


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

«APPROVE»

Rector of
National Pirogov Memorial Medical University,
Vinnytsya



[Handwritten signature] V.M.Moroz

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REGULATIONS
ON ORGANIZATION OF INDEPENDENT WORK
OF HIGER EDUCATION APPLICANTS
AT NATIONAL PIROGOV MEMORIAL MEDICAL UNIVERSITY, VINNYTSYA

these regulations were considered and approved at a meeting of

the Academic Council of National Pirogov Memorial Medical University, Vinnytsya

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REGULATIONS

about the organization of independent work of higher education applicants at National Pirogov Memorial Medical University, Vinnytsya

1. General provisions

1.1. Independent work of higher education applicants is the main means of mastering educational material. It is carried out in order to:

- work out and master of the educational material, defined by the thematic plan for independent work;
- consolidation and deepening of knowledge, skills and abilities;
- performance of individual tasks in academic disciplines (abstracts, presentations, etc.), scientific and attestation works;
- preparation for future classes and control measures;
- formation of mental work culture, independence and initiative in the search and acquisition of knowledge in higher education applicants.

1.2. The study time, allocated for independent work for the higher education applicants is regulated by the working curriculum and must be not less than 1/3 and not more than 2/3 of the total study time, allocated to the study of a particular discipline. We should keep in mind, that the weekly study loading of higher education applicant is 32 hours, the weekly independent work must be at least 18 (27) hours.

1.3. The content of independent work of higher education applicant on a particular discipline is determined by the work program of the discipline, methodological materials, tasks and instructions of the teacher.

1.4. Independent work of higher education applicant is provided by information - methodological tools (textbooks, teaching aids, lecture notes, sets of individual semester tasks, computer training complexes, methodological guidelines for organizing independent work and individual tasks, which must also have electronic versions) and material - technical means provided by the working program of the discipline. In addition, for independent work of higher education applicant, appropriate scientific and professional monographic and periodical literature is recommended.

Methodical materials for independent work of higher education applicants should provide the possibility of self-control.

1.5. Independent work of a higher education applicant to study educational material in a particular discipline can take place in the university library, classrooms, computer classes, laboratories, etc..

1.6. To ensure proper conditions for independent work of higher education applicants on complex laboratory equipment, in computer classrooms, other educational facilities of increased complexity, this work can be carried out according

to a pre-arranged schedule under the guidance of teachers with the necessary advice or assistance.

1.7. The responsibility for creating conditions for independent work of higher education applicants rests to the university's heads of departments. Recording of independent work of higher education applicants is conducted by teachers in the journal of educational classes recording (section of independent work records).

1.8. The responsibility for the independent work quality is directly borne on the applicant.

1.9. Execution of individual tasks in the discipline, term papers for the specialty "Medical Psychology", the study of patients' medical history is an integral part of higher education applicant independent work.

2. The role and place of independent work in educational process

2.1. One of the general components of the Bologna process is the development of pedagogical technologies, methods and techniques that increase the effectiveness of higher education applicants in independent study of program material. This involves various forms of work, namely:

- study of program material through classical forms - libraries, educational and methodical classes, the Internet;

- performance of various forms of independent individual works - abstracts, medical histories;

- practical work in laboratories, on educational and industrial practices places.

The amount of independent work can be 30 - 70% of the total educational loading, the development of conceptual foundations of its methodology and organizational elements of implementation at different educational - qualification levels ("specialist", "master") and forms of study (full-time, part-time), is relevant, timely and necessary, both at the territorial level and in the form of specific methodological developments.

2.2. At present stage of education system reforming in Ukraine, one of the most important places is occupied by the issue of humanization of the educational process. One of the aspects of the humanization of medical education is planning and organization of independent work of higher education applicants. It is independent work that enables the applicant to use the right of freedom choice (what to study?, how?, when?, where?, how to control oneself?).

2.3. Proper organization and planning of independent work allows to stimulate not reproductive activities, but search and creative. Independence should be understood not only as the ability to draw independent conclusions and apply the acquired knowledge in practice, but also the ability to organize personal activities without assistance.

3. Types of independent work

3.1. In educational institutions, independent work is called "project activity", all its types are called "personal projects". The independent task as a "personal project" illustrates the development of the following qualification requirements:

- ability to identify problems and interests of society;
- the ability to set an adequate goal, to determine the heredity of tasks; the ability to find optimal solutions, effective means and methods to achieve the goal;
- the ability to find the necessary information using modern technologies, to classify and systematize it;
- ability to plan activities, imagining the whole educational process in general from the beginning to the end;
- ability to present the results of personal activities both in documentary and oral form for the procedure of public defense (presentation); ability to have the skills of effective business cooperation.

3.2. The following types of independent work are distinguished:

- 1) Work with a textbook, educational manual, didactic materials, digital information
- 2) Solving situational problems
- 3) Mastering practical skills
- 4) Writing essays (reports)
- 5) Independent observations
- 6) Laboratory work
- 7) Research activities
- 8) Writing patient's medical histories
- 9) Execution: homework and the other types of work

3.3. Individual tasks contribute to more deep study of theoretical material by the higher education applicant, consolidation and generalization of knowledge, the formation of skills to use knowledge for a complex solution of relevant professional problems. Types, terms of performance and protection of individual tasks in certain disciplines are determined by its work programs and schedule. Individual tasks are performed by applicants independently with the provision of the necessary advice from the teacher. The presence of positive grades received by the applicant for higher education for individual tasks is a necessary condition for admission to the semester control in this discipline.

3.4. Course works, essays- are the types of individual tasks, which provide the solvation of concrete practical educational problems with use of known, and also (or) independently studied theoretical material. An integral part of such work may consist of software products and graphics, which is performed in accordance with regulations in force and with the use of computer graphics.

These types of individual tasks should contribute to the deepening and expansion of theoretical knowledge of higher education applicants on certain topics of the discipline, to develop skills of independent work with educational and scientific literature.

3.5. Essays as a form of individual task are recommended for the disciplines of the humanities and socio-economic cycles.

In one semester the number of essays from different disciplines can not be more than three. The preparation time for the essay in one discipline (not less than 10-15 hours) must be provided in the discipline's work program.

Practical training of higher education applicants is a necessary component of professional training of VNMU graduates.

3.6. Course work for higher education applicants in "Medical Psychology" in educational discipline involves the development of documents' set (calculation-explanatory or explanatory note, graphic, illustrative material. It solves a specific task of the objects of the specialist (technologies, devices, hardware and software means or their separate parts, problem questions, etc.).

3.6.1. The course work is performed by the applicant independently under the guidance of the teacher in accordance with the task for the course work, based on the knowledge and skills acquired in this and related disciplines.

3.6.2. The topics of course work should meet the objectives of the discipline and be closely linked with the practical needs of the future specialist.

3.6.3. The purpose, tasks and procedure for course work, the content and scope of their separate parts, as well as the other requirements are given in the methodical guidelines, developed by the departments.

3.6.4. No more than three course papers can be planned in one semester. For their implementation in the discipline's work program should be provided, as a rule, from 20 to 40 hours.

3.6.5. The defense of the course work is carried out before a commission consisting of 2-3 department teachers, including the head of the course work.

3.6.6. The results of the defense of the course work are evaluated on a four-point scale ("excellent", "good", "satisfactory", "unsatisfactory"). Upon receipt of an unsatisfactory grade the higher education applicant by the decision of the commission performs course work on a new topic or finalizes the previous work.

3.6.7. A higher education applicant, who has not submitted a course paper within the specified period or has not defended it without a valid reason, is considered to have an academic debt.

3.6.8. The results of the course papers defense are discussed at meetings of the departments. Course papers are stored for one year.

4. Organization of independent work

4.1. Independent work of higher education applicant is insured by a system of teaching aids, provided for the study of a particular discipline: textbook, teaching and methodical manuals, lecture notes, workshops, etc. Methodical materials for independent work of higher education applicants should provide for the possibility of self-control by the applicant.

4.2. Appropriate scientific and professional monographic and periodical literature is also recommended for higher education applicant's independent work.

4.3. Independent work of a higher education applicant on assimilation of the educational material in a particular discipline can be performed in the university library, classrooms, computer classes (laboratories), as well as at home. If necessary, this work is carried out in accordance with a pre-arranged schedule, which guarantees the possibility of individual access of the applicant to the necessary teaching aids. Applicants are informed about the schedule at the beginning of the current semester.

4.4. When organizing independent work of higher education applicants using complex equipment, complex systems of access to information (for example computer databases, computer-aided design systems, etc.) provides the opportunity to obtain the necessary advice or assistance from a specialist.

4.5. The educational material of the academic discipline, provided by the working curriculum for mastering by the applicant in the process of independent work, is taken out for final control along with the educational material, which was processed during education in classes.

4.6. Educational - methodical materials on the organization of independent work of higher education applicant in a particular discipline must contain the following mandatory components:

- the content of the discipline (list of topics, laboratory, practical classes and the amount of hours, allocated for their study, including independent work);
- forms of independent work that are recommended;
- the list of topics, questions and tasks that a higher education applicant must work independently. This list includes, first of all, those topics that are provided by the standard program of the discipline, but are not included in the classroom work and are not provided by the course work and undergoing practice;
- a list of topics, questions and tasks that characterize the relationship between some processes, emphasizing the importance of disciplines;
- forms of knowledge control on independent work;
- schedule of mastering of topics (questions), taken out for independent study and consultations;
- control questions for self-examination, which can be submitted in the form of test tasks;
- list of recommended literature (basic and additional).