

REGULATIONS

on the International Faculty

Poltava State Medical University

GENERAL PROVISIONS

1. This Regulations has been developed in accordance with the paragraph 2 of Article 35, Paragraph 7 of Article 36 and Paragraph 8 of Article 39, Article 43 of the Law of Ukraine "On Higher Education" as of 01.07.2014 and the Statute of Poltava State Medical University (hereinafter referred to as the University).

2. The International Faculty (hereinafter referred to as the Faculty) is an organizational and educational-scientific structural unit of the University, which is created by the decision of the Academic Council of the University for the implementation of educational, scientific, methodological, organizational, educational tasks of higher education in Ukraine.

3. The Faculty unites the departments in accordance with the Rector's order to train specialists in the relevant field of knowledge, conduct scientific research, educational and cultural and educational work.

4. In its activities, the Faculty is guided by the norms of the Constitution of Ukraine, the Laws of Ukraine "On Education", "On Higher Education", norms and principles of international law, other normative legal acts in force in Ukraine, the Statute of Poltava State Medical University, the Rules of internal labor regulations of the university, Orders of the Rector of the University, decisions of the Academic Council of the University, the present Regulations.

5. The Faculty has its own seal, the letterhead, the emblem, other symbols, as well as honorary awards, certificates, letters of gratitude approved by the Academic Council of the Faculty.

6. Record keeping and document management at the Faculty is carried out in accordance with the Procedural Document Instruction of the University.

7. The Faculty interacts and coordinates its work with other departments of the University.

8. Changes and amendments to the Regulations on the Faculty are considered at the meeting of the Academic Council of the Faculty and approved by the Rector's order.

THE PURPOSE AND MAIN ACTIVITIES OF THE FACULTY

1. The main purpose of the Faculty is to create conditions for obtaining education by higher education students – citizens of foreign countries, trained at the University.

2. The main activities of the Faculty are:

- training of specialists with higher education in the relevant educational programs at the levels of "Specialist", "Master" in accordance with state standards of higher education;

- organization and analysis of the current and final academic success of foreign higher education students;
- organization and implementation of the state attestation of foreign higher education students;
- ensuring the practice of foreign higher education students provided for by the curriculum;
- coordination and control over the educational, methodological and informational support of the educational process and provision of study programs with mandatory and additional educational and methodological literature;
 - making up the schedule of classes together with the Department for Academic Affairs;
- control on the implementation of the study schedule, educational process and schedule of classes;
 - permit for foreign higher education students to the final semester control and state attestation;
 - moving of foreign higher education students to the next year of study;
 - nomination of foreign higher education students to various forms of material and moral incentives;
 - nomination of scientific and pedagogical workers, teachers and employees of the dean's office to material and moral incentives;
 - making proposals to the Rector on bringing scientific and pedagogical workers, teachers and employees of the dean's office to disciplinary responsibility;
 - making of conferences, seminars, symposia;
 - preparation of measures for the safety of life of foreign higher education students during the educational process and in dormitories;
 - establishment of an individual schedule of the educational process for individual foreign higher education students;
 - conclusion of agreements on behalf of the Rector and control over their implementation;
 - preparation of materials for licensing of educational activities and accreditation of educational programs, according to which the training of specialists is made at the Faculty;
 - organization of the work of the Admissions Committee in order to recruit foreign applicants for higher education to study at the University;
 - recruitment of foreign citizens and stateless persons to study at the University in accordance with the Order of the Ministry of Education and Science of Ukraine, independently and through business entities that have the appropriate certificates of the Ministry of Education and Science of Ukraine for the right to recruit foreigners and stateless persons to study in educational institutions of Ukraine;
 - issuing invitations to foreign citizens to study in person or through a business entity that has concluded a corresponding agreement (contract) with the University for the training of foreigners and received a certificate in accordance with the established procedure;
 - making up registration of foreign higher education students in the bodies of the State Migration Service, extension of the period of stay in Ukraine, deregistration,

registration of residence at private addresses and departure to other cities of Ukraine;

- organization of control over compliance with the passport and visa regime and rules of stay in Ukraine;

- making up and maintaining a database of foreign higher education students;

- formation of personal data files;

- control over the medical care of foreigners and their health insurance in accordance with regulatory documents, taking a comprehensive medical examination of all foreign applicants who arrived for study in accordance with the Order of the Ministry of Health of Ukraine No. 328;

- creation of proper living conditions for foreign higher education students in dormitories of the University;

- organization of apostillization of state-issued graduation documents in the Ministry of Education and Science of Ukraine and legalization in the Ministry of Foreign Affairs of Ukraine;

- registration of duplicates of graduation documents and archival certificates for foreigners who previously studied at the University;

- communication with embassies, consulates and representative offices of foreign countries on the issues of the study and recruitment of foreign citizens to the University;

- registration of documents for the procedure of nostrification;

- organization of scientific research, control over their quality and timely implementation;

- organization and holding of conferences, scientific seminars, round tables, etc.;

- involvement of foreign higher education students of the Faculty in the research activities;

- improvement of forms and methods of educational work with foreign higher education students, organization of work of curators;

- promoting the proper cultural and spiritual development of persons studying at the Faculty, the development of foreign citizens' respect for the Constitution of Ukraine, its state symbols;

- organization and holding of creative, artistic, recreational and sports events;

- carrying out cultural and educational work among different segments of the population;

- control over the implementation of the rules of internal regulations and academic discipline of foreign higher education students, including in dormitories;

- implementation of the plan for the admission of foreign citizens individually and by the state orders, control over the change of the contingent of foreign higher education students in compliance with licensed volumes and plan;

- implementation of international cooperation and partnership within Ukraine with educational institutions, organizations, institutions, enterprises or their associations, within the framework of agreements signed by the University;

- the performance of other activities, which does not contradict the legislation of Ukraine and the Statute of the University, agreed with the Rector of the University in accordance with the profile and direction of the Faculty;

3. In the organization and implementation of educational, methodological, scientific, educational work, the Faculty is guided by the norms of the relevant local regulations approved by the Academic Council of the University.

STRUCTURE AND MANAGEMENT OF THE FACULTY

1. The structure of the Faculty is determined in accordance with the purpose and main directions of its activities and approved by the Rector of the University.

2. The main structural subdivisions of the faculty are:

- Dean's office;
- Academic Council of the Faculty;
- Departments;
- public self-government body;
- student self-government body.

3. By the Order of the Rector or by the Order of the Dean, consultative, advisory and other working bodies (project groups) may be formed on the Faculty.

4. The structural subdivisions of the Faculty function in accordance with the provisions of them.

5. The collegial governing body of the Faculty is its Academic Council, whose powers are determined by the Academic Council of the University in accordance with the "Law of Ukraine on Higher Education", the Statute of the University.

6. The Academic Council of the Faculty is headed by its Chairman, who is elected by secret ballot from among the members of the Academic Council of the University, who have a scientific degree and / or an academic (honorary) title, for the period of duration of the Academic Council.

7. On the proposal of the Chairman, the Academic Council elects by open vote its Deputy and Secretary for the term of activity of the academic council.

8. The Academic Council includes the Dean of the faculty, Deputies, a representative of the student self-government body – the Chairman of the student council of the Faculty, as well as elected members representing scientific, scientific and pedagogical workers and are elected from among the Heads of Departments, professors, PhDs, Doctors of Sciences, Head of the elected body of the trade union organization of faculty workers, elected members representing other employees of a higher education institution (who work in it on an ongoing basis), in accordance with the quotas determined by the Statute of the University.

9. According to the decision of the Academic Council, it may also include representatives of employers' organizations. At the same time, at least 75 percent of the Academic Council should be scientific, scientific and pedagogical workers of the institution of higher education and at least 10 percent - elected representatives from among students.

10. The meeting of the Academic Council of the Faculty is valid if at least 2/3 of the personal composition of the Academic Council of the Faculty participates in it.

11. The decision of the Academic Council of the Faculty is considered as adopted if more than half of the members of the Academic Council of the Faculty voted for it.

12. The decisions of the Academic Council of the Faculty are put into effect by the orders of the Dean of the Faculty.

13. The decision of the Academic Council of the Faculty may be canceled by the Academic Council of the University.

14. Meetings of the Academic Council of the Faculty are held, as a rule, once a month.

15. In the absence of the Chairman of the Academic Council of the Faculty, its meeting is held by the Deputy Chairman of the Academic Council of the Faculty.

16. The meeting of the Academic Council of the Faculty is transparent.

17. An extraordinary meeting of the Academic Council of the Faculty may be convened on the initiative of the Chairman of the Academic Council, 1/3 of the members of the Academic Council of the Faculty or the Rector of the University.

18. Academic Council of the Faculty:

- forms the main directions of educational, scientific, methodological, educational and career guidance activities of the Faculty;

- solves the issues of organization of the educational process, taking the practical training in the hospital by the students of the Faculty;

- analyzes the results of the admission campaign, semester final attestation;

- takes organizational measures that contribute to the motivation of higher education students for study, their career guidance and further work;

- provides proposals to the Dean of the Faculty regarding the incentives of higher education students, scientific, pedagogical and other employees of the Faculty for significant achievements in educational and scientific activities;

- solves the issue of research work of higher education students, postgraduate students, implementation of their achievements in practical work;

- carries out measures to promote the activities of the University and the Faculty, to disseminate information about the activities of higher education students and graduates in the media and Internet resources;

- approves plans for educational activities, cultural, mass and sports work on the Faculty;

- approves a perspective plan for the development of the Faculty;

- takes reports of Heads of Departments, other Heads of structural units of the Faculty;

- takes reports of curators of academic groups;

- considers other issues in accordance with the Statute of the University and this Regulations.

19. The management of the Faculty is carried out by the Dean, who cannot be in this position for more than two terms.

20. The Dean of the Faculty is appointed to the position and dismissed by the Rector in accordance with the decision of the Academic Council of the University, which is taken by secret ballot.

21. The Dean of the Faculty can delegate part of his/her powers to the Deputies.
22. The Dean issues orders regarding the activities of the Faculty, which are mandatory for all participants of the educational process of the Faculty and can be canceled by the Rector of the University if they contradict the legislation, the Statute of the University or harm the interests of the higher education institution.
23. The Dean of the Faculty may be dismissed from office by the Rector of the University on the proposal of the Academic Council of the University or the public self-government body of the Faculty on the grounds determined by labor legislation, for violation of the terms of the contract.
24. The Dean is personally responsible for the results of the work of the Faculty.
25. The Dean of the Faculty is necessarily a member of the State Examination Commission.
26. Deputy Deans of the Faculty, whose candidacies are agreed with the student self-government body of the Faculty, are appointed to the post by the Rector on the proposal of the Dean of the Faculty.
27. The Dean carries out a functional division of responsibilities between his/her Deputies, which, as a rule, includes the exercise of general powers for the management, coordination and control over activities in accordance with the courses of study of higher education students assigned to the Deputy Dean.
28. Dean of the Faculty within the framework of the management of the Faculty:
 - is a member of the Admissions Committee of the University, the Academic Council of the University and the Academic Council of the Faculty;
 - holds meetings with Deputies, Heads of Departments and Heads of other structural subdivisions of the Faculty, whose decisions are advisory in nature;
 - appoints a commission for the acceptance of academic debt of students, signs information for the preparation (transfer) of academic debts by the students;
 - issues an order on the preparation of academic difference by persons who have received permission to transfer or renew in accordance with the procedure established by law;
 - prepares, in agreement with the departments, submission and petition to the university management regarding the admission and election of employees of the faculty to the positions of scientific and pedagogical workers, managerial and educational and support staff;
 - determines on the recommendation of the department the candidates among the students and faculty members for traveling abroad for educational, scientific and educational and methodological purposes;
 - takes the necessary measures to coordinate the work of the Faculty with the research departments of the University;
 - monitors the condition of educational and laboratory premises assigned to the Faculty and keeps them in working order;
 - monitors and takes all necessary measures for labor protection, sanitary condition and fire safety at the Faculty;
 - supervises the maintenance of the Faculty documentation in accordance with the nomenclature of the Faculty's files;
 - controls the discipline and labor discipline of students and teachers;

- solves other issues provided for by the job description and which do not contradict the legislation of Ukraine and the Statute of the University.

29. The Dean is personally responsible for:

- the use of the material and technical base of the Faculty not for its functional purpose;
- failure to provide safe working conditions for employees of the Dean's office of the Faculty;
- improper provision of fire safety and implementation of fire measures in the structural unit subordinated to it and fixed premises;
- violation of the rights and academic freedoms of employees and applicants for education;
- results of the work of the Faculty.

30. The Dean provides:

- organization of the educational process at the Faculty;
- organization of educational work at the Faculty;
- organization of research work at the Faculty;
- organization of current control of success, intermediate assessment of higher education students and attendance of classes;
- control over the conduct of all types of training sessions, practices, final attestation of higher education students of the Faculty;
- activities of self-government bodies;
- activity of departments, other structural subdivisions of the Faculty;
- implementation of measures to strengthen and develop the material and technical base of the Faculty;
- timely informing the Heads of Departments and staff members of orders, provisions and other documents of the dean's office and the university management regarding the activities of the Faculty or University and control over their implementation.

31. The Dean approves:

- functional duties of Deputy Deans, Heads of Departments and other structural subdivisions, issues orders on these issues;
- individual schedules of study of higher education students and monitors their implementation;
- schedules of work of state attestation commissions;
- reloading of subjects to students, transferred or continue further study or renewal as part of students of the Faculty;
- pedagogical load of teachers of departments.

32. The Dean approves:

- documents to students for traveling abroad and other documents of applicants for education who need a certificate with a stamp;
- orders for the transfer and renewal of persons from other higher educational institutions;
- orders on deduction and renewal of students of the Faculty;

- orders on the transfer of higher education students of the Faculty from one form of education to another, the provision of repeated course of study, academic leave, maternity leave and child care, etc.

33. The Dean of the Faculty has the right to exercise other permanent and temporary powers delegated by the Rector of the University within the limits of official duties.

34. The working body of the Faculty management is the Dean's Office, which includes the Dean, the Deputies, inspectors.

35. Dean's office of the Faculty unites officials who provide guidance and coordination in the activities of the Faculty, perform functions on educational, methodological, informational, logistical support.

36. Deputy Deans of the Faculty, whose candidates are agreed with the student self-government body of the Faculty, are appointed to the position and dismissed by the Rector's Order on the proposal of the Dean of the Faculty

37. The Faculty inspector provides record keeping and document management at the Faculty.

38. The appointment and dismissal of the inspector from office is carried out by the Rector's Order on the proposal of the Dean.

39. The number of inspectors on the Faculty is determined in accordance with the staffing of the University.

40. The division of duties between inspectors is carried out by order of the Dean.

41. The inspector of the Dean's Office in his/her activities is guided by the legislation of Ukraine, the orders of the Rector and the orders of the Dean.

42. The Dean's office inspector is directly subordinated to the Dean of the Faculty, accountable and controlled by the Dean's Deputies within the limits determined by the Dean.

43. The highest collegial body of public self-government of the Faculty is a meeting (conference) of the staff members of the Faculty, including elected representatives from among the persons studying at a higher education institution.

44. The procedure for calling a public self-government body of the Faculty and its activities is determined by the Statute of the University.

45. In the body of public self-government of the Faculty must be represented all categories of faculty members of the Faculty and elected representatives from among the persons studying at the Faculty, this is not less than 75 percent of the delegates of the elected body should be scientific and scientific-pedagogical staff of the Faculty and not less than 15% are elected representatives from among education holders who are elected by education holders through direct secret ballot.

46. The meeting (conference) of the participants of the educational process of the Faculty is called at least once a year.

47. Public self-government body of the Faculty:

- evaluates the activities of the Dean of the Faculty
- approves the annual report on the activities of the Faculty;
- submits to the Rector of the University proposals for the withdrawal from office of the Dean of the Faculty on the grounds provided for by the legislation of Ukraine, the Statute of the University, the contract concluded with him/her;

- elects elected representatives to the Academic Council of the Faculty;
- elects delegates to the highest collegial body of public self-government of the University.

48. The basic structural unit of the Faculty is the Department.

49. The Department is recognized as the main and defining link of the educational process and is fully responsible for its conduct in one or more disciplines and the implementation of educational, methodological, scientific, educational activities.

50. The Department is created, reorganized, liquidated by the decision of the Academic Council of the University.

51. In its activities, the Department is guided by the Law of Ukraine "On Higher Education", the Statute of the University, the Regulations on the Department of PSMU, the present Regulations.

52. Student self-government bodies operate at the Faculty, the structure and system of which, as well as issues within their competence, are determined by the section of the Regulations "On Student Self-Government of Poltava State Medical University".

REORGANIZATION (LIQUIDATION) OF THE FACULTY

1. Reorganization, liquidation of the Faculty is carried out in accordance with the procedure established by the current legislation and the Statute of the University.

FINAL PROVISIONS

1. The present Regulations is approved by the University's Academic Council and put into effect by the Rector's Order.

2. Amendments and additions to the present Regulations on the International Faculty at the meeting of the Academic Council of the University and approved by the Rector's order.

3. Amendments and additions to the present Regulations are made by approving the Regulations in the new version.

4. After approval of the Regulations in the new version, the previous Regulations lose its legal force.