

**MINISTRY OF EDUCATION AND SCIENCE OF
UKRAINE**

**STEPAN GZHYTSKYI LVIV NATIONAL UNIVERSITY OF VETERINARY
MEDICINE AND BIOTECHNOLOGIES**

**PROVISIONAL REGULATIONS
ABOUT THE ORGANIZATION OF
THE EDUCATIONAL PROCESS**



LVIV - 2015

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Stepan Gzhytskyj Lviv National University of Veterinary Medicine and Biotechnologies

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MEDICINE AND BIOTECHNOLOGIES**

APPROVED

By order of the rector of Stepan Gzhytskyj
Lviv National University of Veterinary Medicine
and Biotechnologies № 136 dated 30.06.2015

**PROVISIONAL REGULATION
ABOUT THE ORGANIZATION OF THE EDUCATIONAL PROCESS
IN STEPAN GZHYTSKYJ LVIV NATIONAL UNIVERSITY OF
VETERINARY MEDICINE AND BIOTECHNOLOGIES**

LVIV - 2015

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INTRODUCTION

One of the main principles of state policy in the field of education, defined in the Law of Ukraine "On Higher Education" is the principle of international integration and integration of the higher education system of Ukraine into the European Higher Education Area, provided that the achievements and progressive traditions of the national higher education are preserved and developed.

Due to the radical changes taking place in Ukrainian university education and the change of key approaches to the organization of the educational process at the level of autonomy of higher education institutions, this Provisional regulation is of a *framework* nature. It outlines the key parameters on the basis of which Stepan Gzhytskyj Lviv National University of Veterinary Medicine and Biotechnologies will carry out educational activities during the transition period.

1. GENERAL PROVISIONS

Regulatory - legal basis for the creation of a Temporary Regulation on the organization of the educational process at the Stepan Gzhytskyj Lviv National University of Veterinary Medicine and Biotechnologies (hereinafter - the Regulations) is the Law of Ukraine “On Higher Education” (July 1, 2014 № 1556-VII), Order of the Ministry of Education and Science of Ukraine dated February 26, 2010 № 1/9 - 119 “On methodological recommendations for the approval of the European credit transfer system and its key documents in higher education institutions”, recommendations of the Ministry of Education and Science of Ukraine on the structure of “Regulations on the organization of the educational process in universities” and internal regulations.

1. EDUCATIONAL PROCESS

2.1. The purpose of the educational process at Stepan Gzhytskyj Lviv National University of Veterinary Medicine and Biotechnologies is to realize the personal potential of man, the provision of modern education through free creative learning, self-realization in educational and professional, scientific activities of teachers and students in accordance with social needs, due to the current stage of development of the Ukrainian state, science, economy and culture, as well as global civilizational processes of progress.

2.2. The educational process at the university is based on the **principles** of science, humanism, democracy, transparency, accessibility and continuity and is implemented within the competence approach, according to which the criterion of quality of education is the degree of formation of a dynamic combination of knowledge, skills and practical skills, ways of thinking, professional, ideological and civic qualities, moral and ethical values, which determines the ability of the graduate to successfully carry out professional and further educational activities.

2.3. The main **tasks** of the educational activity of the University are:

- implementation of educational activities that provide training of specialists according to the relevant educational and professional, educational and scientific, scientific programs, that meets the standards of higher education and training of professionals for professional activities;
- formation of personality through patriotic, legal, ecological education, affirmation of moral values, social activity, civic position in the participants of the educational process and responsibility, promotion of a healthy lifestyle, the ability to think freely and self-organize in modern conditions;
- formation of the content of education and the content of education, opening of new specialties, specializations according to needs of the

- labor market, requirements of agrarian business;
- formation of educational programs exclusively on a competency basis;
- promoting the competitiveness of graduates;–
- creation of conditions for the continuity of education and research;
- strengthening the connection between the University and agricultural enterprises;
- introduction of European standards and principles of quality assurance of education taking into account the requirements of the labor market to the competencies of specialists - expanding the University's participation in international programs of academic mobility of students and research and teaching staff, etc.

In order to expand the subjectivity in higher education, the Law of Ukraine "On Higher Education" the equality of all participants in the educational process is fixed, in connection with which the key priority of our meaningful reorganization is the student-centered educational process at the Stepan Gzhytskyj Lviv National University of Veterinary Medicine and Biotechnologies.

The educational process at the University is organized by the European Credit Transfer and Accumulation System (ECTS) in combination with the traditional system of organization of the educational process and is aimed at:

- adaptation of ECTS ideas to ensure student mobility in the learning process and flexibility of training, taking into account the rapidly changing requirements of national and international labor markets;
- providing opportunities for student learning in the individual variable part of the educational and professional program, which is formed according to the requirements of customers and the wishes of the student and promotes his self-development and preparation for life in a free democratic society;
- stimulating participants in the educational process in order to achieve a high quality of higher education;
- increasing the motivation of students to acquire knowledge and skills, as well as responsibility for the results of their own educational activities;
- stimulation of systematic and high-quality classroom and independent educational and scientific work of students, effective practical training;
- providing feedback in the system "teacher↔student";
- ensuring the objectivity of evaluation the level of education;
- introduction of clear criteria for evaluation the quality of educational services;
- raising the qualification requirements for teachers of the University, their personal responsibility for the results of work.

2.4. **The content of the educational process** at the University is determined on the basis of the Standards of Higher Education for each level of higher education within each specialty in accordance with the National Qualifications Framework.

2.5. Organization and planning of the educational process*

The organization of the educational process at the University is based on the Law of Ukraine "On Higher Education", state standards of education, and other acts on education. The educational process is organized by the University departments (faculties, departments, etc.). The main normative document that determines the organization of the educational process in a specific direction of educational or qualification training is the curriculum.

The normative and scientific-methodical documents used in the organization of the educational process include:

- standard of higher education;
- educational and professional program;
- curriculum with a structural and logical scheme of training;
- working curriculum;
- programs of educational disciplines;
- working programs of academic disciplines;
- educational and methodical complex of disciplines.

2.5.1. The educational and methodical complex of the academic discipline is created by leading teachers (lecturers) for the streamlining the content of all forms and types of educational interactions in the discipline, approved by the head of the department on the basis of the relevant decision of the department.

The structure of the educational and methodical complex of the discipline:

- program of academic discipline. This is a component of the standard of higher education, which defines the place and importance of the academic discipline in the training of a specialist on the basis of a competency-based approach. For the academic disciplines of the optional list, the curriculum is developed by the relevant department;

* The organization and planning of the educational process at the faculty of correspondence education is regulated "Regulations on the organization of the educational process at the Faculty of Correspondence Education of Stepan Gzhytskyj Lviv National University of Veterinary Medicine and Biotechnologies (2015)

- working program of the academic discipline.

It is made on the basis of the program of academic discipline and the working curriculum;

- lecture notes, including - their electronic versions;
- methodical instructions for carrying out laboratory, practical, seminar lessons, independent work of students, perform term papers and diploma works (projects), their topics;
- methodological developments to ensure all forms of control (lists of questions, options for tests, exam tickets, etc.);
- programs of practice;
- methodical instructions and tasks for students of correspondence form of study.

2.5.2 Structural and logical scheme of training – scientific and methodical substantiation of the process of realization of the educational-professional training program. The structural and logical scheme of training is presented in the form of interdisciplinary links in the field of training or specialty and is valid throughout the implementation of the relevant educational training program. Structural and logical schemes of training within the specialties are developed in parallel with the curriculum and approved in the same manner.

2.5.3. Curriculum – it is a normative document of the University, which is based on the educational and professional training program, structural and logical scheme of training and determines the list and scope of compulsory and elective courses in ECTS credits, their scope, sequence of study, forms of educational classes and their volume, schedule of the educational process, forms of current and final control.

Relevant faculties in each specialty develop curricula based on higher education standards. To concretize planning of the educational process for each academic year, a working curriculum is drawn up.

The University, within the licensed specialty, may introduce specializations, the list of which is approved by the Academic Council.

On the basis of the working curriculum the departments of the University compile working programs of academic disciplines, which are normative documents of the University and contain a statement of the specific content of the discipline, the sequence, organizational forms of its study and their scope, determine the forms and means of current and final control. The working program of the discipline is approved by the head of the department and approved by the educational and methodical commission of the respective faculty.

The concretization of the content of education at the University is carried out in the educational and methodical literature (textbooks, manuals, etc.), which are published in accordance with the relevant Regulations.

The curriculum is signed by the dean of the faculty on the basis of the decision of the methodical commission and approved by the rector of the University on the basis of the decision of the Academic Council of the University.

Curriculum structure

The curriculum provides:

1) block of normative (compulsory) disciplines -

2) maximum 75% of the total amount of ECTS credits by cycles:

- humanitarian and socio-economic training;
- fundamental and natural science training;
- professional and practical training (practices, as training cycles, are among the disciplines);

3) block of elective disciplines - not less than 25% of the total amount of ECTS credits:

- at the choice of the University (70%);
- free choice of the student (30%).

To complete the program at a certain educational and qualification level, the student must study all normative disciplines and a certain number of elective disciplines, defined by the relevant curriculum. From the cycle of free choice disciplines, a student can partially complete a program of additional specialization, learn a second foreign language, and so on.

In order to implement the concept of student-centered learning, the student has the right within the cycle of free choice disciplines to choose them from any curriculum of other specialties.

The study of academic disciplines of the student's free choice begins with the second or third semester.

Students who have neglected their right to choose are enrolled by the dean's office in certain groups to optimize their numbers.

The study of academic disciplines in excess of the normative volume is carried out under an additional agreement concluded between the University and the student.

Criteria for drawing up the curriculum:

- ECTS credit - 30 academic hours;
- semester - 30 ECTS credits;
- academic year - 60 ECTS credits;
- number of academic disciplines - not more than 16 per academic year (8 per semester), recommended amount - not less than 3 ECTS credits (5-6

- credits are recommended for compulsory academic disciplines);
- the total number of academic disciplines includes: compulsory academic disciplines, elective academic disciplines;– practices, interdisciplinary course work;
 - the number of hours of classroom lessons in 1 ECTS credit (full-time study) for EQL "Bachelor" can be from 50% to 33%, depending on the cycle (humanitarian and socio-economic training; fundamental and natural scientific training; professional and practical training;
 - in planning semester forms of control to proceed from the rate of not more than 5 exams per semester; the interval between examinations must be at least two days;
 - provide no more than 1 term paper (project) per semester, as an exception
 - 2 on a separate justification of the department and the consent of the dean's office;
 - forms of study, which are planned not in academic hours, but in weeks (internships, semester exams, diploma theses (projects), credits are calculated according to the formula: 1 week = 1 credit;
 - credits are not assigned to final exams;
 - maximum weekly classroom load of the student: for OP PR– "Bachelor" - 28-30 academic hours, OP OR "Master" - 18 hours.

In addition to the curriculum, a Catalog of academic disciplines of student free choice is being developed.

The catalog of academic disciplines of free choice of the student is the systematized annotated list of disciplines of free choice of the student which are offered for realization of an individual educational trajectory.

The content of the Catalog contains an introduction, which describes the procedure for providing students with the opportunity to freely choose academic disciplines, and information about the academic discipline.

Information about the academic discipline should contain the following headings:

- name of the discipline;
- number of credits;
- number of hours;
- semester of study;
- disciplines that precede the study of this;
- responsible teacher;
- topics of the academic discipline;
- form of final control.

The catalog of elective disciplines are renewed annually and posted on the University website.

The deans of the faculties are responsible for compiling the Catalog and bringing its content to the students.

2.5.4. Working curriculum normative document of the University, which is composed for concretization of the curriculum for each year; determines the list and scope of compulsory and elective disciplines in ECTS credits; sequence of studying disciplines; forms of training and their scope; forms of current and final control; number of classroom hours per week; provides information on the departments that carry out the educational process in certain disciplines of the curriculum.

The working curriculum is the basis for the formation of the schedule, the graphics of the educational process and the calculation of the teaching load of the teacher.

The working curriculum is signed by the dean of the faculty on the basis of the decision of the methodical commission and the award of the academic council of the faculty, approved by the vice-rector for scientific and pedagogical work.

2.5.5. Individual student curriculum

The student's individual curriculum determines his individual educational trajectory.

The student's education is carried out according to the individual curriculum on the basis of the working curriculum of the corresponding direction.

Each year, each student makes your own individual plan, to which contributes normative disciplines and elective ones (at the choice of the University and free choice (according to the Catalog).

The individual curriculum of the student is approved by the dean of the faculty in two copies: one - stored in the dean's office to monitor the implementation and assimilation of the student's educational program and adjust work curricula, the second - remains with the student (Appendix 1).

The procedure for forming an individual student curriculum

Every year, in the spring semester, during the week, according to the schedule drawn up by the relevant dean's office, there is an enrollment in the subjects of free choice of the next academic year. Over the next week its final formation is carried out: each student on the basis of working curricula and the Catalog of elective disciplines of the corresponding direction of preparation forms the individual plan, including normative and elective disciplines.

Students are enrolled in the study of disciplines of free choice at the relevant departments. If the minimum required number of students has not enrolled in a certain discipline (according to the order of the Ministry of Education and Science of Ukraine of October 23, 2002 № 604 "On approval of standards for the number of

students, graduate students, doctoral students, candidates for the degree of candidate of sciences, interns for one full-time position of research and teaching staff in higher educational institutions of 3 and 4 levels of accreditation and higher educational institutions of postgraduate education of the state form of ownership"), the department informs the dean's office of this information. On this basis, the dean's office informs students who have chosen these disciplines about the ability to write to others concerning which there is a possibility of opening groups.

If a student has neglected his right to choose, then the dean's office may assign him a discipline, based on considerations of optimizing training groups and flows.

According to the curricula for bachelors, specialists and masters, the results of enrollment in the subjects of free choice, the deans of the faculties prepare draft orders to include them in the working curriculum.

For first-year students of all directions of preparation for the formation of an individual plan in the disciplines of free choice occurs at the end of the first semester for the next, second, semester, then - according to the general procedure.

2.5.6. Criteria for planning volumes of students' educational work

The volume of all types of student work (lectures, practical, seminar and laboratory classes, consultations, practices, exams, independent work, etc.) is measured by **credits** in accordance with the ECTS system - one credit is 30 academic hours. The academic year is 60 ECTS credits, semester - 30.

When developing a curriculum, credits are set for all its components: academic disciplines (cycles of disciplines), practices, course and qualification works, examination sessions (except for final certification). The accrual of the number of credits for **course work** (projects) is carried out within the credits allocated to academic disciplines, due to the corresponding increase in hours for independent work; interdisciplinary term papers - not less than 3 credits as separate academic disciplines.

The training component, which is planned in weeks (practices, examination sessions, diploma theses (projects), is set to 1 credit for each week.

It is not recommended to set educational components and periods of study of credits that are not multiples of half of the credit.

The maximum allowable amount of academic difference when renewing, transferring a student or enrolling in the second or third year on the basis of the obtained level of junior specialist is regulated by the "Regulations on the procedure for re-enrollment of academic disciplines and determination of academic difference at Stepan Gzhytskyj Lviv National University of Veterinary Medicine and Biotechnology "(approved by the order of the rector dated 20.05.2015, № 89).

Credits are not set for the state final certification.

All types of educational activities are carried out according to the schedule drawn up by the educational department of the University and approved by the rector.

Forms and volumes of independent work are regulated by the Regulations on independent work of students at the University (2013).

Informing students about the rules of organization of the educational process is carried out by the deputy dean of the faculty for educational and methodical work and the curator of the academic group when drawing up an individual curriculum.

2.5.7. Schedule of the educational process

The educational process is scheduled annually and approved by the Rector of the University.

The length of the school year is 52 weeks, of which at least 8 weeks - the total duration of vacation. The duration of theoretical training (as a rule, the first semester - 16 weeks, II - 18 weeks, taking into account the possibility of varying the duration of the second semester depending on the time budget for theoretical training), compulsory practical training, semester control (duration of winter examination session is 2 weeks, summer - 3 weeks) and performance of individual tasks is 40 weeks per year. The remaining 4 weeks per year can be devoted to **graduation attestation** (in the last year of study), re-assembly and re-study of disciplines, etc.

1. FORMS OF EDUCATION AND ORGANIZATION OF THE EDUCATIONAL PROCESS

3.1. Education at the University is carried out in the following forms:

- 1) full-time (daily);
- 2) extramural.

Forms of education can be combined.

3.2. The educational process at the University is carried due to the following forms:

- 1) lessons;
- 2) individual work;
- 3) practical training;
- 4) control tests.

3.3. The main types of studying at the University are:

- 1) lecture;
- 2) laboratory, practical, seminar, individual lesson;
- 3) consultation.

Practical training of people who study at the University is carried during their internship at enterprises, institutions and organizations in accordance with the concluded agreements or in the structural units that provide practical training.

Lecture - the main form of studying, which is a logical, scientifically sound and systematic presentation of the theoretical component of the content of the discipline.

The lecture is designed to form in students the basics of knowledge in a particular field, as well as to determine the direction, main content and nature of all other types of classes and individual work of students in the discipline.

The lecture should reflect the current achievements of science and technology and aim students at the implementation of professional research.

Lectures are conducted by lecturers - professors and associate professors, senior lecturers (candidates of sciences and doctors of philosophy), as well as leading scientists or practitioners who are invited to give lectures.

The lecturer, who has to conduct a course of lectures, is obliged to submit educational and methodical complex on the discipline formed by him to the department before the beginning of the semester.

The lecturer, who is going to conduct a course of lectures for the first time, has to conduct an open trial lecture with the participation of scientific and pedagogical staff of the department.

The lecturer is obliged to stick to the curriculum, but is free to choose the methods, means and forms of training.

Laboratory lesson - a form of studying in which the student under the guidance of the teacher personally conducts field or simulation experiments to confirm certain theoretical provisions of the discipline, acquires practical skills in working with laboratory equipment, computers, measuring instruments, methods of experimental research in a specific subject area, etc.

Laboratory lessons are conducted with students, the number of which does not exceed half of the academic group.

Practical lesson - a form of study in which the teacher organizes a detailed explanation of some theoretical provisions of the discipline and forms the skills and abilities of their practical application by student's individual performance of certain given tasks.

Seminar - a form of study in which the teacher organizes a discussion around pre-defined topics of mostly theoretical nature, beforehand students prepare abstracts of speech on the basis of individually performed tasks.

Individual classes - a type of training conducted with individual students in order to increase their level of knowledge and disclosure individual creative abilities. Individual classes are organized according to a separate schedule, taking into account the individual curriculum.

Consultation - a form of study in which the student receives answers to specific questions or explanations of certain theoretical provisions, aspects of their practical application. The consultation can be individual or group.

Student independent work is a form of educational process that is the basis for mastering the study material in the time free from compulsory education. The study time allotted for independent work of students is regulated by the Regulations on independent work of students at the University and the individual curriculum of the student.

Individual educational and research task (IERT) is a type of individual work of a student of educational and research nature, which is performed in the process of studying of the discipline, aimed at revelation of the creative abilities of its performers, appropriately evaluated and taken into account when putting the mark from the discipline, which ends with a differentiated credit.

Practical training is carried out by undergoing training and internships at enterprises, institutions, organizations in accordance with the agreements signed by the University or in Komarno educational and research economy in accordance with the schedule of the educational process.

Control measures are forms and methods of assessing the level of acquired competencies. They are based on the principles of compliance with higher

education standards, definition of evaluation criteria, objectivity and transparency of control measures, etc. Types of control measures and approaches to their implementation are described in paragraph 4.5.

2. ENSURING THE QUALITY OF EDUCATIONAL ACTIVITIES BY THE UNIVERSITY

4.1. Ensuring the quality of educational activities and the quality of higher education by the University provides:

- definition of procedures concerning the quality assurance of higher education;
- monitoring and periodic review of educational programs;
- annual evaluation of applicants for higher education, research and teaching staff of the University (rating) and publishing the results of such evaluations on the official website of the University;
- providing advanced training of scientific and pedagogical workers;
- ensuring the availability of the necessary resources for the organization of the educational process, including individual work of students, for each educational program;
- ensuring the availability of information systems for effective management of the educational process;
- ensuring publicity of information on educational programs, degrees of higher education;
- ensuring an effective system of prevention and detection of academic plagiarism in the scientific works of University employees and applicants for higher education;
- other procedures and measures.

4.2. Monitoring of students' learning results is a necessary element of the educational process. Control does not cancel or replace any form of learning, but provides an objective assessment of the quality of educational activities.

The essence of control is to identify and measure the competencies of students, which is interrelated activity of teacher and student.

4.3. Assessment of student's learning results is carried out by conducting current and final control (examination, credit and final examination).

Assessment of learning outcomes is carried out in points, the maximum is 100 for each final control. Each sum of points corresponds to the assessment on the national scale and the ECTS scale (Chart 1).

Chart 1. Scale for assessing student's performance

For On a national scale On the ECTS scale Exam, differentiated test Credit 90 - 100 Excellent Credited A 82 - 89 Good B 74 - 81 C 64 - 73 Satisfactory D 60 - 63 E 35 - 59 Unsatisfactory (not credited) with the possibility of reassembly of FX

According to 100-point scale	According to national scale		According to ECTS scale
	Exam, differentiated credit	Credit	
90 – 100	Excellent	Passed	A
82 – 89	Good		B
74 – 81			C
64 – 73			D
60 – 63	Satisfactory		E
35 – 59	Unsatisfactory (not credited) with the possibility to retake		FX
0 – 34	Unsatisfactory (not credited) with obligatory studying the course again		F

4.1. Registration of results

The results of training are written in the "Journal of attendance and control of student performance", "Credit list", "Credit list (transitional)", "Examination list" and "Gradebook" in accordance with the requirements of these documents. All types of documents are filled in three copies, one of which remains at the department, and the other two are transferred to the dean's office and the methodical department, respectively.

4.2. Types of control measures are: current control, colloquium, evaluation of IDT, defense of coursework (projects) and all the forms of term control, certification of graduates. Control measures have differences depending whether disciplines end in an exam or a credit.

4.5.1. **The exam** is a form of final control that shows an effectiveness of training in a particular discipline during the semester. The semester exam is held during the exam session. It is recommended to use a combination of different tasks types:

- theoretical - written and oral, aimed at identifying students' theoretical knowledge
- ; • practical - aimed at identifying skills and abilities of students;
- creative - aimed at identifying the level of professional thinking, the ability to make professional decisions, actions in unusual situations, solving atypical problems, etc. (when performing creative tasks students are allowed to use abstracts, textbooks, laboratory equipment, experimental animals and other necessary materials and

objects).

The division of points for disciplines that end with the EXAM is the following:

$$50 \text{ (CC)} + 50 \text{ (E)} = 100,$$

where:

50 (CC) - 50 maximum points for current control that a student can get per semester;
50 (E) - 50 maximum points that a student can get for the exam. The results of the current control are evaluated according to a four-point scale ("2", "3", "4", "5"). At the end of the semester, the arithmetic mean (AM) of all grades obtained by the student is calculated, then is followed by its translation into points according to the formula:

$$CC = 50 \cdot AM : 5 = 10 \cdot AM$$

The score on the current control can be changed due to incentive points:

- students who do not miss class during the semester (2 points are added);
- for participation in university student competitions, scientific conferences (2 points are added), at the interuniversity level (5 points are added);
- for other types of educational and research work points are added depending on the decision of the department.

4.5.1. Division of points for disciplines that end with a **DIFFERENTIATED CREDIT**. The maximum number of points during the semester is 100, which are distributed in such a way:

$$70 \text{ (CC)} + 30 \text{ (INT)} = 100,$$

where:

70 (CC) - 70 maximum points of current control that a student can get during the semester.

$$PC = 70 \cdot AM:5 = 14 \cdot AM$$

30 (IDT) - 30 maximum points for an individual educational and research task.

Based on the results of the semester control, the student is given a grade on the four-point scale ("excellent", "good", "satisfactory", "unsatisfactory") according to " the national scale" and the ECTS scale which is written in a relevant column.

In case of a **differentiated credit**, it is mandatory to perform an individual educational and research task.

An individual educational and research task is a completed theoretical or practical work within the academic discipline. The IDT is performed on the basis of knowledge, skills and abilities acquired during lectures, laboratory, practical and seminar classes, elaboration of topics submitted for independent study, covering several topics or the content of the course as a whole.

The list of topics for IDT is given as a separate item in the work program of the discipline, and students get to learn about them no later than the second lesson. Students, if desired, can suggest their own topic.

The individual educational and research task is a factor in involving the student in further research work, which can be continued through the writing of term papers, dissertations (projects), master's theses, etc.

Individualization of the educational process by diversifying tasks allows you to pay attention to each student, take into account their creative abilities, develop them in the right direction.

The completed individual educational and research task, containing up to 10 pages is submitted to the teacher during the semester, but not later than one week before the credit. Grades in points for an individual educational and research task are announced not later than the last lesson. It is not recommended to hold mass public protection of IDT. Only the best works on the initiative of the student can be presented at classes (lectures, practical, classes, student scientific circles), student scientific conferences, for which the student receives an incentive 1 point to the results of the current control.

1 The following structure of an individual educational and research task is offered:

- introduction;
- theoretical justification;
- methods;

- main results of work and their discussion;
- conclusions;
- references.

The types of individual educational and research tasks can be:

- abstract on the topic (module) or narrow issues according to the plan set or developed by the student;
- solving computational or practical (for example, situational) problems of different levels on the topic (module);
- production of collectible insects, herbariums, geobotanical descriptions of forage lands, etc .;
- development of theoretical or applied functional models of phenomena, processes, structures, etc .;
- making models of individual organs, body systems;
- development of diagnostic tests, methods of animal research;
- development of functional models of body systems;
- development of means and methods of prevention and treatment of animals;
- development of preventive and anti-epizootic measures for specific farms;
- development of technological schemes and composing the equipment-technological lines of food production;
- development of recipes of new food products;
- development of computer programs, computer modeling of phenomena, processes, constructions of objects, creation of databases;
- annotation of the read additional literature from the course, historical essays;
- execution of drawings;
- making business plans, etc.

Variants of individual educational and research tasks in a particular discipline should be equivalent in complexity.

Division of points for disciplines that end with a CREDIT (TRANSITIONAL), these are disciplines that are studied for more than one semester and the final form of control is an exam.

The maximum number of points during the semester is 100, they are divided in such a way:

$$50 (CC) + 50 (E) = 100,$$

where:

50 (CC) - 50 maximum points of current control that a student can score per semester

$$CC = 50 \cdot AM: 5 = 10 \cdot AM;$$

50 (E) - 50 maximum points that a student can score for the colloquium. Based on the results of the term control, the student's grade is "Credited / uncredited" in the column "on a national scale".

It is common to conduct a colloquium for the transitional credit.

The colloquium can be held in the form of:

– oral individual conversation of the teacher with the student, during which students learn to express their point of view on certain issues, defend their position, applying the acquired knowledge, and the teacher has the opportunity to assess the level of students' knowledge;

– checks of abstracts, projects, written works, etc.

The transitional credit does not allow for the examination procedure.

Division of points for disciplines that **end with a CREDIT**. The maximum number of points for mastering the content modules of the discipline during the semester is 100:

100 (CC) = 100,

where:

100 (CC) - 100 maximum points that a student can get during a semester.

$$\text{CC} = 100 \cdot \text{AM} : 5 = 20 \cdot \text{AM}$$

Based on the results of the term control, the student gets "Credited / uncredited". "according to a national scale"

The presence of a student is not required while writing down the mark in the list if he has performed all the types of work.

4.5.3. The maximum number of points for **course work (project)** is 100, the components of which are points for the practical and theoretical part of the work, its design, defense, etc. Defense of term papers (projects) is carried out in front of a commission consisting of 2-3 teachers of the department, including the head of the course paper (project).

Course works (projects) are stored at the department for 1 year, then written off in the prescribed manner.

Evaluation criteria are designed by the relevant departments and are reflected in the working curriculum and guidelines for their implementation.

4.5.4. The maximum number of points for practical training (educational practice or internship) is 100, the components of which may be points for the current control of acquired competencies and points for the content and design of final documents (diary and report on the internship). Individual tasks and assessment criteria of educational practice or internship are developed by the relevant departments and are reflected in the working curriculum and guidelines for practice.

4.6. Ensuring the conduction of control measures.

Variants of tests, topics of IDT and examination tickets are considered at the meeting of the department, signed by the lecturer who is responsible for the discipline. They are approved by the head of the department (for final certification - considered by the methodical commission, approved by the dean of the faculty). They are reviewed and approved in the prescribed manner every year. Notebooks with tests

and individual education and research tasks are stored at the department during the semester after the completion of the study of discipline

The lecturer provides general guidance on the quality of the educational process of the discipline that is assigned to him by the department; he/she conducts lectures and practical (laboratory) classes, attends classes of other lecturers who teach this disciplines, selectively checks the conduction of tests, as well as individual teaching and research tasks by them.

Current control is carried out by teachers during the classes. The main task of the current control is to check the level of preparation of students for the performance of specific educational work, the examination of the level of competencies formation in order to increase it.

The main aim of current control is to provide feedback between teachers and students during the learning process, management of the educational process.

The information obtained in the process of current control is used by both the teacher (to adjust teaching methods and tools) and students (for self-analysis and self-assessment of their educational activities).

Current control can be conducted in the form of oral questioning, written express tests, tests, computer-based testing, student participation at seminars, etc.

. All the types of current control measures are evaluated according to a national scale and are included in the calculation of AM.

Final grades from the discipline are written in the Appendix to the diploma. If the discipline is studied for several semesters, the final grade for it is determined by the dean's office, based on the average number of points got during these semesters.

The dean office of the relevant faculty basing on the results of the examination session, taking into account the results from disciplines, determines the **student's success rating on the** points he received, calculates the average score according to 100 point scale and sets the student's position in the group, course, faculty, University. After each subsequent session, the rating is added to the previous one.

Based on the rating during the semester, the student can apply for a scholarship, study or internship abroad; after receiving a bachelor's degree (specialist) - to apply for a master's degree; after receiving a master's degree - to be recommended for the admission to graduate school, etc.

4.7. Certification of graduates

Certification of graduates is carried out in accordance with the "Regulations on the procedure of organizing the work of the Examination Committee at the Lviv National University of Veterinary Medicine and Biotechnologies named after S.Z. Gzhytskyj", "Regulations on the diploma with honors of Lviv National University of Veterinary Medicine and Biotechnologies named after S.Z. Gzhytskyj" (approved by the order of the rector № 89 from 20.05.2015) and "Regulations on the organization

of diploma design"(2013).

Exclusion, interruption of studying, resumption and transfer of applicants for higher education

According to the Law of Ukraine "On Higher Education":

5.1. The reasons for expulsion of applicants for higher education are:

- completion of studying in certain educational (scientific) program;
- own desire;
- transfer to another educational institution;
- failure in fulfillment of the curriculum;
- violation of the terms of the agreement (contract) signed between the higher educational institution and the person who is studying, or an individual (legal entity) who pays for such an education;
- other cases provided by the law.

A person who is expelled from a higher educational institution before the completion of the educational program receives an academic certificate containing the information on learning outcomes, disciplines, grades obtained and the number of ECTS credits passed.

5.2. An applicant for higher education has the right for a break in studies due to circumstances that make it impossible to implement an educational (scientific) program (for health reasons, call for military service in case of loss of the right to deferment; family circumstances, etc.). Such people have the right for academic leave in the prescribed manner. The study or internship at educational and research institutions (including foreign countries) may be the reason for a break in studies, unless otherwise provided by international acts or agreements between higher educational institutions.

Applicants for higher education who are called up for military service in connection with mobilization are guaranteed the preservation of their place of study and scholarships. Applicants for higher education who exercise the right of academic mobility during training, internship or research activities in another higher educational institution (scientific institution) in Ukraine or abroad are guaranteed to retain their place of study and scholarships in accordance with the provisions on the right of academic mobility. Such people are not excluded from higher educational institution.

5.3. A person who is expelled from a higher educational institution before completing his / her education under the relevant educational program has the right to renew his / her studies within the licensed scope of the higher educational institution.

5.4. Renewal of people who were expelled from higher educational

institutions or granted an academic leave, as well as the students' transfer is carried out, as a rule, during the holidays.

5.5. The procedure of exclusion, interruption of education, renewal and transfer of people studying in higher educational institutions, as well as the procedure of granting an academic leave is determined by the regulations approved by the central executive body in the field of education and science.

5.6. In case of the expiration of the certificate of accreditation of the educational program and failing to get the new certificate of accreditation, the applicants of higher education who study at the expense of the state (local) budget - have the right to transfer to other higher educational institution in which the corresponding educational program is accredited and to complete training at the expense of the state (local) budget in the manner approved by the Cabinet of Ministers of Ukraine.

4. SCHOLARSHIP PROVISION

According to the Law of Ukraine "On Higher Education":

6.1. People who study at higher educational institutions on a full-time basis at the expense of the state or local budgets have the right to receive a scholarship in the manner prescribed by law

6.2. People studying at higher educational institution on a full-time basis may receive other scholarships awarded by individuals (legal entities).

6.3. The size of the scholarship fund of a higher education institution must ensure the payment of academic scholarships to at least two-thirds and not more than 75 percent of full-time students studying at the expense of the state budget, excluding people receiving social scholarships.

6.4. The amount of academic and social scholarships, the procedure of their appointment and payment shall be established by the Cabinet of Ministers of Ukraine.

6.5. The size of the minimum academic and social scholarships for applicants for higher education degrees may not be less than the size of the subsistence minimum per person per month. The amount of the minimum academic and social scholarship for applicants for a bachelor's degree may not be less than two-thirds of the subsistence minimum per person per month.

6.6. Academic scholarships are paid to at least two-thirds of students in each course (except for the first semester of the first year of studying) in each specialty, excluding people receiving social scholarships. Academic scholarships are awarded to students who, according to the rating compiled by a higher educational institution based on the results of semester control, got the best learning results. Prior to the first semester control, the minimum academic scholarship is awarded to all the students enrolled to a higher educational institution for the first year of study.

6.7. Students who have achieved significant success in education and / or research, according to the decision of the Academic Council of the higher educational institution may be awarded personal scholarships.

Until the introduction of new regulations on scholarships for students, existing for universities, academies, institutes - at the level of higher educational institutions which have the 3-4 levels of accreditation.

7. STUDENT'S STUDYING TIME AND WORKING TIME OF THE TEACHER

7.1. Student's studying time

The units of studying time of the student are the academic hour, academic day, academic week, academic semester, academic year, course.

Academic hour is the minimum unit of study time. The duration of the academic hour is 40 minutes. Two academic hours form a pair of academic hours - 80 minutes (a pair). The changing in the duration of the academic hour is not allowed.

The student's study day is not more than 9 academic hours, and the study week is not more than 54 academic hours.

The academic semester (term) is an integral part of the student's academic time, which ends with the final semester control. The duration of the semester is determined by the curriculum.

The academic year is the time that consists of studying days, exam sessions, weekends, holidays and vacations.

Studying days and their duration are determined by the annual schedule of the educational process.

Classes are held according to a timetable that should ensure the implementation of the curriculum.

The total duration of vacation during the course, except for the last one, must be not less than 8 weeks.

The academic year usually begins on September 1. In some cases, if necessary, the academic year may begin at another time.

Free attendance of lectures (for students of the third and subsequent courses) is allowed in order established by the University from 06.10.2010, № 91. Permission of free attendance of lectures on certain disciplines (for each semester separately) is usually granted by the dean of the faculty with the consent of the head of the department.

The student, who has the right to attend lectures freely, agrees with the lecturer the plan of work on the discipline. In case of non-fulfillment of this work plan, the permission to attend lectures freely may be cancelled before the end of the semester.

The attendance of classes except for consultation is mandatory for students. It is

prohibited to distract students from participating in classes and control activities due to the schedule, only in cases provided by applicable law.

7.2 Teacher's working hours

The teacher's working hours are regulated by the Law of Ukraine "On Higher Education" (from 01.07.2014, № 1556-VII), "Time norms for planning and accounting of educational work of pedagogical and scientific-pedagogical employees of higher educational institutions" (approved by the order of the Ministry of Education and of Science of Ukraine (from August 7, 2002, № 450), the Regulations of the University. The working time of a teacher is determined by the scope of his educational, methodological, scientific and organizational responsibilities during the current academic year.

The main document, which reflects the educational, methodological, scientific and organizational work of the University teacher during the academic year, is the **individual working plan of the teacher** and its accounting.

The amount of lessons assigned to a particular teacher, which is in accounting (academic) hours, determines the academic load of the teacher.

Types of classes that are included in the mandatory workload of the teacher in accordance with his position are set by the department.

The maximum workload of a teacher is 600 academic hours.

The minimum amount of teaching workload is set annually by the University, taking into account the performance of other duties (methodological, scientific, organizational).

In certain cases, if it is necessary, the teacher may be involved in conducting lessons in excess of the mandatory amount of workload, determined by the individual work plan, within his working hours. An extra number of accounting hours is set by the University and may not exceed 0.25 of the minimum required teaching workload.

The schedule of the teacher's working hours is determined by the schedule of classes and consultations or schedule of control measures and other types of work provided by the individual work plan of the teacher. The time of doing the work, which is not included in the timetable or schedule of control measures is determined in the manner prescribed by the Statute of the University, the Rules of Internal Regulations, is fixed both in the departmental register of work attendance and in the Register of absences of teachers.

The teacher is obliged to adhere to the established work schedule time.

It is forbidden to distract teachers from conducting classes and control measures provided by the schedule, except for the cases provided by the current legislation.

Involvement of scientific and pedagogical workers in work not provided for in the employment contract may be carried out only with their consent or in cases provided

by law.

Visas:

Developers

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Legal adviser

V.Yu. Kravet

Lviv National University of Veterinary Medicine and Biotechnologies
named after S.Z. Gzyckyj

Individual student curriculum

Last name, first name, patronymic of the student _____

Specialty _____

Year of study _____

Educational level _____

Faculty _____

I have already listened to such optional courses:

1. The cycle of humanitarian and socio-economic training cred credits
2. The cycle of fundamental and natural science training.-credits
3. The cycle of professional and practical credit training. ---credits
4. The cycle of disciplines chosen by thes -- -credits

It is filled in two copies, one of which is passed to the dean's office, and the second one student must keep for 4 years of studying.

2015– 2016 academic year

№ 3.П.	Name of a discipline	Total number of hours	Credits ECTS	Semester 1		Semester2	
				Number of hours	Credits ECTS	Number of hours	Credits ECTS
I. Obligatory disciplines							
1. The cycle of humanitarian and socio-economic training							
1							
2							
3							
4							
5							
6							
Total							
2. Cycle of fundamental and natural science training							
1							
2							
3							
4							
5							
6							
Total							
3. Cycle of professional and practical training:							
1							
2							
3							
4							
5							
6							
Total							
Total number of obligatory disciplines							

Surname, name and patronimic _____

№ 3.П.	Name of the discipline	Total number of hours	Credits ECTS	Semester 1		Semester 1			
				Number Of hours	Credits ECTS C	Number Of hours	Credits ECTS		
II. Optional disciplines									
2. According to university's choice									
1.1. The cycle of humanitarian and socio-economic training									
1									
2									
3									
E									
Total									
1.2. Cycle of fundamental and natural science training									
1									
2									
3									
4									
Total									
1.3. Cycle of professional and practical training:									
1									
2									
3									
4									
Total									
2. According to university's choice									
№ 3.П.	Name of the discipline	General Number of hours	Credits ECTS	Semester 1		Semester 2		Signature of head of the department	methodologist's note of refusal
				Number Of hours	Credits ECTS	Number Of hours	Credits ECTS-		
1									
2									
3									
4									
Total									
Total number of optional courses									
Total number of disciplines									
Notes:									
1. Weekly overwork is agreed with the dean _____									
2. Changes in the plan are agreed with the dean _____									
Signatures:									
Student _____									
Dean of the faculty _____									