

MINISTRY OF HEALTH OF UKRAINE

NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY, VINNYTSYA

APPROVE



Rector

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REGULATIONS

ABOUT NON-FORMAL AND INFORMAL EDUCATION

of the participants in the educational process

of National Pirogov Memorial Medical University, Vinnytsya

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

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REGULATIONS
about Non-Formal and Informal Education
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of National Pirogov Memorial Medical University, Vinnytsya

1. GENERAL PROVISIONS

1.1. Regulations "About Non-Formal and Informal Education of the Participants in the Educational Process of National Pirogov Memorial Medical University, Vinnytsya" (hereinafter - the Regulations) developed on the basis of the Law of Ukraine "On Education" dated 05.09.2017 № 2145-VIII, which regulates public relations arising in the process of realization of the constitutional human right to education, rights and responsibilities of individuals and legal entities, which participate in the implementation of this right, as well as determines the competence of state bodies and local governments in the field of education.

According to this law, **non-formal education** is education that is usually obtained through educational programs and does not involve the award of state-recognized educational qualifications by level of education, but may result in the award of professional and / or partial educational qualifications. Learning outcomes obtained through non-formal and / or non-formal education are recognized in the formal education system in the manner prescribed by law.

The Regulation regulates the activities of National Pirogov Memorial Medical University, Vinnytsya (hereinafter - the University) on the organization of non-formal and informal education of participants in the educational process and establishes a single procedure for organizing programs on non-formal and informal education for participants in the educational process of higher education institutions of Ukraine in the country or abroad.

1.2. This Regulation is developed in accordance with:

- Law of Ukraine "On Education" of 05.09.2017 № 2145-VIII;
- Resolution of the Cabinet of Ministers of Ukraine of April 13, 2011 № 411 "Issues of education of students and graduate students, internships of scientific and scientific-pedagogical workers in leading institutions of higher education and research institutions abroad";
- Resolution of the Cabinet of Ministers of Ukraine of April 29, 2015 № 266 "On approval of the list of branches of knowledge and specialties for which higher education students are trained";
- Resolution of the Cabinet of Ministers of Ukraine dated 21.08.2019 № 800 "Some issues of professional development of pedagogical and scientific-pedagogical workers";
- standards of higher education;
- other regulations in the field of higher education.

1.3. **Non-formal education** is education that is institutionalized, intentional and planned by the subject of educational activity. The defining characteristic of non-formal education is that it is an addition, alternative and / or supplement to formal education in the process of lifelong learning. It is often introduced to guarantee the right of access to education for all. It is intended for people of all ages, but does not necessarily provide a continuous path to education. In particular, these may be short-term programs and / or low-intensity programs provided in the form of short courses, workshops and seminars. Non-formal education usually leads to qualifications that are not recognized as formal by the relevant national education authorities, or do not involve the provision of qualifications at all. Non-formal education can include programs that promote adult and youth literacy, education for out-of-school children, and life and work skills aimed at social or cultural development.

1.4. Non-formal (informal) education of participants in the educational process is carried out on the basis of intergovernmental agreements on cooperation in education, cooperation agreements between a foreign higher education institution and the University, between two higher education institutions of Ukraine, between a group of higher education institutions of different countries. in the established order by agreements on training of applicants of higher education and programs of educational disciplines.

1.5. The organization of academic mobility of higher education students is based on key features and key documents of the European Credit Transfer System (ECTS).

1.5.1. Key features of ECTS:

ECTS is a system that focuses on the learner. ECTS helps educational institutions in the development and implementation of programs to shift the focus from a teacher-centered approach to approaches that meet the needs and expectations of learners. Such training provides higher education seekers with a wider choice of content, method, pace and place of study.

Learning outcomes describe what a higher education seeker should know, understand or be able to do after successful completion. In ECTS, the formulation of learning outcomes is the basis for consistent assessment of workload and credit assignment.

Learning outcomes are linked to descriptors (descriptions of knowledge, skills and competences) of the national and European qualifications framework levels. Qualifications Framework is a holistic structured description of qualification levels through which all qualifications can be expressed and correlated in an agreed manner. They create the basis for the development of educational and professional standards based on learning outcomes (competencies) and promoting the recognition of qualifications.

The study load indicates the time required for the applicant to complete all types of educational activities (lectures, seminars, projects, practical classes,

independent work, exams), which are necessary to achieve the expected learning outcomes.

1.5.2. Key ECTS documents:

The Course Catalog includes information about the institution, information about the programs (general description and description of individual units of the course) and general information for the higher education applicant.

The Student Application Form contains the necessary information about the higher education institution invited by the host institution. If the educational institution hosting the higher education institution needs additional information from the higher education applicant (for example, regarding accommodation, special health requirements), it may request it separately.

The Learning Agreement contains a list of disciplines (course components) or modules or other educational components that the higher education institution plans to receive at another educational institution, as well as the code number and number of ECTS credits allocated to the academic disciplines (components).

The Transcript of Records is a list of grades in academic disciplines, reflecting the success of the applicant in the list of disciplines he / she has studied, credits obtained, local grades (according to national tradition or school regulations) and ECTS grades. The academic transcript provides the applicant with accurate information on the study of academic disciplines (components of the course), the number of assigned ECTS credits and grades obtained in the educational institution that received. The agreement on study together with the academic certificate (extract), the masses aims to guarantee full recognition of the curriculum completed by the applicant in higher education in the host institution.

The Training Agreement should contain information on: the place of the internship, its duration, the tasks to be performed, the rights and responsibilities of the trainee, the expected learning outcomes and the assessment of the trainee.

The internship agreement must be signed by three parties - the trainee, the sending institution and the employer (those providing the internship). Where the host institution is expected to participate, it must also sign an agreement.

The agreement should specify the number of ECTS credits that will be awarded once the expected results of the practice have been achieved.

2. GOALS AND TASKS OF NON-FORMAL AND INFORMAL EDUCATION OF PARTICIPANTS OF EDUCATIONAL PROCESS OF THE UNIVERSITY

2.1 The main objectives are:

- professional development in accordance with the state policy in the field of education and quality assurance of education;
- improving the quality of educational services provided by the University;
- increasing the efficiency of scientific research;

- increasing the competitiveness of University graduates in the Ukrainian and international markets of educational services and labor;
- enrichment of individual experience of participants in the educational process on other models of knowledge creation and dissemination;
- Attracting global intellectual potential to the University on the basis of bilateral and multilateral agreements between partner higher education institutions;
- establishment of internal and external integration relations;

2.2 The main tasks are:

- improvement of previously acquired and / or acquisition of new competencies within the professional activity or field of knowledge, taking into account the requirements of the relevant professional standard;
- gaining professional experience during the internship in order to improve skills;
- increasing the level of foreign language proficiency;
- increasing the level of theoretical and practical training of participants in the educational process, conducting research using modern equipment and technologies, mastering the latest research methods, gaining experience in research and implementation of its results;
- deepening knowledge of national cultures of other countries;
- support of social, economic, cultural, political relations and relations with other countries;
- formation and development of digital, managerial, communication, media, inclusive, speech competencies;
- formation of life and work skills aimed at social or cultural development.

3. CLASSIFICATION OF NON-FORMAL AND INFORMAL EDUCATION OF PARTICIPANTS OF THE EDUCATIONAL PROCESS

Non-formal and informal education of participants in the educational process can be carried out on the basis of intergovernmental agreements on cooperation in education, programs and projects, agreements on cooperation between higher education institutions of Ukraine or their main structural units on the basis of agreed curricula, personal initiative of participants .

Types of professional qualifications obtained outside formal education:

- Training with certification (according to international standards of assessment) of knowledge of foreign (international) languages.
- Training in the framework of academic cooperation with partner higher education institutions.
- Short-term courses are aimed at professional development through formal and / or non-formal education in various fields.

4. ORGANIZATIONAL SUPPORT OF NON-FORMAL AND INFORMAL EDUCATION OF PARTICIPANTS OF THE EDUCATIONAL PROCESS

4.1. Applicants for higher education from the second year of the educational and qualification level of the master and applicants of the third educational and qualification level of the doctor of philosophy are allowed to participate in the programs of non-formal and informal education.

4.2. Non-formal and informal education is provided at the request of higher education seekers. Participants in the educational process, taking into account the results of self-assessment of competencies and professional needs, independently choose specific forms, types, directions and subjects of providing educational services for professional development.

4.3. Preparation and implementation of activities for the organization of non-formal and informal education should be completed:

- before the summer holidays - if training is scheduled to begin in the fall semester;
- before the beginning of winter holidays - if training is planned to begin in the spring semester.

4.4. The following participants of the educational process of the University are directly involved in the organization of non-formal and informal education of the: coordinators of ECTS of the University and the graduating department, international relations department, postgraduate department, educational department and deans of faculties.

4.5. The stages, duration and content of training are determined by the curricula and schedules of the educational process of the University and the partner educational institution. Agreed curricula, schedules of the educational process and agreements on education are approved by the rector (vice-rector for scientific and pedagogical work) of the university and the head of the partner higher education institution.

4.6. Training of participants in the educational process in the institution of higher education - partners is realized in the form of a private trip and at the expense of academic leave.

5. INFORMATION SUPPORT OF NON-FORMAL AND INFORMAL EDUCATION OF PARTICIPANTS OF THE EDUCATIONAL PROCESS

5.1. Information support of non-formal and informal education is provided by the scientific department:

- informs the faculties about the state of international cooperation;
- publishes relevant information on the University website;
- submits information announcements by e-mail of a faculty;

- provides information on foreign partners, programs of academic exchange of participants in the educational process, competitions, announcements of the Ministry of Education and Science of Ukraine.

5.2. Information support of non-formal and informal education is provided by the educational department:

- informs the faculties about the current state of interaction with Ukrainian higher education institutions;

- publishes relevant information on the University website;

5.3. Each faculty participating in non-formal and informal education programs submits to the University website information on the possibility of the faculty to send applicants for higher education to study at another higher education institution.

6. RECOGNITION OF NON-FORMAL AND INFORMAL EDUCATION OF PARTICIPANTS OF THE EDUCATIONAL PROCESS

6.1. As a result of training with foreign language certification, a higher education applicant who has confirmed his / her level of knowledge with a valid TOEFL test certificate, or International English Language Testing System, or Cambridge English Language Assessment certificate (not less than B2 of the European Recommendations on Language Education or similar) passing the entrance exam in a foreign language. When determining the results of the competition, these certificates are equated to the results of the entrance exam in a foreign language with the highest score.

6.2. The period during which the applicant has completed a course of study at a partner institution, equivalent to a similar period at the University, is recognized provided that the applicant successfully completes the study and submits a document indicating the results of his studies (Transcript of Records).

6.3. Recognition of learning outcomes in the framework of academic cooperation with partner higher education institutions is carried out using the European system of transfer and accumulation of ECTS credits or using the system of assessment of academic achievements of higher education institutions adopted in the country of the partner higher education institution. .

6.4. Academic disciplines and other types of educational activities are indicated in the individual curriculum of the applicant for higher education.

6.5. Transfer of studied disciplines is carried out on the basis of a document provided by the applicant with a list and results of study of academic disciplines, the number of credits and information on the system of assessment of academic achievements of higher education, certified in the prescribed manner in the partner institution.

6.6. The total time of study in the partner institution under the relevant program should not be less than 60% of the study time of the normative part of the relevant program (academic semester, academic year).

6.7. Transferred courses (academic disciplines) are entered in the study card and record book of the applicant of higher education in the dean's office where he studies or in the individual plan of applicants of the third educational qualification level of the doctor of philosophy in the postgraduate department.

6.10. Courses (academic disciplines) studied in the partner educational institution are recalculated, if the elapsed time after their study does not exceed 5 years.

6.11. In the case of in-service training through non-formal or informal education, instead of the in-service training document, a report on in-service training or creative work, personal development of an electronic educational resource performed in the process of in-service training is published on the University website.

6.12. The application within a month from the date of its submission is considered at a meeting of the pedagogical (academic) council of the educational institution. The Academic Council of a higher education institution may entrust the consideration of such issues to the Academic Councils of structural subdivisions.

6.13. To recognize the results of in-service training, the Academic Council hears a pedagogical or scientific-pedagogical employee on the quality of the in-service training program, in-service training results, compliance with the terms of the contract by the subject of in-service training and must decide on:

- recognition of advanced training results;
- non-recognition of advanced training results.

6.14. In case of non-recognition of the results of in-service training, the Academic Council of the University may provide recommendations to the pedagogical or scientific-pedagogical employee on re-in-service training in other in-service training subjects and / or decide on the impossibility of further inclusion of such in-service training in the training plan until he takes effective measures to improve the quality of educational services.

6.15. The amount of in-service training through non-formal or informal education is credited according to the recognized learning outcomes, but not more than 30 hours or one ECTS credit per year.

7. RESPONSIBILITIES OF THE UNIVERSITY

7.1. The University is obliged to:

- to conclude an agreement on cooperation in the implementation of the program of non-formal and informal education of higher education seekers between partner higher education institutions and to agree on curricula;
- ensure free and equal access of higher education applicants to information on available non-formal and informal education programs;
- provide advisory services to applicants for higher education during the preparation of documents for participation in non-formal and informal education programs;

- to control the availability of documents confirming the legality of the stay of foreign higher education seekers on the territory of the host country.

7.2. The partner institution accepting for training or internship is obliged to:

- enroll the applicant for higher education, sent to study for a period specified in the contract in accordance with the laws of the host party;

- to create all the necessary conditions for the applicant to fulfill the individual curriculum;

- assist applicants for higher education in solving visa, housing and household problems;

- provide an opportunity for applicants for higher education institutions of higher education - partners to participate in scientific conferences, symposia, exhibitions, competitions, present their research papers for publication, use educational, scientific, industrial, cultural, sports facilities;

- control the availability of documents confirming the legality of the stay of applicants for higher education-foreigners in the host country;

- after graduation to issue a document to the applicant with a list and results of the study of academic disciplines, the number of credits and information about the system of assessment of educational achievements of higher education.

7.3 The responsibilities of the University for higher education students participating in non-formal and informal education programs should be stipulated in the relevant agreements between partner institutions regarding the academic mobility programs of participants in the educational process.

8. RIGHTS AND OBLIGATIONS OF EDUCATIONAL PROCESS PARTICIPANTS INVOLVED IN ACADEMIC MOBILITY PROGRAMS

8.1 Participants in the educational process have the right to:

- for safe and harmless learning conditions;

- use the educational, scientific, industrial, cultural, sports base of partner institutions;

- participate in scientific conferences, symposia, exhibitions, competitions, presentation of their scientific papers for publications;

- to receive a document on the appropriate educational and qualification level of the model established in the partner institution in accordance with the agreement between the partner institutions and the University on academic mobility programs.

9.2 Participants in the educational process are obliged to:

- timely provide the necessary documents for participation in the program of non-formal and informal education

- arrive on time at the place of non-formal and informal education;

- during the program of non-formal and informal education to comply with the laws of the host country, internal regulations, the Charter and other legal documents of the institution - partner;

- successfully pass the program of non-formal and informal education under the approved Agreement;

- after completing the program of non-formal and informal education in the partner institution to return to the University in time.

9. FINANCING OF NON-FORMAL AND INFORMAL EDUCATION

9.1. Financing of training in partner institutions can be carried out at the expense of organizations, enterprises, institutions, etc. of all forms of ownership or funds of individuals.

9.2. Other financial issues (tuition fees at the partner institution, accommodation, meals, etc.) are decided by the higher education student independently.

9.3. The University does not incur any other financial costs other than scholarships.