

APPROVED
Scientific Council
Petro Mohyla Black
Sea National University

Protocol № 7

Dated on 28/02/20218

APPROVED

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PROVISION ON THE PROCEDURE AND CONDITIONS FOR STUDENTS TO SELECT ELECTIVE SUBJECTS

1. GENERAL PROVISIONS

1.1. Regulations on students to select elective subjects (hereinafter - Provision) contains the main requirements for the implementation of the student's right to choose in accordance with paragraph 15 of part 1 of the Article 62 Law of Ukraine "On Higher Education" № 1556-VII of 01.07.2014.

1.2. The volume of elective subjects is not less than 25 percentage of the total number of ECTS credits provided for educational purposes programs of this level of Higher Education.

1.3. Academic subjects of free choice of students are subjects that they are introduced by a higher educational institution for more conformity of educational institutions and qualification requests of a person for the needs of society, more effectively usage opportunities of an educational institution, taking into account regional factors features, etc.

Subjects of free choice of students professional and practical training provides an opportunity to carry out in-depth training on specialties and specializations that determine the nature of the future promote the student's academic mobility and personal interests, allow you to implement specializations within the basic framework specialties for the purpose of forming the applicant's competencies in accordance with the requirements labor market.

1.4. For The Bachelor's educational level, the volume of elective subjects of the cycle humanitarian training (natural science, socio-economic) is at least 12 credits of ECTS, cycle of professionally-oriented disciplines-not less than 48 credits of ECTS.

Elective subjects are presented in the curriculum of the corresponding an educational program with a list of alternative disciplines or blocks, or their combination.

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In case of representation in pairs/multiple alternative disciplines, which are studied in a particular semester and are the same in terms of the volume of credits and in the form of control, the student must choose one of the following types: suggested disciplines.

If the curriculum provides for blocks of professionally oriented disciplines that correspond to a specific area of specialization of this educational program programs in the specialty, the student must decide on the specialization in start of teaching subjects in this block. At the same time, the discipline of a certain specializations chosen by the student are mandatory for them in full, that cannot replace them with any disciplines of elective subjects.

The decision on the form of representation of selective disciplines is made by Academic Council on the recommendation of the Graduate Department.

Subjects of free choice of the student are presented in the curriculum the corresponding educational program with a list of disciplines, which includes both disciplines of the corresponding graduate department, as well as disciplines of other departments, they are the same in terms of the volume of credits and the form of control. Quantity and volume the student's free choice of disciplines for a particular semester is specified in curriculum. The student has the right to choose subjects from the proposed one or any other subjects from the curriculum of another specialties that correspond to the required amount of the credits and are taught in the corresponding-autumn or spring - semester. If the student chooses a discipline from a different curriculum, he is required to perform all types of the work program of the discipline, and draw up an appropriate final control, including the exam, regardless of the number of exams that are provided for in the curriculum of his specialty in this case semester. A student cannot choose subjects from other curricula, if the result of his choice is not the acquisition of full competencies, fixed in the educational program, due to the lack of the necessary level of input data knowledge and skills.

2. EDUCATIONAL AND METHODOLOGICAL APPROACH SOFTWARE SELECTIVE ONES ACADEMIC SUBJECTS

2.1. Teaching of selective subjects can be carried out by all departments of the University, subject to the availability of appropriate personnel, educational- methodological and informational support, which is evidence of the ability to departments promptly meet the needs of higher education applicants for creating an individual educational learning trajectory for selected students specialties.

2.2. The list of selected disciplines is periodically reviewed and updated according to modern requirements. Suggestions for changes to the list selected subjects of the curriculum for the next academic year are formed by the head of the relevant department by making changes to the current ones or approval of new curricula.

2.3. Students have the right to make suggestions on the list of selected students' disciplines. The possibility of including them in the curriculum is determined by the graduate program Department. The main criteria are: staffing (academic degree, academic title of NPP, advanced training, teaching experience, personal rating of the teacher); educational and methodological support (educational-methodical complex, textbooks, manuals, methodical methods recommendations); logistics and informational content software; compliance with the competencies approved in the educational program.

2.4. Approved lists of selected disciplines are placed for familiarization of students on the official website of the University.

3. POSITION FORMATION SELECTIVE COMPONENT INDIVIDUAL STUDENT CURRICULUM

3.1. To form a contingent of students to study selective disciplines for the next academic year departments should familiarize students with a list of selected subjects that they provide teaching, and their annotations, assist students in obtaining the full information about the selective discipline, including the implementation of a short presentation of the proposed disciplines. For more detailed information students have the right to get acquainted with academic and working documents academic programs of disciplines, as well as training curricula specialists in other specialties.

3.2. Departments make preliminary registration of students for the study selective disciplines within the time frame:

until February 1st of the current academic year - for Bachelor's level applicants (for the next academic year) and for applicants of the master's level (for the second year training);

until September 1st of the current academic year - for Master's level applicants (for the current academic year).

3.3. Minimum number of students in the discipline group of free choice of students must be at least 30 people, for a foreign languages - 15 people.

If the discipline of free choice of students is not registered minimally the required number of students, the department informs the student about the list disciplines that are considered not selected, and the student can choose that discipline, where there is or can appear a sufficient number of students, or the discipline is free election of another department.

In the case when the number of students studying in this educational program a program that is less than the minimum required for selecting a particular discipline, the choice of academic disciplines can be carried out within the framework of this curriculum at the request of students. Then for all students those are considered selected academic subjects that were chosen by the majority of students from among those who took participation in the selection process. At the same

time, the Western Military District has the right to reduce the number of classroom load provided for in the curriculum, in favor of independent work of students and training with the use of technologies distance learning.

The procedure for selecting subjects is determined by the Council of the faculty (Institute). Acceptable technologies are written or online questionnaires (individual or collective), as well as any others that guarantee the student's right to conscious, independent and unbiased choice. In order to clarify individual issues the faculty/Institute Council has the right to approve organizational issues own internal regulation on the subjects of free choice of students, which must comply with this provision and not restrict the student's rights of free choice of the subjects.

3.4. After coordination of subjects with departments, students submit to the dean to the faculty (director of the Institute) individual or collective applications for elected representatives they are subject with a request to include them in their individual plan. Student questionnaires that contain their personal signature can be considered their own statement.

3.5. Based on the applications of students, the dean's office forms an order on creating groups for studying selected subjects for the next academic year - for applicants of The Bachelor's level, for the current academic year-for master's level applicants. The order is formed by exchange rates, and selective ones subjects are grouped by the departments that teach them. If selected subjects all students of the same group have a code at their disposal groups without a list of students. If mixed or incomplete groups are formed in the order provides lists of students indicating the group in which they belong.

3.6. Student applications for selected subjects (or documents, equivalent to them) are kept at the faculty (Institute) until completion their training period.

3.7. If a student for some valid reasons could not select elective subjects in time, they, having provided the relevant documents, applies to the dean office of the faculty (director of the institute) with an application for enrollment to the study of selected subjects. A student who has neglected his / her right to select will be enrolled in those subjects that are considered basic for his / her specialty or are selected by the majority of students in this specialty either for reasons of optimizing study groups.

3.8. A copy of the order on studying selected subjects is provided to the training department for drawing up and approving working training sessions plans, accounting in the calculation of the academic load of the relevant departments for the academic year and in the class schedule.

3.9. The class schedule is formed by the training department taking into account the need to ensure the right of students to study subjects of free learning choose at a time that does not coincide with the schedule of classes of the student in the specialty. If a student is unable to attend classes according to the schedule of another student specialty, in agreement with the dean, an individual schedule is drawn up study of the discipline.

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In order to deepen student-centered education at PMBSNU, supplement clause 1.4. " POSITION ON THE PROCEDURE AND CONDITIONS FOR STUDENTS TO CHOOSE SELECTIVE SUBJECTS " paragraph to the following content:

For educational programs of the higher education level "Bachelor" list of selected disciplines within 12 credits of General/humanitarian training disciplines are formed annually, taking into account offers:

- specialty support groups and the Council of the relevant faculty/Institute in accordance with the competencies and program results of training in the relevant educational program and/or for results of a survey of stakeholders;
- student self-government bodies;
- research and teaching staff (by submitting the course annotation).

Extend this clause to the OP for higher education applicants starting from 2020.