

APPROVED

Scientific Council

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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.

Disciplines of free choice of higher education applicants:

- general theoretical and humanitarian training - contribute to the universality and complexity of training of higher education, including formation of ways of thinking, professional, ideological and civic qualities, moral and ethical values (in accordance with Part 5 of Article 1 of the Law of Ukraine "On Higher Education");

- professional and practical training - provide the opportunity for in-depth training in specialties and specializations that determine the nature of future

activities; promote the academic mobility of the applicant and his personal interests, allow the implementation of specializations within the basic specialty in order to form the competencies of the applicant in accordance with the requirements of the 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.

1.5. The list of elective disciplines of general / humanitarian training is formed annually taking into account the proposals:

- the guarantor of the educational program / department responsible for the training of applicants, in accordance with the competencies and program learning outcomes of the relevant educational program and / or the results of a survey of stakeholders;

- student government;

- scientific and pedagogical workers of any department of PMBSNU (by submitting annotations / syllabi of disciplines). The disciplines offered for selection to applicants from other faculties / institutes should be adapted to their level of training.

The board of the relevant faculty / institute considers these proposals and forms a list of disciplines to be selected.

1.6. The list of elective disciplines of professional training offered for selection by applicants may be specified in the relevant educational program and / or curriculum or formed annually. Elective disciplines of professional training can be presented in the educational program and the corresponding curriculum in the following forms: the list of alternative disciplines or blocks, or their combination.

In the case of submission of several alternative disciplines studied in a particular semester and are the same in terms of credit and form of control, the applicant chooses one of the proposed disciplines.

If the curriculum provides blocks of professionally-oriented disciplines that correspond to a certain area of specialization of this educational program in the

specialty, the applicant must determine the specialization before teaching the disciplines of this block.

The decision on the form of presentation of elective courses is made by the Academic Council of the faculty on the proposal of the department responsible for the preparation of applicants. The grouping of elective subjects into blocks must be duly justified.

1.7. The applicant has the right to choose disciplines from the offered list, or any other disciplines of educational programs of other specialties if:

- the amount of the chosen discipline corresponds to the required amount of ECTS credits specified in the educational program and / or curriculum;
- the discipline is taught in the appropriate - autumn or spring - semester;
- the applicant has the required level of input knowledge and skills;
- the choice will not lead to the fact that the learning outcomes approved in the educational program will not be formed (in the case of the introduction of specialization units).

If the applicant chooses a discipline of another educational program, he is obliged to perform all types of work provided for in the work program of the academic discipline and to make the appropriate final control.

The question of the possibility of choosing a discipline of another educational program in the presence of blocks of elective disciplines, united by one specialization, is considered by the guarantor of the educational program in the context of maintaining the structural and logical scheme of education.

The applicant has the right to choose the disciplines of another free educational institution within the framework of the academic mobility program.

1.8. The disciplines chosen by the applicant are included in his individual curriculum and become mandatory for study. Failure to complete the final control over the elective discipline is an academic debt.

1.9. The procedure for choosing the disciplines of applicants studying in double degree programs is agreed with the free economic partners.

1.10. In case of transfer of students from other educational program, HEI; renewal of studies, enrollment to the educational program with a reduced period of

study on the written application of the applicant is possible to re-enroll the learning outcomes of elective subjects at the expense of actually studied.

2. EDUCATIONAL AND METHODOLOGICAL SOFTWARE APPROACH OF SELECTIVE SUBJECTS

2.1. Proposals for the list of elective courses and their teaching can be provided by all departments of the university, provided that there is appropriate staffing, teaching and information support, which is evidence of the department's ability to quickly meet the needs of higher education students to create an individual educational trajectory.

2.2. All stakeholders have the right to make offers for a list of elective courses. The possibility of including them in the curriculum is determined by the department responsible for training applicants. The main criteria are: staffing (in accordance with the Licensing Conditions for educational activities); educational and methodological support (textbooks, manuals, methodological recommendations, etc.); logistical and informational support.

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

3. PROCEDURE FOR FORMATION OF SELECTIVE COMPONENT OF THE APPLICANT'S INDIVIDUAL 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 usually pre-register students to study elective courses in terms:

until September 1st of the current academic year - for applicants admitted to study for the 2nd and 3rd year on the basis of level of higher education degree "junior bachelor / specialist"; transferred from other specialties and HEI; for applicants level

of higher education degree "Master" (in exceptional cases, the presence of elective courses in the first semester);

until November 1st of the current academic year - for applicants level of higher education degree "Master" (for the second semester);

until May 1st of the current academic year - for applicants of all levels of higher education (for the next academic year).

3.3. The number of disciplines of the cycle of general and / or humanitarian training that will be considered selected is calculated as the actual number of applicants who choose the relevant disciplines, divided by 30 and rounded to the largest one.

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.

The minimum number of applicants for the study of disciplines of free choice of training cycle is determined taking into account the level of higher education and financial performance of the specialty. Applicants of small groups have the right to choose subjects from their educational program / curriculum in the number specified in these documents. At the same time, for small groups of free economic zones has the right to reduce the amount of classroom workload provided by the curriculum, in favor of independent work of students and learning with the use of distance learning technologies.

If the minimum required number of applicants is not enrolled in the discipline of free choice, the department / faculty / institute informs the applicants of the list of disciplines that are not selected, and the applicant can choose the discipline where there is or may be a sufficient number of applicants or the discipline of free choosing another educational program. Such a choice must be made in due time, but applicants must be given at least 2 weeks from the date of publication of such a list.

3.4. The procedure for selecting disciplines is determined by the Faculty Council (institute). Acceptable technologies are paper or online questionnaires (individual or collective), electronic questionnaires by means of Moodle (recommended), as well as any others that guarantee the right of the applicant to make a conscious, independent and unbiased choice. In order to clarify certain

organizational issues, the Faculty / Institute Council has the right to approve its own internal Regulations on disciplines of free choice of applicants, which should not contradict this Regulation and not narrow the applicant's right to free choice of disciplines.

3.5. The choice of the discipline is certified by a statement (individual or collective) with a request to include the educational component in their individual plan. Applicants' questionnaires containing their personal signatures can be considered as their application. The choice made by Moodle or digital signature does not require an application.

3.6. On the basis of the documents specified in item 3.5., The dean's office forms the order on creation of groups for studying of selective disciplines. The order is formed by courses, and elective disciplines are grouped by departments that teach them. In the case of choosing a discipline, all applicants for one group have a group code without a list of students. In case of formation of mixed or incomplete groups, lists of applicants with the indication of the group in which they study are provided.

3.7. Applicants' applications for elective courses (or documents equated to them) are stored at the faculty (at the institute) until the end of their study period.

If the applicant with a reasonable case could not make the choice of disciplines in time, he/she, provide the relevant documents, applies to the dean of the faculty (director of the institute) with an application for enrollment in the study of his selected disciplines.

Applicants, who have neglected their right to select, or have not applied for a choice of disciplines from another educational program within the period specified in paragraph 3.2, will be enrolled to study those disciplines that are considered as basic for a specialty or selected by the majority of applicants for this specialty and groups.

The change of the candidate's choice after its approval is possible only with the written consent of the dean (director of the institute).

3.8. A copy of the order on the study of elective subjects / memorandum of relevant content is provided to the educational department for the preparation and approval of working curricula, calculation of the workload of the relevant departments for the academic year and the formation of classes.

3.9. The schedule of classes is formed by the educational department taking into account the need to ensure the right of applicants to study the disciplines of free selection at a time that does not coincide with the schedule of classes of the applicant in the normative part of the educational program. In case of selecting a student of another educational program and the inability to attend classes on schedule, in agreement with the dean must be created an individual schedule of study of the discipline.