

APPROVED
Order of the Acting Rector of PSMU
No. 315 dated May 19, 2021

**INTERNAL REGULATIONS FOR STUDENTS OF POLTAVA
STATE MEDICAL UNIVERSITY**

1. GENERAL PROVISIONS

1.1. The internal regulations for students of the Poltava State Medical University (hereinafter referred to as the Regulations) are developed on the basis of the Laws of Ukraine "On Education", "On Higher Education", the "Charter of Poltava State Medical University" (hereinafter referred to as University), the current regulatory legal acts, which determine the legal and organizational principles of higher education, other applicable legal acts of Ukraine.

1.2. The purpose of these Regulations is to determine the basic rights and obligations of University students, their behavior during study and extracurricular time, the organization of the educational process, forms of encouragement and types of disciplinary liability for violation of the Regulations.

1.3. The academic discipline is based on the conscious and conscientious fulfillment by students of their duties, compliance with the general rules and norms of behavior accepted in society.

1.4. Discipline is ensured through the application of methods of education and persuasion, encouragement measures and disciplinary sanctions in the manner determined by these Regulations.

1.5. Compliance with the schedule of the educational process, the requirements of the curriculum and the individual plan is the main responsibility of the student of the University.

1.6. Systematic attendance at all types of training sessions is mandatory. Training sessions are held according to the schedule of educational process in accordance with the working curricula and programs.

Duration of the training session is two academic hours. The academic hour is 40 minutes. Between academic hours and training sessions there are mandatory changes according to the schedule.

1.7. Engaging students during the educational process to perform work or participate in activities not related to the implementation of the educational program is prohibited, except as provided by the decision of the Cabinet of Ministers of Ukraine.

1.8. The language of the educational process at the University is the state language and for students of the international faculty - additionally English or Russian, at their choice (determined according to the studying agreement).

1.9. The dean (deputy dean) and/or curator of the academic group introduces the students of the University with these regulations. The regulations are posted on the official website of the University.

1.10. The University has student self-government, which is an integral part of public self-government. Student self-government is the right and opportunity for students to resolve issues of study and life, to protect their rights and interests, and also to participate in the management of the University. Student self-government unites all students of the University.

1.11. All students who study at the University have equal rights and can be elected to working, advisory, elective and other bodies of student self-government.

1.12. The university is separated from the church (religious organizations). Political parties (associations) do not have the right to interfere in the educational activities of the University. The University prohibits the creation of units of political parties and the functioning of any political associations.

The management of the University, pedagogical, scientific-pedagogical and scientific workers, state authorities and local self-government bodies, their officials are prohibited from involving applicants for education to participate in events organized by religious organizations or political parties (associations), except for events provided by the educational program.

University students may not be restricted in their right to receive education for their affiliation or non-affiliation with religious organizations or political parties (associations).

1.13. Upon successful completion of the educational program, students receive an appropriate document on education (diploma).

The procedure for the production, issuance and accounting of documents on education, the requirements for their form and / or content are determined by law.

Information about issued documents on higher education is entered into the Unified State Database on Education (USDE) in the manner determined by the central executive authority in the field of education and science. The mandatory components of the USDE are the "Register of subjects of educational activity", "Register of documents on education", "Register of certificates of external independent assessment" and "Register of student cards".

All information contained in the USDE, except for personal data and information with limited access, is available in an open data format. The student has full access to all information about himself/herself entered into the USDE. Free and free access of students to the information contained in the USDE is carried out through the official website of the central executive authority in the field of education and science.

1.14. These rules are applied to all students of the University.

2. RIGHTS AND OBLIGATIONS OF UNIVERSITY STUDENTS

ACADEMIC INTEGRITY

2.1. University student has the right to:

2.1.1. Choice of the form of education when entering the University;

2.1.2. Safe and harmless conditions for study, work and life;

2.1.3. Quality educational services;

2.1.4. Fair and objective evaluation of learning outcomes;

2.1.5. Respect for human dignity;

2.1.6. Protection during the educational process from humiliation of honor and dignity, any form of violence and exploitation, bullying (harassment), discrimination on any grounds, propaganda and agitation that are harmful to the student's health;

2.1.7. Labor activity during extracurricular time;

2.1.8. Free use of the educational, scientific, sports, industrial, cultural, educational, household, health facilities of the University and the library in the manner prescribed by the Charter;

2.1.9. Access to information resources and communications that are used in the educational process and scientific activities;

2.1.10. Preservation of the place of study for the period of military service on conscription and / or during mobilization for a special period;

2.1.11. Safe and harmless working conditions for the period of internship in accordance with educational programs and agreements between the University and enterprises, institutions, organizations that provide places for internship. It is forbidden to use the labor of students during the work experience for purposes not provided by the educational program.

2.1.12. Providing hostel and round-the-clock access to it for the period of study in the manner prescribed by law;

2.1.13. Participation in research works, conferences, symposiums, exhibitions, competitions, submission of their works for publication;

2.1.14. Participation in events for educational, scientific, research, sports, artistic, social activities that are held in Ukraine and abroad, in the manner prescribed by law;

2.1.15. Participation in the discussion and solution of improving issues towards the educational process, research work, the appointment of scholarships, leisure, life, health improvement;

2.1.16. Making proposals regarding the conditions and amount of tuition fees;

2.1.17. Participation in public associations;

2.1.18. Participation in the activities of public self-government bodies, the academic council of the University and the faculty, student self-government bodies;

2.1.19. The choice of academic disciplines within the limits provided by the relevant educational program and working curriculum;

2.1.20. Studying simultaneously in several educational programs, as well as in several institutions of higher education, provided that only one higher education for each degree is received at the expense of the state (local) budget;

2.1.21. Academic mobility, including international. Students who exercise the right to academic mobility during their studies, internships or scientific activities in another institution of higher education (scientific institution) on the territory of Ukraine or abroad are guaranteed the preservation of their place of study and the payment of scholarships in accordance with the regulation on the procedure for exercising the right to academic mobility. Such persons are not expelled from the University students;

2.1.22. Receiving Social Assistance in cases established by law;

2.1.23. Academic leave or a break in studies due to circumstances that make it impossible to complete an educational (scientific) program (health condition, conscription for military service in case of loss of the right to deferment from it, family circumstances, etc.). Such persons are granted academic leave in accordance with the established procedure;

2.1.24. Reinstatement to study in the manner established by the central executive authority in the field of education and science, if the student was expelled from the institution of higher education before completing studies in the relevant educational program and has the right to reinstatement to study within the licensed scope of the University. Reinstatement for study of persons expelled from institutions of higher education or who have been granted academic leave, as well as transfers of applicants for higher education, are carried out, as a rule, during vacations;

2.1.25. Moving up to another institution of higher education, in which the corresponding educational program is accredited, to complete studies at the expense of the state (local) budget in the manner approved by the Cabinet of Ministers of Ukraine, in the event that the certificate of accreditation of the educational program expires and the University does not receive a new certificate of accreditation (students studying at the expense of the state (local) budget);

2.1.26. Participation in the formation of individual curriculum;

2.1.27. Encouragement for success in studies, research and social activities, for artistic and sports achievements, etc.;

2.1.28. Protection from any form of exploitation, physical and mental abuse;

2.1.29. Free internship in institutions, institutions and organizations;

2.1.30. Vacation leaves lasting at least eight calendar weeks per academic year, according to the schedule of the educational process;

2.1.31. Obtaining targeted preferential government loans for higher education in the manner prescribed by the Cabinet of Ministers of Ukraine;

2.1.32. Appeal against the actions of the governing bodies of the University and its officials, pedagogical and scientific and pedagogical workers;

2.1.33. Providing scholarships in the manner prescribed by the Cabinet of Ministers of Ukraine, and other payments in the manner prescribed by law;

2.1.34. Obtaining a student card, a sample of which is approved by the central executive authority in the field of education and science;

2.1.35. Moving up from training under the terms of a contract to training under the state order for vacancies in accordance with the norms of the current legislation.

2.2. University student must:

2.2.1. Comply with the requirements of the Laws of Ukraine, other regulatory legal acts, the Charter of the University, these Rules, respect the dignity, rights, freedoms and legitimate interests of all participants in the educational process and adhere to ethical standards;

2.2.2. Comply with the requirements for labor protection, safety, industrial sanitation, fire safety, provided for by the relevant rules and instructions;

2.2.3. Responsibly and carefully treat their own health, the health of others, the environment;

2.2.4. Fulfill the requirements of the curriculum within the time frame determined by the schedule of the educational process and the individual curriculum;

2.2.5. Adhere to academic integrity and achieve the learning outcomes defined for the respective level of higher education.

ACADEMIC INTEGRITY is a set of ethical principles and rules defined by law during studies and the implementation of scientific (creative) activities in order to ensure confidence in the results of study and / or scientific (creative) achievements.

Compliance with academic integrity by a student provides for:

- independent fulfillment of educational tasks, tasks of current and final control of learning outcomes;
- reference to sources of information when using ideas, developments, statements, information;
- observance of norms of the legislation on copyright and related rights;
- providing reliable information about the results of their own educational (scientific, creative) activities, the research methods used and the source of information.

Violation of academic integrity is considered:

- academic plagiarism - publication (partially or completely) of scientific (creative) results obtained by other persons as the results of one's own research (creativity) and / or recreation of published texts (published works of art) of other authors without attribution;
- self-plagiarism - publication (partially or completely) of one's own previously published scientific results as new scientific results;
- fabrication - inventing data or facts that are used in the educational process or scientific research;
- falsification - a deliberate change or modification of already existing data relating to the educational process or scientific research;
- cheating - the performance of written work with the involvement of external sources of information, except for those permitted for use, in particular when evaluating learning outcomes;
- deception - provision of deliberately false information about one's own educational (scientific, creative) activities or organization of the educational process; forms of deception are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and cheating;
- bribery - provision (receipt) by participant in the educational process or proposal to provide (receive) funds, property, services, benefits or any other benefits of tangible or intangible nature in order to obtain an unlawful advantage in the educational process;

For violation of academic integrity, students can be held accountable for:

- re-passing the assessment (working out the topic of missed lesson or unsatisfactory grade, test, FMC, SFA, CTE, test, etc.);
- repeated passage of the corresponding educational component of the educational program;
- deprivation of an academic scholarship;
- expulsion from the University;

2.2.6. Arrive to class on time, according to the class schedule;

2.2.7. Timely inform the management of the dean's office about valid reasons that make it impossible to attend classes, pass exams, tests, etc.;

2.2.8. Report to the dean's office about the reason for absence from FMC, SFA, CTE, test, defense of industrial practice, licensing exam "Krok" or state certification during working hours throughout the day of their conduct. Regarding the lack of knowledge at the semester control for a serious reason, provide the dean's office with the relevant documents confirming the reason for the absence within two days;

2.2.9. In case of missing one or more days of classes for serious reason, within three days after leaving for classes, provide the dean's office with a document certifying serious reason for the absence;

2.2.10. Make up all missed classes;

2.2.11. Prevent the loss of a student card, individual curriculum, properly treat their storage, and if they are lost, immediately report to the dean's office;

2.2.12. Adhere to the requirements for the appearance of persons studying at the University. Students during the educational process must adhere to the appropriate business style of clothing of a professional specialist, clothing items must be clean and ironed; while at the departments and clinical sites, students must adhere to the requirements for appearance (dress code) of persons who work and study at the University;

2.2.13. Maintain order in classrooms, classrooms, buildings, dormitories, gyms and playgrounds, at clinical bases and adjacent territories, help in cleaning these places;

2.2.14. Take care of the property of the University (furniture, equipment, textbooks, books, etc.);

2.2.15. Do not take things and equipment out of classrooms, laboratories, departments without the permission of the heads of structural divisions, and in case of deliberate damage, compensate for their cost in the manner prescribed by applicable law;

2.2.16. Follow the orders and orders of the Rector of the University, First Vice-Rector, Vice-Rector, Deputy Rectors, Deans and their deputies;

2.2.17. Take care of the honor and authority of the University;

2.2.18. Avoid illegal actions, immoral acts, both at the University and outside it.

3. DISCIPLINARY REGULATIONS OF STUDY AND BEHAVIOR

3.1. Important condition of successful educational process is the personal implementation of the rules of behavior admitted at the University and in society by each university student.

3.2. Any violation of the rules of behavior by the student during classes and during extracurricular time is regarded as such, which harms the reputation and authority of the University.

3.3. University student, as a future doctor, must have high level of culture of behavior, act with respect, tact, keep an equal mind and self-control.

3.4. Each student must be dressed in appropriate medical uniform during classes and monitoring activities of fundamental and clinical disciplines and occupational medical practice.

3.5. Student is prohibited from:

3.5.1. Violate the academic schedule and allow non-compliance with the curriculum and individual educational plan without relevant reason

3.5.2. Late for class;

3.5.3. Miss classes without relevant reason. Student who missed classes without serious cause is obliged to apply to the dean's office with application addressed to the dean for permission to working off within three days after entering classes;

serious cause of missed classes can be confirmed by:

- medical note on temporary disability of the student (form No. 095 / o, approved by order of the Ministry of Health of Ukraine as of February 14, 2012 No. 110) with the dates of illness, issued and executed in set by active legislation order;

- medical note on participation in voluntary donation;

- official document on missed scheduled departure, which prevented the student from arriving on time for class, issued by the head of the station, bus station or transport company;

- official document on summons to the investigating authorities, military commissariat, court;

- dean's order for permission to consider missed classes as justified;

3.5.4. Leave the classroom during the lesson without the permission of the teacher;

3.5.5. Use mobile phone and other means of communication and receive information without the permission of the teacher during classes;

3.5.6. Engage in outside activities, distract other students and interfere with the teacher;

3.5.7. Use medical uniform and its separate elements that do not fulfil sanitary and hygienic requirements;

3.5.8. Be in medical uniform outside an educational or clinical institutions;

3.5.9. Give teachers any material values for the performance or non-performance of certain actions regarding the student using their position;

3.5.10. Use narcotic drugs, psychotropic substances and their analogues, alcoholic beverages on the territory, on the premises of the University and outside the territory;

3.5.11. Be in a state of alcoholic, narcotic or other intoxication on the territory and on the premises of the University, at clinical institutions and in dormitories;

3.5.12. Smoking on the territory of the University and University premises (including cafes, canteens, dormitories, gyms, clinical sites) and adjacent areas, except for specially equipped and designated smoking areas;

3.5.13. Commit immoral acts that degrade human dignity, use abusive language;

3.5.14. Take an action contrary to law;

3.5.15. Carry out any actions that may create conditions dangerous to the health and / or life of others.

4. REWARDS

4.1. For success in studies, scientific and social activities, sports and creative achievements, students of the University are provided with the following forms of moral and material incentives in accordance with the established procedure:

4.1.1. Gratitude;

4.1.2. Prize (financial incentive);

4.1.3. Awarding a diploma;

4.1.4. Gift award;

4.1.5. Appointment of nominal scholarships;

4.1.6. Provision of preferential vouchers to the sports camp of the University;

4.1.7. Accrual of additional points to the student's rating.

4.2. Encouragement is issued by order of the Rector on the proposal of the Vice-Rector and deans, which is brought to the attention of students.

5. MEASURES OF PUBLIC INFLUENCE AND DISCIPLINARY ACTION

5.1. For failure to comply with the requirements of these Rules, the University Charter, the norms of the current legislation of Ukraine, the curriculum, the schedule of the educational process, failure to comply with the individual curriculum, including missed classes without relevant reasons, one of the following disciplinary measures may be applied to University student:

5.1.1. Remark (verbal warning);

5.1.2. Notification about failing grade and disciplinary reasons to parents or other legal representatives of students who have not reached the age of legal majority;

5.1.3. Consideration of the misbehaviour of student at meeting of the Rector's office with the announcement of warning or expulsion from the University according to the suggestion of the dean.

Degree of severity of the committed act, the harm caused to University and / or participants of the educational process, previous behavior and attitude to learning and the opinion of student's government are taken into account while choosing disciplinary measure.

5.2. Materials are transferred to the relevant law enforcement in the case when the law provides for criminal liability for the committed act.

5.3. Application of disciplinary sanction to student shall not excuse him from the obligation to compensate the damage caused to the University in accordance with the current legislation.

5.4. Grounds for expelling a student from the University are:

5.4.1. Completion of training in the relevant educational (scientific) program;

5.4.2. Own volition;

5.4.3. Moving up to another educational institution;

5.4.4. Non-fulfillment of the individualized education program, non-fulfillment of the requirements of the curriculum and the schedule of the educational process

5.4.5. Breach of condition the agreement (contract) concluded between the University and the student or the individual (legal) person who pays for the education;

5.4.1. Unjustified absence within 10 calendar days from the beginning of the semester without serious cause;

5.4.2. Missed classes without relevant reasons;

5.4.3. Obtaining three unsatisfactory grades on one academic discipline while the semester academic performance rating (according to results of passing and two working off according to the schedule);

5.4.4. Obtaining unsatisfactory grades on three academic disciplines at the semester academic performance rating;

5.4.5. Unfulfilled program requirements within the academic semester for passing of FMC and / or credit tests on three academic disciplines at the same time or non-liquidated missed assignment within the time period established by the curriculum;

5.4.6. Be in a state of intoxication, in a state of narcotic or toxicological intoxication in the classroom or during extracurricular time at the University, in academic buildings, dormitories, clinical institutions, libraries, etc.;

5.4.7. Committing an offense, immoral offense, violation of academic discipline or these Rules;

5.4.8. Repeated violation of the norms of these Rules within a calendar year after a disciplinary sanction (except for expulsion);

5.4.9. Legally valid court verdict or decision of authority whose competence includes the imposition of administrative penalty or the use of social influence measures that make it impossible to implement an individual curriculum;

5.4.10. Failure to comply with the terms of the training agreement, including in terms of tuition fees (for persons who study on contract requirements);

5.4.11. Failure to fulfill the obligations specified by the Rules for Living in the Dormitories of the University, or violation of these rules (in particular, the terms of payment for accommodation).

5.4.12. Other cases which are provided by law.

A person who is expelled from the University before graduation, receives academic transcript that contains information about the results of studies, the names of disciplines, grades and number of ECTS credits. A sample of academic transcript is established by the central executive authority in the field of education and science.

6. PROCEDURE FOR APPLICATION OF MEASURES OF DISCIPLINARY PENALTY

6.1. Rector of the University or the First Vice-Rector have the right to receive written explanations from the violator of discipline prior to the application of disciplinary sanction. Lack of explanation does not preclude the imposition of disciplinary action.

6.2. Disciplinary sanctions are applied by the Rector or the First Vice-Rector immediately after the discovery of the fact of violation of the Rules, but no later than one month from the date of discovery, the time of illness of the offender does not taking into account.

6.3. Disciplinary sanction can not be applied later than six months from the day the offense was committed (with the exception of court decision as basis).

6.4. Only one disciplinary sanction is applied for each discipline violation.

6.5. Disciplinary sanction is announced in an order (instruction) and communicated to the violator against signature.

6.6. If the student is not undergone to a new disciplinary sanction within a calendar year from the date of the disciplinary sanction, he is considered to be one who does not have a disciplinary sanction.

6.7. If the student does not commit a new violation and manifested as conscientious student, the penalty may be removed before the end of the year according to the recommendation of the dean.

6.8. Imposition of disciplinary sanction and removal of disciplinary sanction are carried out by the Rector or the First Vice-Rector of the University and they are put an order (instruction).

6.9. Motivations are not applied to the student within up to commencement and duration of the disciplinary sanction.

Head of Educational Department

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