance and success of the student and within 48 hours - in the electronic journal on the traditional scale "5", "4", "3", "2").

Forms of assessment of current educational activities should be standardized and provide for the control of theoretical and practical training.

The maximum number of points (120) that can be scored by a student for current activities is calculated by adding all current grades and dividing this amount by the number of classes. The obtained average grade for current performance is converted into points according to **the scale of conversion of traditional grades (average score to the nearest hundredth) into rating points (120 points) for disciplines ending with the exam, adopted by the Academic Council of VNMU protocol №2 dated 28.09.10 (Table 1, 2 recalculation of scores in points is added in the section - Appendices)**

The minimum current number of points that must be scored by a student in the study of all practical classes in the discipline for permission to the exam, according to the above scale, is 72 points, which corresponds to the average score for the current success "3".

## **2.4. Re-workong of missed classes**

2.4.1. According to the requirements and instructions of the Ministry of Health of Ukraine for № 6801-22/1258 to the final control in the form of an exam are allowed students, who attended all the curriculum provided in the discipline classroom classes (lectures, practical, seminar).

Assimilation of the lecture topic is checked during the final control.

2.4.2. Missed practical classes, seminars, regardless of the reason for the omission, a student re-works to his teacher or according to the schedule of consultations and reworks to the teacher on duty.

In case that a student does not have time to complete the classes missed for a good reason before the final control of the discipline, he completes them and is allowed to take the exam with the special permission of the dean's office.

Control over the timely (within two weeks) rework of negative grades or missed classes is entrusted to: the leader of the academic subgroup, the teacher of the academic subgroup and the deans of the relevant dean's office.

2.4.3. If the lesson falls on a public day off, the assessment of knowledge of the subject for the missed topic is carried out with the final control of knowledge, skills and abilities with a mark for the relevant topic in the appropriate column of the register of the subject. If desired, a student can ask his or another teacher for consultation on a missed topic.

2.4.4. Current "2", obtained by a student during the mastering of the relevant topic in a practical, seminar are reworked to the teacher who conducts classes before the final control (DC, exam) before the end of the discipline, with a mandatory mark in the register of academic groups and electronic journal .

The presence of "2" for current performance does not deprive a student of the right to permission to the final control with an average score of 3.0 (72 points), even if there is a minimum number of points for current activities.

Missed classes reworks are held during the working day to their teacher with marks in the register of missed classes and electronic one.

Re-taking of current modules of academic disciplines, according to the terms of the credit transfer system, is allowed no more than 2 times.

In case of academic debt for non-valid reasons, which exceeds 25% of the total number of classroom hours for the semester the student is expelled from VNMU. If the academic debt arose due to illness (childbirth, etc.) confirmed by the relevant commission certificate, the student is entitled to academic leave, but not more than 2 times during his studies (according to the Law "On Higher Education").

## **2.5 Assessment of students' individual tasks**

Grades for individual student work (IndvSW) are awarded to the student only if they are successfully completed and defended.

The number of points awarded for different types of individual tasks depends on their volume and significance, but is not more than 12 points. They are added to the amount of grades scored to a student for current educational activities, or to the final grade in the discipline for participation and victory in university, national and international competitions, scientific conferences, in the presence of printed works.

In order to unify the assessment of different types of students' individual tasks at the departments, the percentage scale of accrual of the number of grades from those allocated and marked in the curricula of the discipline should be used. The number of grades for students' individual tasks may not exceed 12 points per discipline, and the maximum amount of points that a student can receive for a module or for a discipline does not exceed 200 points.

The following approach should be considered the most expedient:

- **12 points**, which are added to the mark of the discipline - are added for prizes at interuniversity competitions in the discipline and interuniversity and international (foreign) scientific conferences with the presence of a printed work.

- **11-10 points** - are added for prizes at intra-university competitions and scientific conferences with the presence of a printed work.

- **10 points** - are given to the mark of the discipline for participation (if a student took part, but did not receive a prize) in interuniversity competitions in the discipline and interuniversity and international (foreign) scientific conferences with the presence of a printed work.

- **8 points** - are added to the mark of the discipline for participation (if a student took part, but did not receive a prize) in intra-university competitions, scientific conferences of the institution with the presence of a printed work.

- **6 points** - are added to the mark of the discipline for the manufacture of preparations, schemes, tables of multimedia software and videos at the departments - taking into account the importance of the work performed.

## **2.6. Evaluation of independent work of students (IndpSW)**

Independent work of the students, which is provided in the topic along with the classroom work, is assessed during the current control of the topic in the relevant class. Assimilation of topics that are submitted only for independent work is controlled during the final control.

## **2.7. Evaluation of elective courses**

A student elects one of the proposed elective courses, for which he/she is credited with 1 to 3 credits (90 hours).



If the program of the elective course does not provide for practical classes, tests, crediting of 30 hours (1 credit) occurs in the case of attending all the classes provided by the curriculum (lectures).

The form of final control for the elective course is a credit. The maximum number of points (200) that can be scored to a student for the current activity in the study of the course or discipline is calculated by adding all the current grades and dividing this amount by the number of classes. The obtained average grade for current performance is converted into points according to **the scale of conversion of traditional grades into rating points (200 points) for disciplines ending with the credit, adopted by the decision of the Academic Council of VNMU protocol №2 dated 28.09.10.**

The obtained points are entered in the registers, next to the mark "passed", then the dean's office makes a ranking protocol for the discipline.

### **2.8 Final control - exam**

Final control in the form of an exam is carried out after studying all topics of the discipline during the semester session after all practical classes.

Students who have attended all the classes provided by the curriculum in the discipline and got a minimum number of points (not less than 72, which corresponds to the national scale "3") are permitted to the semester exam. Students, who for a good reason had absences from classes, are allowed to re-work academic debt until a certain deadline. For students who missed classes without good reason, the decision to complete them is made individually by the dean of the faculty.

Forms of examination should be standardized and provide for the control of theoretical and practical training.

Exams are taken by examination commissions in disciplines (head, head teacher, professors, associate professors, senior teachers of the department), which are approved by the order of the rector. In exceptional circumstances, the decision of the head of the department may involve assistants (teachers) from among the most experienced and highly qualified employees of the department, who conducted other types of classes in the discipline in the study group.

Ensuring the objectivity of the assessment:

- assessment should be consistent, fair and objectively applied to all students, conducted in accordance with established procedures;
- the location of the assessment, the working conditions and performance of the tasks by the students, which have special needs, must be clearly defined;
- clear and reliable records of evaluation procedures and decisions (test and examination data, minutes of commission meetings) must be kept within the established deadlines. Students' works (except for those for which other deadlines have been set) must be kept during the semester.

- if possible, the exam should be conducted by more than one examiner;
- decisions on the number of examiners, their personalities and the involvement of external examiners should be made in a timely manner;
- examiners have the opportunity not to participate in the evaluation in case of a conflict of interest.

Also, in order to prevent conflict situations when assessing the learning outcomes of higher education students, teachers of the program are required to report the criteria for assessing each type and form of control. After the assessment, provide each student with feedback (in writing or orally) on the grade obtained.

The interval of the number of points that can be scored by a student when passing the semester exam, in terms of the national scale "5", "4", "3" is from 80 to 50 points.

Departments must publish the schedule of consultations before the exam, the criteria for assessing the final control on the department page of the site; inform the students about the means of monitoring compliance with the rules of academic integrity that will be applied during the evaluation, and about the consequences of their violation.

### **Repeating of the final control.**

1. An applicant who received no more than two unsatisfactory grades during the semester control is allowed to liquidate academic debt before the beginning of the next semester.

2. Re-taking exams is allowed no more than twice in each discipline: once - to the teacher, the second - to the commission created by the dean of the faculty. The composition of such a commission may include: head, head teacher, professors, associate professors, senior teachers of the department.

The re-examination of the semester exam is carried out by a student within 2 weeks according to a separate schedule, which is approved by the dean together and agreed with the students' government.

When retaking the exam, the points for the discipline (the amount of current performance and the result of the current control) are entered in the register of re-taking.

In some cases, students who for a good reason (with the provision of relevant documents) did not appear for the exam (differential credit), credit and passed the final control for the first time participate in the academic ranking.

### **2.9 Exam testing**

Separate examination tests (classroom or distance) in disciplines that are part of LE "Step-1" of all specialties and forms of education are conducted by the

quality department twice according to the LE procedure according to the schedule developed by the quality department and published on the university website and dean's websites prior examination session.

Examination testing is a component of the final examination grade on the exam with 80 points.

Of the two tests, the best result will be taken into account. Upon getting a positive mark on the first test (more than 60,5% of correct answers) a student has the right not to pass the second test.

Results from 60,5% to 100% of correct answers are converted by rating ranking into points from 12 to 20, which are added to the examination score in a maximum of 60 points in the electronic journal: Less than 60,5 - 12 points

60,5 -62% -12 points	81-85 % - 17 points
63-65% - 13 points	86 -90 % - 18 points
66 -70% -14 points	91 -95 % - 19 points
71-75% - 15 points	95 - 100 % - 20 points
76-80% - 16 points	

and are taken into account as a part of the final examination grade for the exam.

When retaking the final control, a student has the right to retake only that part of the control which he did not pass.

Thus, one of the forms of optimization, standardization and impartiality of quality control of education at VNMU consists of the following stages:

- 1 - assessment of current knowledge of the discipline;
- 2 - examination tests of students according to information banks of test tasks of "Step-1";
- 3 - examination;

#### **Cancellation of examination results**

In case of violation of the Procedure for conducting the examination, the representative of the department of education quality may terminate the examination for a student in the following cases:

- detection during the examination in a student or at his workplace of any technical means of communication, devices for reading, processing, storage, reproduction of information, printed or handwritten materials that are not provided by the testing procedure;
- performance of the test not at the workplace determined by the representative of the department of education quality;
- violation of the norms of academic integrity: writing off, communication, deception, etc.
- damage to the response forms of a student, which makes it impossible to process them automatically;

- non-return of answer sheets to the test takers after the end of the time allotted for the test.

In case of detection of the fact of unauthorized access to the questions of the examination booklet the student is not allowed to take the examination tests.

### **Appeal procedure**

A student has the right to file an appeal against the test score (hereinafter - the appeal). Appeals are reviewed by the Education Quality Department.

Persons who have been tested and received a "failed" result can file an appeal. Appeals regarding the removal of the examinee from testing as a result of violation of the procedure are not considered.

An appeal against the test score must be filed no later than 7 (seven) calendar days from the date of the preliminary testing by the examinee in person.

The appeal is filed by submitting a formal application addressed to the head of the education quality department.

All appeals must be considered no later than 10 days from the date of application.

Consideration of the appeal consists in comparison of the form of answers of the examinee with the protocol of its processing on the basis of which the result is calculated.

### **2.9.Evaluation of a discipline**

According to the decision of the Academic Council of VNMU dated 27.09.2012 exams in the disciplines included in LE Step-1 and Step-2 and differential tests at all faculties and courses are introduced.

1. For all tests except the last

**Current performance (CP)** is calculated according to a 120-point scale - from 72 points (score 3) to 120 points (score 5).

The structure of the exam consists of the sum of the current success and the practical and theoretical part.

The practical and theoretical part of the exam is carried out according to the assessment scale:

According a 10-point scale	According a 80-point scale
«2»	0
«3-»	38
«3»	41
«3+»	44
«4-»	45
«4»	48

«4+»	53
«5-»	54
«5»	57
«5+»	60

*The minimum (positive) score obtained by a student as a whole for the exam is - 50. The maximum amount of points - 80.*

**The scores for the exam correspond to the scale of grades:**

Grade "5" - 80-71 points

Grade «4» - 70–61 points

Grade «3» - 60–50 points

The sum of points for the discipline (exam) includes a grade (points) for the preliminary pre-examination testing (12-20 points).

**Grades for the discipline** (the amount of current performance (CP) and the result of current control) must be submitted to the appropriate department of the dean's office in the form of credit and examination registers, registers are submitted to the dean's office within 2 days.

Points (the amount of current performance and final control) for intermediate credits are entered by the teacher on the right side of the credit book of a student.

The current performance for all practical classes in the discipline is indicated in the register of the exam (differential credit) without changes according to the 120 - point system (from 72 points (score 3) to 120 points (score 5)).

1. Differential credit to be held at the last class on the schedule.

2. The grades obtained for the exam in general correspond to a fixed scale of grades:

**Grade «5» - 200 – 180 points**

**Grade «4» - 179 – 160 points**

**Grade «3» - 159 – 122 points**

The results of passing exam (differential credit) by a student are recorded in the register of success and entered into the electronic journal no later than 24 hours from the date of the final control.

The points for the exam (differential credit) are entered in the credit book on the left side of the credit book.

After the department receives from the dean's office the protocol of ranking the discipline in the credit book on the left side, the teacher enters the grade for the whole discipline (points / category / traditional grade).

The grade in the discipline is given only to the student, which includes all types of educational activities in the discipline (practical, seminar classes, current knowledge control).

The positive assessment received by the student at passing of the final module control is not re-passed.

As an exception, a graduate student applying for a diploma with honors, on the decision of the Rector's Office may be allowed to re-pass no more than three final module tests to improve his/her ranking position.

#### **Applying of assesment results.**

1. Assessment of learning outcomes is the basis for decision-making on transfer of students to the next courses, assignment of partial and full qualifications, recognition of educational declarations, formation of distributions of grades and ratings of students, and are used to monitor the quality of educational professional programs.

2. According to the results of assessment during the final control of knowledge, the points obtained by the applicant can be used to form an academic rating. The procedure for forming ratings is determined by the Academic Council of the University, unless otherwise specified by the relevant regulations.

#### **2.10. Procedures for reviewing students applications regarding assessment.**

**Intermediate current control.** Within a week after the announcement of the results of the current control (but not later than the beginning of the semester control), the student may apply to the assessor for clarification and / or disagreement with the received assessment.

In case of disagreement with the decision of the assessor (assessors), the applicant has the right to apply to the head of the department.

**Final control in the form of credit, differential credit and exam.** In case of disagreement with the decision of the assessor on the results of the final control, the student may apply to the head of the department (assessors) with disagreement on the received assessment on the day of its announcement. The decision on the disagreement expressed by the applicant is made by the head of the department (assessors).

In case of disagreement with the decision of the head of the department (appraisers), the applicant may apply to the dean of his faculty with a reasoned statement that the assessor did not take into account important circumstances in the assessment. In this case, the dean decides on the application of the student, based on the arguments by which the student justifies his disagreement with the assessment and explanation (oral or written) of the assessor, the commission of the exam / differential credit / credit in the relevant discipline or rejects the applicant.

**Final attestation of students.** In case of disagreement with the assessment for the qualifying examination, the higher education applicant has the right not later than hours on the next working day following the day of announcing the

result of the examination, to file an appeal to the rector. In case of receipt of the appeal by the order of the rector (the vice-rector on scientific and pedagogical work) the commission for its consideration is created. The appeal is considered within three working days after its submission. The procedure for appealing and reviewing an appeal is determined by the procedure set out in the Regulations.

### **Distribution of grades got by the students**

#### **Scale of assessment: national and ECTS**

Sum of points for all types of educational activities	ECTS grade	Оцінка за національною шкалою	
		For an exam, course project (work), practice	For a credit
<b>180-200</b>	<b>A</b>	excellent	passed
<b>170-179,99</b>	<b>B</b>	good	
<b>160-169,99</b>	<b>C</b>		
<b>141-159,99</b>	<b>D</b>	satisfactory	
<b>122-140,99</b>	<b>E</b>	satisfactory	-
<b>120-140,99</b>	<b>E</b>	-	passed
	<b>FX</b>	unsatisfactory with possibility of repeat passing	not passed with possibility of repeat passing
	<b>F</b>	unsatisfactory with mandatory repeating of the discipline	not passed with mandatory repeating of the discipline

The ECTS rating is entered only in addition to the European "Diploma Supplement". Into the diploma appendix of the national standard, points are entered - a grade for the discipline on a fixed scale.

**INSTRUCTIONS FOR FILLING IN  
CREDIT AND EXAMINATION REGISTERS  
AND ENTRANCE AND EXAMINATION SHEETS**

1. The registers are printed up in the deans' offices and signed by the dean of the faculty.

2. The register number is formed from the last two digits of the calendar year and the ordinal number of the entry in the journal of credit-examination registers and credit-examination sheets. For example, 00035 or 01035. Registration of the registers for transfer exams is conducted in a separate journal.

3. The dean's office fills in the following lines of information:

- faculty;
- academic year;
- course;
- group;
- register number;
- academic semester;
- surname, initials of the student;
- credit book number;
- surname of the dean of the faculty.

4. If a student is transferred from another institution of higher education and according to the order on transfer of disciplines by the dean's office in the register "a mark by the order № ... dated ..." is put down.

5. Before providing registers to the department, the dean's office is obliged to clarify the list of the students in the groups and, if necessary, make an entry next to the name of the student of the group:

- expelled, order № ... dated ...
- academic leave, order № ... dated ...

6. The examination register is registered in the journal of registers issuance and is issued to the authorized person of the department under the signature.

7. On the day of taking the exam (credit) the examiner at the department fills in the following lines of the register (language of instruction):

- date of the exam;
- academic title, surname, initials of the examiner;
- scientific title, surname, initials of the teacher who conducts practical, seminar and laboratory classes;
- mark for the credit, the signature of the teacher (if the usual or differentiated credit, provided by the curriculum);
- examination grade, signature of the examiner (if the exam is taken);
- final data from the exam (credit) is filled in and signed by the examiner.



8. Against the surname of the student, who did not appear for the exam (credit), the examiner puts "did not appear".

9. It is prohibited to take exams (credits) from students, which are not entered in the register, as well as to take an exam (credit) in a period not approved by the schedule. In some cases, at the request of the student, the dean of the faculty may grant the right to take an exam (credit) with another group or outside the schedule. Such an opportunity is provided to a student in the absence of academic debt on the discipline.

The application is written by a student personally, on the application the head of department with the personal signature notes absence of debt on the discipline. The dean issues an exam sheet to the student. After passing the exam, the result is entered in the examination journal of the department, examination sheet, electronic journal and credit book.

10. The marks the student obtained are entered in the study card, where the date of the exam is also entered from the examination registers.

11. Dean's offices use separate registers for re-passing (examination sheets)

12. Examination registers is stored as strict reporting documents.

13. Students, who are allowed to retake the exam (credit), receive the test-examination sheet in the dean's office against the signature.

14. The examination sheet is filled in by the inspector of the dean's office and signed by the dean.

15. The examination sheet is returned to the dean's office by the examiner on the day of taking the exam (credit). The examination sheet is glued to the main register of the group.

Note: Corrections in examination registers and examination sheets are not allowed. The statement is filled only in blue ink. The use of black ink is not allowed. Information that does not meet the established requirements is returned to the department for re-writing.

**For students studying at the expense of individuals, the contract must be paid before the beginning of the semester (by September 1 and February 1 of the current year).**

### **ABOUT INTERMEDIATE ATTESTATION OF STUDENT' KNOWLEDGE OF CURRICULA DISCIPLINES**

Two months after the beginning of each semester at the departments, according to the relevant order of the deans of the faculties, the attestation of the students on the subjects being studied is carried out. The purpose of attestation is to find out the state of preparation of students. The results of the attestation are used by departments and deans to monitor the quality of education.

The attestation grade is deduced by the teacher as the arithmetic average of all marks received before the attestation, including grades for final classes, tests, defense of medical history.

In this case, the knowledge of students when calculating the arithmetic average of the marks obtained at the time of attestation, is assessed as follows:

- with an average score of 2,5 and less, 2 is put;
- with an average score of 2,6-3,5 3 is put;
- with an average score of 3,6-4,5 4 is put;
- with an average score of 4,6 and more, 5 is put.

The results of attestation are discussed at the meetings of the department, meetings of the heads of departments and at the faculty councils, group leaders' meetings. If necessary, a meeting / round table can be held with the participation of representatives of student government, which raises the main issues of success of students.

The student who has two or more unfinished practical / seminar classes during the attestation period is considered not attested.

The results of the attestation are submitted to the dean's office in due time according to the established form:

To the Head of the Depart \_\_\_\_\_

Deans of the faculties of the university ask before \_\_\_\_\_ to send information about the presence of academic debts in students in the form of:

п /п	Name of the student	group	Type of academic debt				note	
			Unreworked missed practical classes (amount)	Unsatisfactory marks (amount)	Number of not-passed according the curriculum			
					modules	Final classes	Case histories	

- X) Information on each course and faculty is presented on separate sheets;
- X) Information on foreign students is submitted separately;
- X) Information is signed by the head of the department, or head teacher.

The full regulations of the procedure for conducting the intermediate attestation of applicants is published in the Regulation "On conducting the intermediate attestation of higher education applicants at VNMU", approved by the decision of

the Academic Council of the University on June 26, 2019 and published on the university website in the section "Basic documents".

**ДОДАТКИ Табл.1**

**Шкала перерахунку традиційних оцінок у рейтингові бали (120 балів) для дисциплін, що закінчуються семестровим екзаменом, (затверд. рішенням Вченої ради ВНМУ протокол №2 від 28.09.10 року.**

5,00 -	120	4,04 -	97	3,08 -	74	2,12 -	51
4,96 -	119	4,00 -	96	3,04 -	73	2,08 -	50
4,92 -	118	3,96 -	95	3,00 -	72	2,04 -	49
4,87 -	117	3,92 -	94	2,96 -	71	2,00 -	48
4,83 -	116	3,87 -	93	2,92 -	70	1,96 -	47
4,79 -	115	3,83 -	92	2,87 -	69	1,92 -	46
4,75 -	114	3,79 -	91	2,83 -	68	1,87 -	45
4,71 -	113	3,75 -	90	2,79 -	67	1,83 -	44
4,67 -	112	3,71 -	89	2,75 -	66	1,79 -	43
4,62 -	111	3,67 -	88	2,71 -	65	1,75 -	42
4,58 -	110	3,62 -	87	2,67 -	64	1,71 -	41
4,54 -	109	3,58 -	86	2,62 -	63	1,67 -	40
4,50 -	108	3,54 -	85	2,58 -	62	1,62 -	39
4,46 -	107	3,50 -	84	2,54 -	61	1,58 -	38
4,42 -	106	3,46 -	83	2,50 -	60	1,54 -	37
4,37 -	105	3,42 -	82	2,46 -	59	1,50 -	36
4,33 -	104	3,37 -	81	2,42 -	58	1,46 -	35
4,29 -	103	3,33 -	80	2,37 -	57	1,42 -	34
4,25 -	102	3,29 -	79	2,33 -	56	1,37 -	33
4,21 -	101	3,25 -	78	2,29 -	55	1,33 -	32
4,17 -	100	3,21 -	77	2,25 -	54	1,29 -	31
4,12 -	99	3,17 -	76	2,21 -	53	1,25 -	30
4,08 -	98	3,12 -	75	2,17 -	52	1,21 -	29

*В бали перераховується середня оцінка за поточну успішність. Середня оцінка вираховується до сотих.*

Шкала перерахунку традиційних оцінок у рейтингові бали (200 балів) для дисциплін, що закінчуються заліком, (затверд. рішенням Вченої ради ВНМУ протокол №2 від 28.09.10 року.

5.00 -	200	4.37 -	175	3.74 -	150	3.12 -	125	2.49 -	100	1.87 -	75
4.97 -	199	4.34 -	174	3.72 -	149	3.09 -	124	2.47 -	99	1.84 -	74
4.94 -	198	4.32 -	173	3.69 -	148	3.07 -	123	2.44 -	98	1.82 -	73
4.92 -	197	4.29 -	172	3.67 -	147	3.04 -	122	2.42 -	97	1.79 -	72
4.89 -	196	4.27 -	171	3.64 -	146	3.02 -	121	2.39 -	96	1.77 -	71
4.87 -	195	4.24 -	170	3.62 -	145	3.00 -	120	2.37 -	95	1.74 -	70
4.84 -	194	4.22 -	169	3.59 -	144	2.97 -	119	2.34 -	94	1.72 -	69
4.82 -	193	4.19 -	168	3.57 -	143	2.94 -	118	2.32 -	93	1.69 -	68
4.79 -	192	4.17 -	167	3.54 -	142	2.92 -	117	2.29 -	92	1.67 -	67
4.77 -	191	4.14 -	166	3.52 -	141	2.89 -	116	2.27 -	91	1.64 -	66
4.74 -	190	4.12 -	165	3.49 -	140	2.87 -	115	2.24 -	90	1.62 -	65
4.72 -	189	4.09 -	164	3.47 -	139	2.84 -	114	2.22 -	89	1.59 -	64
4.69 -	188	4.07 -	163	3.44 -	138	2.82 -	113	2.19 -	88	1.57 -	63
4.67 -	187	4.04 -	162	3.42 -	137	2.79 -	112	2.17 -	87	1.54 -	62
4.64 -	186	4.02 -	161	3.39 -	136	2.77 -	111	2.14 -	86	1.52 -	61
4.62 -	185	<u>4.00</u> -	160	3.37 -	135	2.74 -	110	2.12 -	85	1.51 -	60
4.59 -	184	3.97 -	159	3.34 -	134	2.72 -	109	2.09 -	84		
4.57 -	183	3.94 -	158	3.32 -	133	2.69 -	108	2.07 -	83		
4.54 -	182	3.92 -	157	3.29 -	132	2.67 -	107	2.04 -	82		
4.52 -	181	3.89 -	156	3.27 -	131	2.64 -	106	2.02 -	81		
4.49 -	180	3.87 -	155	3.24 -	130	2.62 -	105	1.99 -	80		
4.47 -	179	3.84 -	154	3.22 -	129	2.59 -	104	1.97 -	79		
4.44 -	178	3.82 -	153	3.19 -	128	2.57 -	103	1.94 -	78		
4.42 -	177	3.79 -	152	3.17 -	127	2.54 -	102	1.92 -	77		
4.39 -	176	3.77 -	151	3.14 -	126	2.52 -	101	1.89 -	76		

The Academic Department also recommends that higher education students pay attention to the following regulations:

1. Statute of VNMU
2. Educational and professional programs of specialties \*:
  - 221 "Dentistry"
  - 222 "Medicine"
  - 225 "Medical Psychology"
  - 225 "Medical and psychological rehabilitation"
  - 226 "Pharmacy"
  - 226 "Pharmacy. Industrial Pharmacy »
  - 228 "Pediatrics"
3. Code of Academic Integrity
4. Rules of procedure for employees of VNMU and people studying in it
5. Regulations
6. Upon acquaintance with personal data of patients, medical documentation, the student is obliged to comply with the requirements of the legislation of Ukraine in the field of information protection;
7. On the territory of the medical institution the student fulfills the requirements of the medical and security regime;