

AGREED
Minutes of the Academic Council
No. 1 of May 19, 2021.

APPROVED
by order of Acting Rector
No. 315 of May 19, 2021.

**REGULATION
ON THE FORMATION OF INDIVIDUAL
EDUCATIONAL TRAJECTORIES BY
HIGHER EDUCATION STUDENTS
AT POLTAVA STATE MEDICAL UNIVERSITY**

1. GENERAL INFORMATION

1.1. «The Regulation on the formation of individual educational trajectories at Poltava State Medical University» (hereinafter the Regulation) is developed in accordance with the Law of Ukraine «On Higher Education» (paragraph 15 of the first part of Article 62), «The Charter of Poltava State Medical University», «The Regulation on the organization of the educational process at Poltava State Medical University», «The Regulation on the training of higher education students for academic degrees of Doctor of Philosophy and Doctor of Science at Poltava State Medical University» and defines the way of individual educational trajectories formation of higher education students.

1.2. The Regulation aims to specify the procedure of the Selective Course Catalog formation, choice and further study of academic selective disciplines (selective courses, compensatory courses, electives, etc.) for the Bachelor's Degree, Specialist degree, Master's Degree and PhD.

1.3 The disciplines selected by a higher education student are introduced by departments for effective use of the university's potential to meet the educational and qualificational needs of higher education students, increase their competitiveness and demand in the labor market, taking into account regional needs.

1.4. A higher education student has the right to choose disciplines of at least 25 % of the total volume of the curriculum.

1.5. A higher education student has the right to choose disciplines offered for other levels of higher education, other educational programmes (except when studying a discipline involves mastering disciplines-prerequisites).

1.6. Selective educational components may include practical training with the possibility to choose the place themselves.

1.7. Selective disciplines for professional and practical training provide an opportunity for in-depth training in specialties that determine the nature of future activity, promote the mobility and interests of students and postgraduates.

1.8. Executing the right to choose disciplines freely involves each higher education student selecting particular disciplines from the catalog offered for each academic year.

1.9. Doctor of Philosophy students have the right to choose selective subjects for the entire study period.

1.10. The study of selective courses begins at the first year.

1.11. The formation of an individual educational trajectory by higher education students of the Poltava State Medical University can be carried out in the following ways:

– in-depth study of individual educational components participating in the work of student research groups of the departments;

– using the academic mobility right with the subsequent possibility of transferring disciplines basing on the results of their studying in other higher education institutions (including foreign ones);

- participation in the work of scientific and practical conferences, seminars, webinars, workshops;
- recognition of the results of non-formal and informational education.

2. The procedure of selective disciplines choice by the higher education students

2.1. All higher education applicant students are given the right to choose. The number of selective courses for the next academic year, the number of credits allocated for their study, and types of testing are set out by the curriculum of a student's field of training/specialty.

2.2. The right to choose is given to all Doctor of Philosophy students. The number of selective courses, the number of credits allocated for their study, and types of testing are set out by the individual PhD training plan.

2.3. Informing higher education students about selected disciplines and their content

2.3.1. Higher education students are informed about selective courses and their content using the Selective Course Catalog (hereinafter, the Catalog), which is discussed at a meeting of the University's Central Methodological Committee, approved by the Academic Council of PDMU and published by September 10 on the university website.

2.3.2. The catalog contains a portfolio of selective subjects for all educational programs.

2.3.3. The catalog of selective courses is annually reviewed and updated to suit modern requirements.

2.3.4. Changes to the list and content of selective courses for the next academic year are reviewed at a meeting of the University's Central Methodological Committee, submitted for approval to the Academic Council of the university, after which the Catalog is formed and published on the university website.

2.3.5. Proposals for amendments to the Catalog and the selective course list for the next academic year are submitted by the head of the department as an application to the university rector by October 1 of the current academic year.

2.3.6. When considering changes to the selective course list, it is necessary to consider the department's potential to organize a high-quality educational process. The main criteria are staffing (academic workers' scientific degree, academic title, advanced training, experience in teaching the discipline, individual rating); educational, methodical, and logistical support.

2.3.7. The selective course list for training higher education applicants seeking Doctor of Philosophy degree is analyzed and updated by reviewing and re-approving educational and scientific programs and curricula for postgraduate training.

2.3.8. To ensure the competitiveness principle of higher education students' selection process, a department's teaching staff organize appropriate presentation activities for the respective selective disciplines in the time free from classes (delivering lectures, preparing information materials that can be posted on the university website (page of faculty, department, college, etc)).

2.4. Selective courses can be taught by all departments of the university, provided that there is appropriate staffing, teaching, and information support, which is evidenced by the department's ability to quickly meet the needs of higher education applicants to create an individual educational trajectory in selected specialties.

2.5. Procedure and organizational providing for the choice of disciplines

2.5.1. Academic office:

- publishes the list of selective disciplines for the next academic year;
- calculates the academic load of the corresponding departments;
- submits curricula for the academic year according to the disciplines chosen by the students for approval to the Academic Council of the University;
- draws up a schedule of classes, taking into account the disciplines chosen by students.

2.5.2. Deans of faculties, the Director of the Educational and Scientific Medical Institute:

- during September of the current academic year, hold a meeting with students of each year, at which they are presented the Catalog / list of selective disciplines and register procedure for the study of selective disciplines;
- in accordance with submitted applications, the lists of students are compiled and formed into groups of 10 to 14 people to study the corresponding selective discipline. In the case when a group with a minimum number of students is not formed to study a selective discipline, the dean (the chairman of the institute) informs the students about the list of selective disciplines that will not be studied. After that, the student has a week to choose another discipline for studying of which the group of students is formed or is being formed;
- submit to the educational department before March 01 of the current academic year a list of selective disciplines chosen by students to be studied in the next academic year, the number of academic groups formed to study the discipline according to the sample (Appendix 4).

2.5.3. Scientific department:

- during September of the current academic year, introduces PhD students with an individual training plan for postgraduate studies, informs the list of compulsory and selective disciplines, and provides PhD students with an individual training plan for completion;
- PhD students in the individual training plan in the section "Academic work" of the corresponding year of study choose selective disciplines for the entire period of study. The individual plan is signed by the student and the manager;

- within two months from the beginning of the academic year, approves individual training plans for PhD students, containing a list of selective disciplines, at the academic councils of the university.

2.5.4. Student:

- fixes the results of the individual choice of disciplines by submitting a written application in accordance with Appendix 1 addressed to the dean of the faculty (head of the institute) before February 5 of the current academic year. The application is kept in the dean's office (the educational part of the institute) during the entire period of the student's education;

- for 1st year students (2nd year students - with a normative term of study) the registration procedure is carried out until September 15 of the current academic year;

- students of the 1st year (2nd year - with a normative term of study), enrolled for study after September 1, have the right to decide on selective disciplines, taking into account the availability of places in academic groups studying the relevant discipline, during the first working week after enrollment;

- student who, for a valid reason (illness, use of the right to academic mobility, etc.), has not decided on selective disciplines, has the right to decide during the first working week after he came to study.

2.6. Selective disciplines are included in the working curricula and determine the teaching load of the departments for the academic year.

2.7. After the final formation and coordination of academic groups for the study of selective disciplines, information about selective disciplines is entered into the student's individual plan. From this point on, selective discipline becomes mandatory for the student.

3. The procedure for the transfer (recognition) of ECTS credits received in other institutions of higher education:

3.1. In case of reinstatement, transfer of a student, re-enrollment of selective disciplines is carried out by the dean of the faculty (head of the institute) on the basis of an academic certificate provided by the student in the prescribed manner.

3.2. Credits of selective disciplines are recalculated at the expense of actually studied disciplines of a certain cycle with the same (or more) number of credits.

3.3. The university administration may allow students participating in academic mobility programs to count selective disciplines that were taken in another Higher Education Institution partner, but are not provided for by the curriculum of the corresponding specialty at the university.

3.4. In case of reinstatement, transfer of a PhD student, the re-enrollment of selective disciplines is carried out by the vice-rector for scientific work on the basis of an academic certificate, which is consistent with the Regulations on the procedure for issuing academic certificates to students at PSMU.

3.5. PhD students can be re-credited credits taken in the Higher Education Institution partners in selective disciplines within the framework of academic mobility programs, which is consistent with the Regulation on the procedure for exercising the right to academic mobility at Poltava State Medical University.

4. FINAL REGULATIONS

4.1. All changes and additions to this Regulation are made by the decision of the Academic Council of the University.

4.2. From the moment of approval in accordance with the established procedure of the new version of the Regulations on the procedure and conditions for the choice of elective disciplines by students for education at Poltava State Medical University, the previous one is terminated.

Prepared by:

First Vice-Rector for Scientific and Pedagogical Affairs, Prof. Dvornyk V. M.; Head of the Educational Department, Prof. Starchenko I. I., Dean of the Faculty of Medicine No. 1, Assoc. Prof. Riabushko M. M., Dean of the Faculty of Medicine No. 2, Assoc. Prof. Kapustyanskyi D. V., Dean of the Faculty of Dentistry, Assoc. Prof. Sydorova A. I., Dean of the International Faculty, Assoc. Prof. Buria L.V.

Agreed with the Students' Parliament of Poltava State Medical University.

Head of Educational Department

I. I. Starchenko

(name of faculty)

(full name)

student(s)_____of the course

_____ forms of education

speciality

(code, name)

groups_____

(Group No.)

(Full Name)

Application
for the study of selective academic disciplines
for 20____ - 20____ academic year

Please enroll me in a group to study the following elective academic disciplines:

1. _____
(name of discipline and semester of study)
2. _____
(name of discipline and semester of study)
3. _____
(name of discipline and semester of study)
4. _____
(name of discipline and semester of study)
5. _____
(name of discipline and semester of study)
- ...
- n. _____
(name of discipline and semester of study)

" ____ " _____ 20 _____
(signature)

Head of the Professional Medical and
Pharmacological College of PSMU

(Full Name)
student(s) _____ course _____ group _____
_____ forms of education
_____ speciality

(code, name)
Educational program _____

Application
for the study of selective academic disciplines
for 20____ - 20____ academic year

Please enroll me in a group to study the following selective academic disciplines:

1. _____
(name of discipline and semester of study)
2. _____
(name of discipline and semester of study)
3. _____
(name of discipline and semester of study)
4. _____
(name of discipline and semester of study)
5. _____
(name of discipline and semester of study)
- ...
- n. _____
(name of discipline and semester of study)

" " _____ 20____
(signature)

Catalog of selected disciplines in
POLTAVA STATE MEDICAL UNIVERSITY
For 20_____ - 20_____ academic year

№	Name of discipline	Educational program	Educational level	Department-developer

Head of the Educational Department _____

List of _____ faculty selected by students
(name)
 selective disciplines for study in _____ academic year

1 year

№	Name of the selective discipline	Number of academic groups

2 year

№	Name of the selective discipline	Number of academic groups

3 year

№	Name of the selective discipline	Number of academic groups

4 year

№	Name of the selective discipline	Number of academic groups

5 year

№	Name of the selective discipline	Number of academic groups

6 year

№	Name of the selective discipline	Number of academic groups

Dean of the Faculty _____