

APPROVED
Scientific Council
Petro Mohyla Black
Sea National University

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Sea National University



Protocol №1

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PROVISION

on the organization of the educational process in Petro Mohyla Black Sea National University

1. GENERAL PROVISIONS

1.1. Basic terms and definitions

Academic mobility opportunity for participants in the educational process to learn, teach, train, or conduct research activities at another higher educational institution on the territory of Ukraine or abroad.

Higher education - a set of systematic knowledge, skills and practical skills, methods of thinking, professional, ideological and civic qualities, moral and ethical values, other competencies obtained at a higher educational institution in the relevant field of knowledge according to a certain qualification at the levels of Higher Education, which is more difficult with higher than the level of complete general secondary education.

Branch of knowledge - the main subject area of education and science what does the group include related specialties in which professional training is carried out.

European credit tranfer-accumulative system (ECTS) - system transfer and accumulation of loans used in the European Higher Education Space education for the purpose of providing confirmation of qualifications and educational components and promotes academic mobility of higher education applicants. The system is based on the definition of the academic load of a higher education applicant required to achieve certain goals learning outcomes, and be accounted for in ECTS credits.

Applicants for higher education - persons who study in a higher education institution at a certain level, higher education levels in order to obtain the appropriate degree and qualification.

Qualification the official result of the assessment and recognition that was obtained, the authorized institution has established that the person has achieved competencies (results training) in accordance with the standards of Higher Education, which is certified by the relevant document about higher education.

Competence is a dynamic combination of knowledge, skills, and practical skills methods thinking, professional, ideological and civic qualities, moral and ethical values which determines the ability of a person to successfully carry out professional and professional training activity and with the result of training at a certain level of Higher Education.

Disciplines and the logical sequence of their study, the number of ECTS credits required for implementation of this program, as well as the expected learning outcomes (competencies) that the applicant must have the appropriate degree of Higher Education necessary to achieve certain (expected) learning outcomes. The amount of one loan ECTS is 30 hours. The workload of one full-time academic year is usually 60 credits ECTS.

Educational activity - the activity of higher educational institutions, which is carried out in order to ensure the acquisition of higher, postgraduate education and to meet other educational needs of higher education seekers and other persons.

Educational (educational-professional or educational-scientific) practice - a system of educational components at the appropriate level of higher education within the specialty, which determines the requirements for the level of education of persons who can start training in this program. C required to complete this program, as well as the expected learning outcomes (competencies) that the applicant must have the appropriate degree.

Learning outcomes - a set of knowledge, skills, and other competencies, acquired by a person in the course of training in a certain educational-professional, educational-scientific field programs that can be identified, quantified, and measured.

Specialization-a component of the specialty that will be determined by the wine educational institution and provides for a specialized educational-professional or Educational-Scientific Program training of applicants for higher education and education.

SiECIALITY is a component of the field of knowledge in which professional training is carried out.

Quality of Higher Education the level of knowledge, skills, etc., acquired by a person competencies that reflect her competence in accordance with the standards of Higher Education.

Quality of educational activities level of Organization of the educational process in vipoma an educational institution that meets the standards of higher education ensures that individuals receive high-quality higher education and contributes to the creation of new knowledge,

1.2. Levels and degrees of Higher Education

Training of higher education applicants at the Petro Mohyla Black Sea National University (hereinafter - PMBSNU) is carried out according to the relevant educational programs at the such levels of Higher Education:

- first (Bachelor's) level:
- second (master's) level;
- the third (educational and scientific) level (according to a separate provision).

According to the law of Ukraine "on higher education", the first (Bachelor's) level of Higher Education education corresponds to the seventh qualification level of the National Qualifications Framework and provides for the acquisition by a person of theoretical knowledge and practical skills sufficient for successful performance of professional duties in the chosen specialty, the second the (master's) level of Higher Education corresponds to the eighth level. The national framework of qualifications provides for the acquisition of advanced theoretical and / or practical knowledge, skills, and abilities in the chosen specialty (or specialization). General principles of methodology of scientific and/or professional activity, other competencies. sufficient for the effective performance of innovative tasks of the appropriate level professional activity.

Obtaining higher education at each specified level of higher education is predicted to be successful performance by a person of the relevant educational (educational-professional or Educational-Scientific) Program programs with the basis for awarding the corresponding degree of Higher Education; Bachelor's degree, Master's degree.

Bachelor's degree - a non-educational degree obtained at the first level of higher education and it is awarded by a higher educational institution as a result of successful completion by the applicant higher education educational and professional program, the volume of which in PMBSNU is 180-240 credits ECTS.

The scope of the educational-professional program for obtaining a bachelor's degree on the basis of a junior bachelor's degree is recognized at PMBSNU in accordance with the Standard of the specialty.

A master's degree is an educational degree obtained at the second level of higher education and awarded by a higher education institution as a result of successful completion of the relevant educational program by the higher education applicant. In PMBSNU degree master's degree is obtained according to the educational-professional program of master's preparation in the amount of 90 credits ECTS, according to the educational program – 120 ECTS.

A person has the right to obtain a master's degree if he or she has a bachelor's degree.

The master's degree in medical and pharmaceutical fields is obtained on the basis of complete general secondary education and is awarded as a result of successful completion a higher education applicant of the corresponding educational program, the volume of which is 300-360 ECTS credits.

1.3. Educational content

Educational process at the PMBSNU this is a system of scientific and methodological, pedagogical, organizational and didactic measures, aimed at transmission and assimilation. Increase and use of knowledges, skills, etc. competencies of applicants for higher education in accordance with the standards of Higher Education.

The educational process is based on the principles of Science, Humanism, and democracy, continuity and independence from the interference of any political parties, other public and religious organizations.

The educational process is organized taking into account the capabilities of modern information technologies technologies of training and orientation to the formation of an educated, harmoniously developed a person capable of constantly updating scientific knowledge, professional mobility and rapid adaptation to changes and development in the socio-cultural sphere, in the fields of technology, technologies, management systems and labor organization in a market economy.

The content of education is determined by the standard, educational training program, structurally- logical scheme of training, working programs of academic disciplines, other regulatory acts of State Educational Management Bodies and higher education institutions.

1.4. Subjects language

The language of subjects at PMBSNU is an official state language.

In accordance with the specifics of training specialists in individual educational programs for strengthening of language training teaching of academic disciplines can be carried out by foreign students languages specified in the curricula and/or work programs of academic disciplines. For teaching foreign citizens, stateless persons who wish to obtain higher education at the expense of individuals or legal entities, disciplines in a foreign language, the university forms separate groups. At the same time, the university provides the study of the state language as a separate academic discipline by such persons.

2. REGULATORY FRAMEWORK FOR ORGANIZING THE EDUCATIONAL PROCESS

2.1. The organization of the educational process at the PMBSNU is based on laws Ukraine "On education", "On higher education". Standards of higher education, educational programs other acts of the legislation of Ukraine on education.

PMBSNU independently determines the list and content of educational components programs.

The organization of the educational process is carried out by educational divisions of PMBSNU (faculties, institutes, departments, subject or cycle centers commissions, centers, etc.), the main regulatory document that defines the organization educational process in a specific direction of educational or qualification training, with curriculum.

2.2. Educational program - a system of educational components at the appropriate level of Higher Education within the specialty, which defines the requirements for the level of education of persons who can start training in this program, a list of academic disciplines and their logical sequence study, number of ECTS credits. Required for the program, as well as expected learning outcomes (competencies), which must be owned by the applicant the corresponding degree of Higher Education.

Training of applicants for higher education in PMBSNU is carried out in educational, professional and educational and scientific programs within licensed specialties.

To open an educational program, the initiators form a project group, requirements for the personnel structure of which is determined by the license conditions for the implementation of an educational program activities of educational institutions and documents regulating the accreditation of educational institutions programs. The developed draft educational program is discussed at a meeting of the council the relevant faculty (an expanded meeting of the councils of several faculties (institutes) in the if an interdisciplinary program is initiated) and published on the University's website for discussion by stakeholders, the revised draft of the educational program is submitted for discussion review and approved by the Academic Council of the University.

The decision to close the educational program was made by the Academic Council of the University on taking into account the development strategy of the University, the context of the educational services market, as well as results of an internal assessment (including economic feasibility implementation of educational activities under the specified program).

Guarantor of the educational program together with the specialty support group monitoring the implementation of educational activities under the educational program, including plachom survey of higher education applicants, graduates, employers, the right to initiate changes to the the educational program has a guarantor of the educational program, a specialty support group. Academic Council of the University and other stakeholders. The reasons for changing the educational program may include there will be changes in the regulatory framework and internal regulatory documents of the University: non-compliance of the achieved program learning results with the planned ones; excess of actual costs of an educational program over its revenues: changes in the labor market and others reasonable reasons. Procedure for changing the educational program of snivpalas with the procedure opening.

2.3. Curriculum this is a regulatory document of a higher education institution that it is compiled on the basis of the educational program and determines the list and scope of regulatory and selective educational components in ECTS credits, the sequence of their study, specific forms of conducting training sessions and their scope, schedule of the educational process, practical training preparation and forms of current and final control.

The curriculum consists of normative and sample parts. The normative part of the content of education is determined by the Standard of higher education and ensures the formation of competencies and achievement of program learning outcomes approved in the educational program.

The curriculum will consist of a normative part and a normative part the content of education is determined by the standard of higher education and ensures the formation of competencies and achievement of program learning outcomes approved in the educational system the program.

In order to comply with the norms of the current legislation, as well as form of harmonious developed personality: formation of a patriotic, legal, and scological worldview, affirmation of moral values and social activity. Civil Provision and responsibility, ability to think critically and organize yourself, Academic Council of the University establishes the list and scope of normative disciplines of general training and the total volume selective disciplines of general training for all specialties of PMBSNU . Total volume in ECTS credits, do not exceed 10% of the standard volume of the educational program. In the case when the discipline is specialized for the specialty, then for this specialty it can be replaced with another one that deepened the content.

List of educational components of the curriculum and regulatory terminal full-time and part-time forms coincide.

2.4. To specify the planning of the educational process for each academic year a working curriculum will be drawn up, which is approved by the rector of the University.

2.5. Selective academic disciplines are introduced to meet the needs of students qualification needs of the individual, student-centered approach and taking into account the interests stakeholders, effective use of opportunities and traditions of PMBSNU, regional needs and so on.

According to the law " on higher education", the selective part of the curriculum must be at least 25% of the total number of ECTS credits provided to specify the level of Higher Education. The order of choice of disciplines is carried out by students in accordance with Regulation"on the procedure and conditions for students to choose elective subjects".

Place and significance of the academic discipline, its general content and requirements for knowledge and skills they are determined by the working program of the academic discipline in accordance with the regulations "On the organization of methodological work of departments of Petro Mohyla Black Sea National University".

2.6. The student's training is carried out according to an individual curriculum.

The individual curriculum of the student is drawn up for each academic year on the based on the working curriculum and includes all normative academic disciplines; part of the selected academic disciplines selected by the student with mandatory consideration structural and logical scheme of training: disciplines studied according to academic programs mobility, the student participates in the preparation of an individual curriculum under the management of the academic group advisor.

Selective academic subjects introduced by PMBSNU in the educational program selected by the student and included in the individual curriculum, which required for study.

2.7. PMBSNU provides students with the opportunity to use educational institutions premises, libraries, educational, methodical and scientific literature. equipment, equipment and other means of training under the conditions defined by the legislation of the Russian Federation internal regulations.

2.8. For compliance of the student's level of training with the requirements of Higher Education Standards and the head of the educational structural division (faculty department, subject or cycle Commission, etc.) and the guarantor of the relevant educational programs. The student is responsible for the implementation of the individual curriculum.

3. FORMS OF TRAINING

3.1. Study at the PMBSNU take full-time (full-time, evening) and part-time forms of study, a combination of possible various forms of training.

3.2. The educational process at the PMBSNU is carried out in the following forms: educational classes, performing individual tasks, independent work of students, practical training preparation and control measures.

3.3. Main types of training sessions at PMBSNU:

- lecture
- laboratory, practical, seminar, individual lesson
- consultation.

Other types of training sessions are determined in accordance with the procedure established by the PMBSNU.

All types of classes are aimed at mastering the necessary skills of applicants for higher education program learning outcomes of the relevant educational program competencies and achievements programs.

Research and teaching staff have the right to freely choose the forms and methods of teaching, which correspond to the educational program.

3.3.1. Lecture - the main form of conducting training sessions intended for theoretical material.

As a rule, a lecture with an element of the course of lectures that covers the main theoretical material of a particular or several topics of the academic discipline. Topics of the course of lectures it will be determined by the work program of the academic discipline.

It is possible to give separate lectures on problems related to the specified educational program disciplines, but not covered by the work program of the academic discipline. Such lectures they are conducted by leading scientists or specialists for students and employees of PMBSNU.

Lectures are held in appropriately equipped rooms-classes for one or more people, more academic groups of students. The lecturer who is assigned to give a course of lectures must, before starting the training course, develop a working program of the academic discipline and approve it in accordance with the established procedure order. A lecturer applying for a course of lectures for the first time may be involved head of the department (chairman of the subject or cycle Commission) before conducting trial tests lectures with the participation of teachers and researchers of the Department.

The lecturer is obliged to adhere to the work program of the academic discipline on the following topics lectures, but do not limit yourself to the interpretation of educational material, forms and means of communicating it to students.

3.3.2. Laboratory lesson the form of training session in which the student is under the teacher's guide personally conducts full-scale or simulation experiments or experiments for the purpose of practical confirmation of certain theoretical provisions of the academic discipline, acquisition of practical skills in working with laboratory equipment and computer technology, measuring equipment, experimental methods research in a specific subject area.

Laboratory classes are held in specially equipped training laboratories with using equipment adapted to the conditions of the educational process (laboratory tests layouts, installations, etc.). In some cases, laboratory classes may be conducted in the following areas: in a real professional environment (for example, at school, at work, in scientific institutions Laboratories), the laboratory lesson is conducted with students, the number of which is half of the Academic Group; groups of less than 20 people are not divided into half groups.

The list of topics of laboratory classes is determined by the working program of the educational program disciplines. Replacing laboratory classes with other types of training sessions, such as rules.

The laboratory lesson includes conducting ongoing monitoring of readiness students to perform specific laboratory work, complete tasks of the lesson topic, preparation of an individual report on the done work and its defense. The performance of laboratory work is evaluated by the teacher. Final estimates obtained for performing laboratory work, they are taken into account when issuing a semester fee final assessment in the specified academic discipline.

3.3.3. Practical lesson - the form of training session in which the teacher organizes detailed consideration by students of certain theoretical provisions of the academic discipline and formus skills and skills of their practical application through individual execution by the student in accordance with the formulated tasks.

Practical classes are held in classrooms or training laboratories equipped with necessary technical means of training, computer technology, practical training and it held with students whose number does not exceed the academic group, for practical purposes language training classes - an academic group of more than 20 people can be divided into two subgroups.

The list of topics of practical classes will be determined by the work program of the training program disciplines. Conducting a practical lesson is based on a pre-prepared methodological material, a set of tasks of varying complexity for students to solve them on the classes.

The practical lesson includes conducting a preliminary control of knowledge, students, setting a common problem by the teacher and discussing it with the participation of students, solving tasks, with their discussion, solving control tasks, and checking. Results of examination received by the student for individual practical classes are taken into account when issuing them final assessment in this academic discipline. All assessments are mandatory for students.

3.3.4. Seminar session - a form of training session in which the teacher organizes discussion around pre-defined topics on which students complete assignments, specified in the work program of the academic discipline.

Seminars are held in classrooms or classrooms with one academic group.

The list of topics of seminars and the conditions for determining the rating are determined by the Working Group the curriculum of the discipline.

At each seminar session, the teacher evaluates the reports prepared by students, their speeches, activity in the discussion, ability to formulate and defend their position, and so on. Final grades for each seminar session are entered in the corresponding Journal and they are announced to students. Grades received by the student for individual seminar sessions they are taken into account when making a final assessment in an academic discipline.

3.3.5. Consultation - a form of training session in which the student receives answers from teacher's answer to specific questions explanation of certain theoretical provisions or aspects their practical application.

The consultation can be individual or conducted for a group of students, depending on depending on whether the teacher advises students on questions related to the implementation of individual tasks, or on general issues of the academic discipline.

3.3.6. Individual tasks in individual disciplines (essays, calculated values. graphic and term papers, diploma projects or works, etc.) are issued to students according to the schedule in the number and volumes provided for in the curriculum and work program of the educational program disciplines, individual tasks are performed by the student independently or in a group with teacher.

3.3.7. Coursework (projects) is carried out in order to consolidate, deepen and generalization of knowledge gained by students during their studies and their application to the comprehensive solution to a specific professional task.

The subject of coursework (projects) should correspond to the tasks of the training program disciplines (groups of disciplines) and be closely linked to the practical needs of a particular person specialty.

Topics of coursework (projects) for higher education applicants are approved by order of the dean's office (Institute).

The order of their implementation will be determined by the issues departments. Management of coursework (projects) is usually carried out most of all qualified teachers.

The defense of the course work (project) is carried out in front of the manager or a commission consisting of two or three teachers of the department (subject or cycle Commission) with the participation of the head course work (project) (by the decision of the department) in case of performing an interdisciplinary course work (project).

The results of the defense of the course project (work) are evaluated in accordance with the "regulations on rating rating".

3.3.8. Diploma (qualification) works (projects) are performed at the final stage training of students in a higher education institution and provide for:

- systematization, consolidation, expansion of theoretical and practical knowledge on specialties and their application solving specific scientific problems, technical issues, economic production and other tasks;
- development of independent work skills and mastering the methodology of research and development experiments related to the topic of the work (project).

The student will be given the right to choose the supervisor and topic of the thesis (project), determined by the graduating departments or offer your own with a justification of expediency development. Heads of theses (projects) are appointed scientific and pedagogical employees of a higher education institution with academic degrees and/or academic titles, highly qualified production specialists.

The procedure for defending theses (projects) is carried out in accordance with the regulations "On the qualification work of the PMBSNU". Theses (projects) are stored in the library of the higher educational institution within five years, then they are debited in accordance with the established procedure.

3.4. Independent work of the student with the main means of mastering the educational process material during the time free from mandatory training sessions.

The academic time allotted for independent work of a student is regulated by the curriculum (working curriculum) and should be between 50% and 67% (full-time form), 67 89 % (for correspondence) of the total amount of study time of the student, reserved for the study of a specific discipline.

The content of a student's independent work on a particular discipline is determined by the Working Group the program of the academic discipline, methodological materials, tasks and instructions the teacher. Independent work of the student is provided by a system of educational and methodological tools, provided for the study of a specific academic discipline: textbook, training and methodological manuals, teacher's lecture notes, workshop, etc.

Methodological materials for independent work of students should include possibility of self-monitoring by the student. For independent work for the student relevant scientific and professional literature and periodicals are also recommended.

Independent work of the student on the assimilation of educational material. Specific disciplines can be performed in the library of a higher education institution, classrooms, computer classes (laboratories), as well as at home.

If necessary this work is carried out in accordance with a pre planned schedule, what guarantees the possibility of individual access of the student to the necessary didactic materials funds.

The schedule of its implementation is brought to the attention of the teacher in each discipline students at the beginning of the current semester. When organizing independent work of students using complex equipment or classes.

Total amount of time required to complete all types of semester tasks, research papers, projects, analytical works, term papers, etc., should not exceed the number of hours provided for in the curriculum for independent work of students.

3.5. Practical training of students of PMBSNU with mandatory training a component of the educational program for obtaining the appropriate degree of higher education and qualifications and are aimed at acquiring professional skills and abilities by the student.

Practical training of students is carried out at leading enterprises organizations of various sectors of the economy, science, education, healthcare, and culture, trade, construction, legal and financial institutions, public administration bodies according to the concluded contracts or in the structural divisions of the PMBSNU.

Heads of the enterprises, institutions and organizations are obliged to ensure the creation of proper conditions for practical training in production, compliance with the rules and regulations labor protection, safety and industrial sanitation in accordance with the legislation.

Practical training is carried out in the context of professional activity under organizational conditions- methodological guidance of the teacher of the institution of higher education-and a specialist in the relevant field specialty.

The program of practical training and terms of technical implementation are determined by the training center plan. The organization of practical training is regulated by the regulation "on conducting practical training at PMBSNU".

3.6. Control measures include current and final control.

Current monitoring is carried out during practical, laboratory and seminars and aimed at checking the level of achievement of program results training and acquired competencies. Form of conducting current control during training sessions and a system for assessing the level of knowledge are determined by the work program academic discipline.

The final control is carried out in order to assess the results of training at a certain level at the level of higher education or at its individual completed Ethans. Final control includes semester control and student certification.

3.7. Semester control is carried out forms of the semester exam, differentiated credit for a specific academic discipline in the scope of the academic year material defined by the working program of the academic discipline, and within the time limits established by the legislation of the curriculum.

A semester exam is a form of comprehensive final control of assimilation a student of theoretical and practical material on a separate academic discipline on semester, conducted as a control event, the forms of which are determined by the department and the working program of the academic discipline.

A semester differentiated credit is a form of final control that consists of assessment of the student's assimilation of educational material in a particular discipline is excluded on the basis of results of performing credit tasks, the types and forms of which are determined by the Working

Group the program of the academic discipline. PMBSNU has differentiated credits they are conducted in the disciplines defined by the curricula, as well as in the defense of practice and coursework (projects).

Semester test this is a form of Final Control test, which consists of evaluating students assimilation of educational material based on the results of their tasks and certain types of work during practical training, seminars and laboratory classes. The set of exam and test tasks will be determined by the work program academic discipline, discussed by the methodological Commission and brought to the attention of students in accordance with the procedure defined in the article "on the procedure and methodology for conducting tests and exams at the PMBSNU".

The student will be considered admitted to the semester control for a specific academic year subjects (semester exam or credit), if has completed the work provided for the working program of the academic year for the semester in the academic discipline, and received the minimum number of points determined by the work program of the academic discipline.

3.8. Exams are drawn up by students during the examination sessions provided for curriculum.

PMBSNU can set individual deadlines for students passing tests and exams. The organization and conduct of tests and exams is regulated by the regulation "on procedure and methodology for conducting tests and exams in the PMBSNU".

The results credits on a two-point scale ("credited", "not credited") with rating points and are entered in the exam (roller) statement, credit card a book or student's study card.

3.9. Certification of the student is carried out by the examination committee after completion training at a certain level of higher education in order to establish actual compliance applicants for higher education of the level and volume of knowledge, skills, and other competencies requirements higher education standards and / or requirements of educational programs.

The Examination Board is created as a single one for full-time (day and evening) and part-time students forms of training in each specialty. With a large number of graduates, they are created several commissions in the same specialty, with a small number of graduates, there may be an integrated Commission for related specialties has been organized.

The examination committee checks scientific, theoretical and practical training whether to award them the appropriate degree of Higher Education. assigning a qualification, issuing a document of Education (qualification), processing suggestions for improving the quality of educational and professional training of specialists in PMBSNU.

The work of the examination committee is regulated by the regulation "on the procedure for establishing and maintaining the Organization of the work of the examination committee at the PMBSNU".

4. ORGANIZATION OF THE EDUCATIONAL PROCESS OF HIGHER EDUCATION APPLICANTS

4.1. The Academic time of higher education applicants will be determined by the number of Accounting units the time allotted for the implementation of the training program at the specified level of Higher Education. Accounting units of academic time are as follows: academic hour, academic day, week, semester, course, academic year. An academic hour is the minimum accounting unit of academic time.

Duration the academic hour is usually 40 minutes. Two academic hours form a pair of academic hours lasting 80 minutes (hereinafter referred to as the "pair"). University day is an integral part of a student's academic time of duration, as a rule, no more than 9 academic hours,

university week is an integral part of a student's school time with a duration such as the rule is 1.5 ECTS credits.

The academic week at PMBSNU lasts from Monday till Saturday inclusive (except for state university holidays). The goal of completing the curriculum, lessons which were missed because of state holidays, are transferred centrally or according to a separate replacement of schedule for working days. Academic semester (for full-time education) and trimester (for part-time education training) - an integral part of the student's academic time, which ends with the final control. The duration of the semester/trimester will be determined by the curriculum.

University time is recorded in ECTS credits. Training course-the completed period of study of the student during the academic year, the duration of the student's stay on the course includes the time of academic semesters, final control and holidays, the total duration of holidays during the training course, in addition to the latter, it is at least 8 weeks, the beginning and end of the student's studies at the particular course, are issued with appropriate (transfer) orders.

The academic year lasts 12 months and usually begins in September and for students it will consist of study days, final control days, and exam days/sessions, weekends, holidays, and vacations. University days and their duration are determined by the annual schedule of the educational process. The specified schedule is made for academic year, is approved by directors of institutes (deans of faculties) and is approved by the rector of PMBSNU.

Classes duration is two academic hours with breaks between them and are held on schedule. The schedule should ensure the full implementation of the curriculum for training sessions.

4.2. Students of PMBSNU have the right to participate in programs academic mobility, which involve training, internships, and conducting research in other institutions of higher education in Ukraine and beyond, with which an agreement on academic mobility, cooperation in the field of Science and education has been concluded: for international programs, projects, and grants.

Full or partial recalculation of learning outcomes in academic programs mobility is carried out by the dean of the faculty (director of the Institute) using ECTS based on the comparison of educational programs, syllabuses (work programs) of disciplines on the based of the document provided by the applicant of higher education (academic certificate, transcript of records, etc.). Disciplines recredited to the applicant of Higher Education under the academic program they are included in the individual plan.

4.3. Decisions on recognition of learning outcomes received by the applicant under the programs Non-Formal Education, adopted by the methodological Council of the department, which is assigned a certain discipline.

4.4. During their studies and scientific activities, applicants for higher education must adhere to academic integrity, which provides for independent performance of tasks current and final control: correct links to information sources in the case of use of citations, ideas, developments, statements, statistical information, etc.; compliance with copyright and related rights legislation.

For violation of academic integrity, applicants for education may be brought to justice. academic responsibility in accordance with the current legislation. Regulation "On academic integrity at PMBSNU".

5. ORGANIZATION OF THE TEACHER'S WORK

5.1. The rights and obligations of a teacher are determined by the current legislation of Ukraine. The Charter of the PMBSNU, internal regulations, and a contract with the scientific community- teaching staff, job responsibilities, internal regulations.

5.2. The teacher's working time will be determined by the volume of his educational and methodological activities, scientific and organizational responsibilities in the current academic year, reflected in the individual work plan. Full-time working hours of a teacher responsibilities are 1548 hours per academic year with an average weekly duration 36 hours.

Planning of the teacher's work is carried out in accordance with the regulations "on the organization methodological work of the Departments of PMBSNU" and "time standards for planning and accounting educational, methodological, scientific and organizational work of research and teaching staff at the PMBSNU".

5.3. The scope of training sessions assigned to a specific teacher expressed in accounting (academic) hours, it determines the teacher's academic load. Types of training sessions included in the mandatory amount of training load the teacher, in accordance with his Provision, is established by the department (subject or cycle Commission).

The teacher is responsible for the specialty or practical work experience of the disciplines that teacher, and have the results of professional activity in accordance with the license terms implementation of educational activities and other regulatory documents. Determination of the sufficiency of the professional level of the teacher who performs teaching it is carried out by the department responsible for training applicants for higher education, guarantor of the relevant educational program and dean of the faculty (director of the Institute) in accordance with the current legislation.

Minimum and maximum mandatory amount of training load the teacher within the limits of his working hours is established by the PMBSNU, taking into account performance of other duties (methodological, scientific, organizational) and in accordance with the procedure provided by its charter and collective agreement.

In cases of industrial necessity, the teacher may be involved in conducting training sessions in excess of the mandatory amount of training load determined by the individual work plan, within the limits of their working hours, an additional number of accounting hours are set by the higher educational institution and may not exceed 0.25 of the minimum mandatory training load. Changes in the mandatory academic load of the teacher are made to its individual work plan.

5.4. The teacher's working time schedule is determined by the schedule of classroom training sessions, classes and consultations, a schedule or schedule of control events, and other types of work, provided by the teacher's individual work plan. Time of work completion, not according to the schedule or schedule of control measures, determine the order established PMBSNU, taking into account the specifics of the specialty and forms training. The teacher is obliged to adhere to the working time schedule set for him and internal regulations.

5.5. In the course of their professional activity, research and teaching staff are obliged to observe academic integrity in accordance with current legislation. Position on academic virtue at the PMBSNU.

5.6. Scientific and pedagogical, scientific and pedagogical workers, for whom the PMBSNU with the main place of work, can exercise the right to academic mobility for implementation of professional activities under concluded agreements on participation in the program academic mobility, internships, grants and projects in accordance with the current legislation. At the same time, employees retain their main place of work for a period of up to one year.

5.7. Vacancies of scientific and pedagogical workers are filled. The university concludes a contract with a person selected through a competition for a vacant position (employment contract) for a period, usually from one to five years (except for the dean, the head of the department with whom a contract is concluded for five years).

The procedure for electing vacant positions and hiring scientific and pedagogical workers is determined by the Regulation "On conducting competitive selection when filling vacant positions of scientific and pedagogical workers and concluding employment agreements (contracts) with them". If it is impossible to ensure a quality educational process by existing research and teaching staff, vacancies may be filled by order of the rector before the competition in the current academic year.

6. ENSURING THE EDUCATIONAL PROCESS

6.1. Scientific and methodological support of the educational process includes:

- higher education standards (by availability);
- educational programs, curricula;
- working programs of the academic discipline in all regulatory and selective areas academic disciplines:
- programs of educational, industrial and other types of practices: textbooks and tutorials:
- instructional and methodical materials to the seminars, practical laboratory classes;
- individual semester tasks for independent work of students academic disciplines; control tasks for seminars, practical and laboratory classes;
- control works on academic disciplines to check the level of assimilation students of educational material;
- methodological materials for students on self-study issues professional literature, writing term papers and diploma projects (works).

Methodological support of the educational process is regulated by the regulation "on Organization of methodological work of departments". Other characteristics of the educational process determine the teaching staff (subject or cycle Commission), specialty support group, educational guarantor programs PMBSNU.

6.2. The Quality Assurance System of Higher Education provides:

- improving the planning of educational activities by monitoring periodic review of educational programs;
- control over the level of knowledge of applicants for higher education, including residual ones;
- organization of a survey of higher education applicants, graduates, employers and other stakeholders:
- improving the quality of the contingent of higher education applicants: strengthening the University's human resources potential through advanced training participation in academic mobility programs;
- search for additional sources of resources necessary for organizing an educational program process and support of higher education applicants:
- development of educational process management information systems and platforms for distance learning:
- creating an effective system means of preventing and detecting academic plagiarism in academic texts of research and teaching staff and applicants for higher education:
- accreditation of all educational programs of the University.