

Approved
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I. Horbachevsky Ternopil National Medical University
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REGULATIONS
on organization of the educational process
at I. Horbachevsky Ternopil National Medical University

Ternopil-2020

1. General provisions

1.1. The educational process is an intellectual, creative activity in the field of higher education and science, which is carried out at I. Horbachevsky Ternopil National Medical University (hereinafter – the University) through a system of scientific, methodological and pedagogical activities and is aimed at the transfer, acquisition, increase and use of knowledge, skills and other competencies in students, as well as the formation of a harmoniously developed personality. The educational process combines three components: the studying process, the scientific process and the educational process.

1.2. The educational process is based on the principles of science, humanism, democracy, continuity and consistency, independence from the interference of any political party, other public and religious organizations.

1.3. The language of instruction is determined by Article 48 of the Law of Ukraine “On Higher Education”.

1.4. The educational process is organized with the account of the capabilities of modern information learning technologies and focuses on the formation of an educated, harmoniously developed personality, capable of constant updating in the field of scientific knowledge, professional mobility and rapid adaptation to changes and development in socio-cultural spheres, engineering, technology, management systems and labour organization in a market economy.

1.5. The content of education is a scientifically sound system of didactically and methodically designed educational material for different levels and degrees of higher education.

The content of education is determined by training and research programs, structural and logical scheme of training, curricula of disciplines, other regulations of public administration of education and University and is reflected in relevant textbooks, manuals, teaching materials, teaching aids, as well as conducting training sessions and other types of studying, research and educational activities.

Educational (training, research) program is a single set of educational components (academic disciplines, individual tasks, internships, controlling measures, etc.) aimed at achieving the learning outcomes determined by such a program, which entitles to certain educational and professional qualifications. The educational program may provide a single specialization within it or may not provide any specialization. Educational (training or research) program determines the requirements of persons who can start studying under this program, the list of disciplines and the logical sequence of their study, the number of ECTS credits required to implement this program, and expected learning outcomes (competencies), which must be mastered by the applicant for the appropriate degree of higher education.

The structural and logical framework of training is a scientific and methodological substantiation of the process of realization of the training (research) program.

The content of education consists of compulsory and elective components.

The compulsory component of the content of education is determined by the relevant Standard of Higher Education.

The elective component of the content of education is determined by the educational program.

1.6. The organization of the educational process is based on a multilevel and multi-staged system of higher education. The University trains specialists according to the relevant training, research, scientific programs at the following levels of higher education:

- First (Bachelor) level;
- Second (Master) level;
- Third (academic and research) level;
- Scientific level.

1.7. Obtaining higher education at each level involves the successful completion of a person's relevant educational (training or research) or scientific program, which is the basis for awarding the appropriate degree of higher education:

- Bachelor;
- Master;
- Doctor of Philosophy;
- Doctor of Sciences.

2. Regulatory framework for the organization of the educational process

2.1 The organization of the educational process at the University is based on the Law of Ukraine "On Higher Education", "On Education", "On Scientific and Scientific-Technical Activities", orders of the Ministry of Education and Science of Ukraine, Ministry of Health of Ukraine, National Agency for Higher Education Quality Assurance, state standards of higher education, other legislation acts of Ukraine on educational activities.

2.2. The Standard of Higher Education is a set of requirements for the content and results of educational activities of higher education institutions and research institutions at each level of higher education within each specialty.

The Standard of Higher Education defines the following requirements for the educational program:

- a) the amount of ECTS credits required to obtain the appropriate degree of higher education;
- b) a list of graduate's competencies;
- c) the normative content of students' training, defined in terms of learning outcomes (educational and professional program, curriculum);
- d) forms of students' certification;
- e) requirements for the existing system of internal higher education quality assurance;
- f) requirements of professional standards (if any).

2.3. The organization of the educational process is carried out by the academic departments of the University (faculties, institutes, departments, offices, educational and methodical commission, etc.). The main regulatory documents that determine the organization of the educational process according to the educational (training, research) program are the curriculum and academic program and these Regulations.

The curriculum is a regulatory document of the University, which is developed on the basis of training (research) program for each specialty and determines the list and scope of disciplines in ECTS credits, sequence of disciplines, forms of training sessions and their number, schedule of educational process, types of internships, forms of current and summative assessment.

The curriculum is approved by the Academic Board of the University and put into effect by order of the Rector of the University.

To specify the planning of the educational process for each academic year, a working curriculum is drawn up, which is approved by the Academic Board of the University and the order of the Rector.

Compulsory courses are established by the Standard of Higher Education and the training (research) program. Adherence to their names and number is mandatory.

Elective courses are introduced to ensure the individual educational trajectory of the student. Students choose elective courses from a catalogue of elective disciplines on the principles of optionality, competitiveness and academic responsibility.

The procedure for providing students with the choice of courses within the limits provided by the relevant educational program and working curriculum in the amount of not less than 25 percent of the total number of ECTS credits is regulated by the “Regulations on elective disciplines”.

The place and significance of the discipline, its general content and requirements for knowledge and skills are determined by the curriculum of the discipline.

The educational program of the compulsory course is a part of the educational program.

The educational program of the elective course is developed by the departments of the University.

The Academic Board of the University can make changes to educational programs and curricula to ensure the acquisition of competencies and program learning outcomes.

2.4. For each academic discipline included in the training (research) program, on the basis of the educational program of the discipline and the curriculum, the University departments develop an academic program of the discipline, which is a regulatory document of the University.

The academic program contains a statement of the specific content of the discipline, sequence and organizational forms of its study and their scope, determines the forms and means of current and summative assessment. The academic program for the discipline is compiled and approved for one academic year.

The structural components of the academic program of the discipline are:

- structured (extended) curriculum in the discipline;
- explanatory note and structure of the discipline;
- the aim of studying the discipline;
- the content of the program, which includes thematic planning of lectures, seminars (practical) classes, independent work, a list of practical skills included in the matricula of practical skills;
- criteria for assessing the knowledge of students in the classroom (adopted at the methodological meeting of the department);
- examination questions (for disciplines for which the form of summative assessment is an exam);
- samples of questions for the summative assessment;
- means for current and summative assessment;
- list of literature.

2.5. The student's education is carried out according to the individual curriculum, which is based on the working curriculum and includes all compulsory courses and part of the elective courses selected by the student, with the account of the structural and logical framework of training. An individual curriculum is drawn up for each academic year and approved in accordance with the procedure established by the University. The results of this curriculum are recorded on the pages of the book of the student's individual plan and are presented as obtained grades, expressed in points on a 200-point scale, ECTS score and traditional mark and signatures of teachers.

2.6. The University provides students with the opportunity to use educational facilities, libraries, educational, methodological and scientific literature, equipment, devices and other teaching aids on the terms specified in the University Code of Conduct and the Statute of the University.

2.7. The head of the academic structural office (faculty, institute, department, etc.) is responsible for the compliance of the student's level of training according to the requirements of the state standards of higher education.

The student is responsible for the implementation of the individual curriculum.

3. Forms of organization of the educational process and types of training sessions

3.1 The educational process at the University is carried out in the following forms: training sessions, independent work, practical training, controlling measures.

3.2 The main types of lessons at the University are:

- lecture;
- practical class, seminar, individual class;
- internship;
- consultation.

University departments have the right to establish other forms and types of classes, which are approved by the Central Methodical Commission and the Academic Board of the University.

3.3 Lecture

3.3.1. Lecture is the main form of training at the University, designed to master the theoretical material.

Lecture as a type of training session can be conducted in person or remotely.

A lecture is an element of a course of lectures, which covers the basic theoretical material of a one or more topics of the discipline. The topic of the course of lectures is determined by the working curriculum. It is possible to give separate lectures on issues related to this discipline, but not covered by the curriculum. Such lectures are delivered by leading researchers or specialists for the University students and staff in a separate time.

Lectures are delivered by scientific and pedagogical staff of the University who have a degree, academic title, as well as leading scientists or specialists who are invited to give lectures.

Lectures are held in appropriately equipped classrooms – lecture halls, where there are opportunities to provide a multimedia presentation of lecture material.

The lecture lasts two academic hours (90 minutes). For the 4th-6th year students of the Faculty of Medicine and the 4th-5th year students of the Faculty of Dentistry and Pharmacy, the educational process is organized according to the “Single Day” method, where one day is assigned for lectures, four other days for practical classes. On the lecture day, according to the class schedule, teachers deliver 3 lectures in different disciplines lasting 90 minutes each (2 academic hours).

According to the decision of the Central Methodical Commission on the proposal of the Dean of the Faculty, in the first two weeks of the academic semester, lectures can be given on the disciplines studied in this semester.

Lectures for students of all faculties (delivered both in Ukrainian and English) are given with multimedia accompaniment. During the lecture, it is possible to use online information technologies. Materials for preparation for the lecture and presentation of the lecture should be posted on the discipline page in the information system of distance education Moodle.

Students can get acquainted with the materials of preparation for the lecture and the presentation of the lecture itself, which will increase their level of mastery of lecture material.

During the lecture, the teacher explains and interprets the material, provides the latest information on the topic of the lecture, demonstrates patients, answers questions of the students etc.

3.3.2. A lecturer who is applying for delivering a lecture for the first time may be obliged by the head of the department (head of the subject or cyclic commission) to conduct trial lectures with the participation of teachers, research and teaching staff of the department.

The lecturer is obliged to adhere to the educational program in terms of the topics of lectures, but is not limited to the interpretation of educational material, forms and means of teaching that ensure the high quality of educational process.

3.4 Practical class

3.4.1. Practical class is a form of study in which a teacher organizes a detailed discussion by students of certain theoretical issues of the discipline and develops the skills and abilities of their practical application by student's individual performance of accordingly formulated tasks.

Practical classes are held in specially equipped classrooms with the necessary technical means of training, phantoms, simulators, operating rooms, dressing rooms, wards at the patient's bedside, simulation training centre.

The list of topics of practical classes is determined by the academic program of the discipline. The thematic and calendar-thematic plan of practical classes is made by the department for each semester and approved by the head of the department.

3.4.2. To conduct practical classes, the department works out methodological materials for teachers and guidelines for students to prepare for and work at practical classes (other methodological documents can be developed).

Practical classes for the 1st-3rd year students are conducted according to the "tape" system, for the 4th-6th year students (Specialty "Medicine"), 4th-5th year students ("Dentistry", "Pharmacy, Industrial Pharmacy"), 4th year students of bachelor's degree (Specialties "Physical Therapy, Occupational Therapy", "Nursing"; Specialties "Physical Therapy, Occupational Therapy" (second master's level of higher education) and "Public Health" (second master's degree in higher education)) according to the "Single Day" system.

For students of small groups (less than 7 students) individual classes are conducted according to the "Single Day" system.

For students of the Academic and Research Institute of Nursing of E-learning and correspondence form of study practical classes are conducted according to the "Single Day" system.

For those studying in correspondence form of studying, practical and seminar classes are conducted according to the "Single Day" system.

3.4.3. With the "tape" system of practical classes, the duration of the practical class is 2 academic hours ("double class" – 90 minutes). When compiling the schedule of classes for the 1st-3rd year students on one day there are two practical classes and one lecture. Taking into account the break, the timetable of classes according to the "tape" system are as follows:

1 class – 9⁰⁰ – 10³⁰

2 class – 11¹⁰ – 12⁴⁰

3 class – 13³⁰ – 15⁰⁰

4 class – 15⁴⁰ – 17¹⁰

5 class – 17⁵⁰ – 19²⁰

Breaks between classes are provided for the students to get from one department to another.

3.4.4. Mandatory components for a two-hour practical class should be: determining the entry level of students' knowledge, performing practical work, theoretical analysis of control questions on the topic of the practical lesson, control of the initial level of mastering the material of the practical class. During the practical

part under the teacher's supervision students conduct biological, biochemical, morphological research, experiments, perform laboratory work, study micro- and macro-preparations, compile matrices of practical skills, write out prescriptions, master practical skills, work with mannequins, simulators, training devices, design practical class records or album according to the form developed by the department. During the theoretical part, the teacher conducts interviews with students in accordance with the topic of the lesson, explains complex and unclear issues, provides information on current advances in science and technology and future development of this area. Determining the entry and output level of knowledge is carried out according to the methodology approved at the methodological meeting of the department.

Criteria for assessing the knowledge and skills of students in practical classes are developed by the department and approved by the cyclic methodical commission.

In the register of students' performance in the discipline, one grade given according to a 12-point scale is written down, which is a generalized grade for the practical class as a whole.

3.4.5. When conducting classes according to the "Single Day" system, the departmental schedule on the day of practical classes is as follows (6 academic hours of classroom workload and 1 hour of independent work):

Practical part of the class – 9⁰⁰ – 11¹⁵

Hour of student's independent work – 11¹⁵ – 12⁰⁰

Break – 12⁰⁰ – 12³⁰

Seminar part of the class – 12³⁰ – 14⁰⁰

Break – 14⁰⁰ – 14¹⁵

Control part of the class – 14¹⁵ – 15⁰⁰

There are 45 minutes for breaks, of which 30 minutes is a long break after an hour of independent work and 15 minutes is a break after a seminar discussion.

Since the vast majority of classes for senior students are held in clinical facilities, the department, depending on the possibilities of providing the practical part, may change the order of classes.

The methodology of the practical class and the algorithm of practical work must comply with the methodological instructions and methodological guidelines of the practical class, approved at the methodological meeting of the department.

Before performing practical work, the control of the entry level of knowledge is carried out, as well as theoretical issues of the algorithm for performing tasks and practical skills are discussed.

At clinical departments, students supervise a patient with pathology on one of the topics (as the main or concomitant diagnosis), namely: collect medical history, conduct objective and physical examination, develop treatment regimens, participate in instrumental and apparatus methods of examination of one of patients of the department on the topic of classes. In the absence of patients with the given pathology, pre-prepared standardized patient may be used.

At the departments of theoretical profile, students perform laboratory work, conduct instrumental research, analyse their results, solve case problems, assess the

health of the population, make plans for targeted programs, assess environmental conditions and results of epidemiological analysis, plan measures for disease prevention.

The results of practical work are recorded in the protocol (diary). The form of assessment is established by the department and approved by the cyclic methodical commission.

3.4.6. An hour of student's independent work is provided for the development of practical skills in the relevant line of the matricula, for the work on the tasks of licensing test exams, which are part of the Unified State Qualification Exam (USQE). Students develop practical skills from the relevant line of the matricula; work on improving practical skills; discuss issues assigned for independent work.

Academic hours provided for student's independent work are not taken into account in the teaching load of a teacher.

During the seminar discussion of the practical class, a teacher together with the students discuss all issues of the topic. The teacher can draw the students' attention to important and complex issues of the topic. Also, students together with the teacher discuss case problems, issues of the license exam "KROK", are trained in the form of writing and subsequent analysis of tests. Students can give abstracts, reports, presentations, the topics of which the teacher distributes in the previous class. It is possible to organize problem-oriented learning, during which students in groups are given the opportunity to independently solve case problems, with the organization of discussions between groups.

Control part of the class according to the "Single Day" system includes a combination of written test control and answers to theoretical questions on the topic of the lesson. As part of the control part of the class can be an oral interview on specific issues.

According to the results of all types of work, in the register of student's performance in the discipline one grade according to a 12-point scale is given, which is a generalized score for the practical class as a whole.

Students who are breastfeeding (according to the Labour Code of Ukraine, up to 1.5 years of age of a child), according to the relevant order of the dean's office, are allowed additional breaks for feeding the child without further rework of missed academic hours, on the condition of mastering all lesson material and receiving appropriate grade (time of this break is agreed upon with the dean's office).

Grades obtained by students in practical classes are taken into account when calculating the final grade for the current performance in the discipline (60% of the total grade in the discipline) if the form of control in this discipline is exam or differentiated credit.

3.5 Seminar

3.5.1. Seminar is a form of study in which the teacher organizes a discussion of previously defined topics for which students prepare abstracts on the basis of individually completed assignments, etc. Seminars are held in classrooms or study rooms with one seminar group (consisting of two academic groups).

The list of topics of seminars is determined by the academic program of the discipline.

3.5.2. At each seminar, the teacher evaluates the papers prepared by students, their oral answers, activity in the discussion, the ability to formulate and defend their points of view etc. Grades for each seminar are written down in the register of student performance in the discipline.

Grades received by students in seminars are taken into account when calculating the final grade in the discipline.

3.6 Individual class

3.6.1. Individual class is conducted with small academic groups and individual students. Academic groups of 7 or less students and less than 5 PhD students are considered to be small academic groups.

3.6.2. Individual classes in the discipline, which is delivered for a small group, comprise 10% for Bachelor's Degree and 20% for Master's Degree and PhD students of the total study time allocated to the discipline.

3.6.3. Before the beginning of each semester, at the request of the Dean of the Faculty, the list of disciplines, of which only individual classes are held in small groups, is approved by the Vice-Rector for Science and Education of the University.

3.6.4. If a small group can be joined to another academic group to study one discipline, classes in this discipline are conducted in full.

3.6.5. The educational process in small groups is conducted in accordance with these Regulations. Peculiarities of the educational process in disciplines taught in small groups are determined by the departments.

3.6.6. Before the beginning of each semester, at the request of the Dean of the Faculty, semester schedule of individual classes and consultations for students of small groups is approved by the Vice-Rector for Science and Education of the University.

3.6.7. If an individual class is conducted with individual students in order to increase their level of training and reveal their individual creative abilities, it is organized according to a separate schedule and may cover part or all of the classes in one or more disciplines.

Types of individual classes, their number, forms and methods of conducting, forms and methods of current and summative assessment (except for certification) are determined by the individual curriculum of a student.

3.7 Consultation

3.7.1. Consultation is a form of study in which a student receives answers from the teacher to specific questions or explanations of certain theoretical issues or aspects of their practical application.

3.7.2. The consultation can be individual or it can be given for a group of students, depending on whether the teacher consults students on issues related to individual tasks or on theoretical issues of the discipline.

The amount of time allotted to the teacher for consultations in a particular discipline is determined by the curriculum.

3.8 Individual task

3.8.1. Individual tasks in certain disciplines (abstracts; term papers, diploma papers, drug designs, schemes, tables, videos, etc.) are given to the students by the departments. They are one of the forms of independent individual work and are performed during consultation with the teacher. In some cases, performance of complex tasks by several students is allowed.

Term papers, Master's papers, qualification papers are prepared by students majoring in "Pharmacy, Industrial Pharmacy", "Physical Therapy, Occupational Therapy" (Master), "Public Health" (Master), "Nursing" (Master).

3.8.2. Term papers are written in order to consolidate, deepen and generalize the knowledge gained by students during their studies and their application to the complex solution of a specific professional task.

The topics of term papers should meet the goals of the discipline and be closely linked with the practical needs of a particular specialty.

The procedure for approving the topics of term papers and their implementation is carried out in accordance with the order of the Dean of the Faculty.

Term papers are supervised, as a rule, by the most qualified teachers.

The defence of the term paper is carried out in front of the commission consisting of two or three teachers of the department with the participation of the supervisor.

Assessment of term papers is carried out in accordance with the "Criteria for assessing term paper" approved by the Academic Board of the Faculty.

3.8.3. Master's (qualification) papers are written at the final stage of student's studies at the University and include:

- systematization, consolidation, expansion of theoretical and practical knowledge in the specialty and their application in solving specific scientific, technical, economic and other problems;
- development of skills of independent work and mastering of research methods and an experiment related to the topic of the paper.

The student has the right to choose the topic of the paper, determined by the graduating departments, or to offer their own with the justification of its feasibility.

Experienced scientific and pedagogical staff with a scientific degree and / or academic title are appointed as supervisors of diploma (qualification) papers.

The rules for preparation, defence and evaluation of diploma (qualification) papers is carried out in accordance with the requirements of the "Regulations on the organization and certification of University graduates", adopted at a meeting of the Academic Board, approved by order of the Rector and these Regulations.

Master's (qualification) papers are stored in the University library, and their electronic versions are kept in the electronic repository.

3.9 Student's independent work

3.9.1. Student's independent work is the main means of mastering learning material in time free from compulsory classes and involves the study of topics that are not discussed in practical classes, but are included in educational program and assessed during final classes, semester tests and exams.

3.9.2. The study time allotted for student's independent work is regulated by the curriculum.

3.9.3. Extracurricular independent work is not limited in time. Academic hours provided for independent extracurricular activities are not taken into account in calculating the workload of a teacher. The content of independent extracurricular work is determined by the curriculum of the discipline, its purpose is to consolidate the mental and manual skills (self-study).

3.9.4. Student's independent work is presented by a system of teaching aids provided for the study of a particular discipline: textbooks, teaching aids, lecture notes, lecture materials, virtual training programs, educational videos, Internet resources etc.

Methodical materials for student's independent work should include the possibility of self-monitoring by the student and remote control in the Moodle system.

Relevant scientific and professional monographic and periodical literature is also recommended for student's independent work.

In order to organize methodically guided extracurricular work of students, the departments should make methodological guidelines in which they should justify the importance of the topic, determine the purpose of the class, indicate the knowledge and skills that the student must master independently.

3.9.5. Student's independent work on mastering the study material in a particular discipline can be performed in the University library, training laboratories, computer classes, clinics and at home.

If necessary, this work is carried out in accordance with a pre-arranged schedule, which guarantees the possibility of individual access of the student to the necessary teaching aids.

Students are informed about the schedule at the beginning of the current semester.

3.9.6. When organizing student's independent work with the use of complex equipment, devices or systems for accessing information, it is possible to obtain the necessary advice or assistance from a specialist.

3.9.7. Learning material of the discipline, provided by the curriculum for mastering by the student in the process of independent work, is included in summative assessment along with the material, which was covered during the training sessions.

3.10 Students' practical training

3.10.1. Students' practical training is a mandatory component of the training (research) program to obtain the appropriate level of higher education and aims to

provide students with professional skills and abilities. It is held in practical classes and during internships.

3.10.2. Internship is carried out on the basis of educational and practical centres of primary health care, units of the centre of primary health care, health care facilities of secondary and tertiary care, rehabilitation centres, rehabilitation hospitals, Public Health Centres.

3.10.3. Students living in regions having no internship agreements with the University are referred to internship in accordance with the documents of health care facilities of those regions, which are provided by students to the University's Student Practical Training Department no later than two months before the internship.

Internship is carried out under the organizational and methodological guidance of the University teachers. The type of internship and the time of its implementation is determined by the curriculum. Organization of internship is regulated by the "Regulations on the internship of students of higher educational institutions of Ukraine".

3.11 Lines of practical skills

In order to control the acquisition of compulsory practical skills, in each year of study there have been introduced matricula of practical skills.

Practical skills matricula is a list of practical skills compiled by departments on the basis of the Standard of Higher Education in the specialty, educational and professional program and which are mandatory for the students to acquire during the academic year. Practical skills are divided into years of study, which are called lines of the matricula. The year of study corresponds to the line number.

Students can present their practical skills to the teacher both during the practical part of the class and during extracurricular independent work. The practical skills that students must demonstrate in the simulation training centre are singled out separately.

The presentation of skills, in addition to practical implementation, requires a thorough knowledge and understanding of theoretical aspects by the students.

The teacher who has accepted the practical skill marks "credited" in the appropriate column of the Student Matricula, writes the name of the department, the date of the skill presentation, their academic title, surname, name, patronymic name and personal signature.

The teacher must also make a note about the student's practical skill presentation in the appendix to the register of the students' academic performance.

Presentation and repeated presentation of the practical skills included in the matricula is allowed at the practical class, during student's independent work, teachers' consultations at the departments.

Students who do not present practical skills in time are considered to have academic backlog and are not allowed to take the examination session.

3.12 Objective structured practical / clinical examination (OSPE / OSCE)

At the University, OSPE (OSCE) is conducted as part of the summative assessment of students' practical skills and also as part of USQE during the certification of graduates in the specialties: "Medicine", "Dentistry", "Physical Therapy, Occupational Therapy".

Objective structured practical (clinical) exam (OSPE / OSCE) as a component of the Unified State Qualification Exam for the Master's Degree in the field of knowledge "Health" is defined by the Cabinet of Ministers of Ukraine as of 28.03.2018 № 334 "On approval of the Unified State Qualification Exam for Applicants for the Master's degree of higher education in the field of knowledge '22 Health Care'".

An objective structured practical (clinical) exam is one of the ways to monitor student's acquisition of clinical competence. The approach to clinical competence assessment is based on a comprehensive assessment using endpoints, which simulate different types of clinical competence. In this case, all participants undergo the same tests, with a sequential transition from station to station in accordance with the developed schedule. The results of the tasks at each station are evaluated by a checklist. A variety of training devices and simulators, standardized or real patients, are used to conduct an objective structured clinical exam. The essence of OSPE (OSCE) is to assess the practical and communicative skills of students.

OSPE (OSCE), as a component of certification, checks the readiness of the graduate to perform functions, that cannot be assessed by standardized testing, on a real object of student's future professional activity (patient) or on the model of such an object (phantom, dummy, case problem, etc.). The purpose of OSPE (OSCE), as a component of certification is to assess the quality of graduate's solution of typical professional tasks and to demonstrate the relevant skills and abilities in conditions close to real ones. The content of OSPE (OSCE), lists of typical tasks, skills and abilities presented at OSPE (OSCE), are based on the requirements of the Standard of Higher Education, educational program and curriculum of disciplines included in the certification for the specialty. The list of disciplines taken in the OSPE (OSCE) corresponds to the disciplines that are final and are part of the integrated exam KROK-2. The decision to introduce additional stations in other disciplines (emergencies, in particular) is made by the Academic Board of the University. OSPE (OSCE) is conducted in one stage by the examination board, which is created at the University, in accordance with the Regulations on the examination board, organization and procedure for certification of graduates at I. Horbachevsky Ternopil National Medical University.

OSPE (OSCE), as a component of the summative assessment is carried out for the 3rd, 4th, 5th year students of the Faculty of Medicine majoring in specialty "Medicine", and for the 3rd and 4th year students of the Faculty of Dentistry.

When planning OSPE (OSCE), the place of the exam should be shown schematically. The diagram should indicate all stations and the directions of proceeding from station to station. It is important that the stations are located close to each other, and the period of transition of students between stations took a minimum

of time. The location of the examination rooms must be such that the signal indicating the time of transition to the next station must be equally audible at all stations.

Examination stations during OSPE (OSCE) can be of the following types: Clinical stations including the interaction of students with a real or standardized patient; Practical stations including technical procedures (injections, ECG recording, etc.), such stations may involve narrow specialists (e.g. resuscitators).

Examination rooms and places for students' practical skills presentations should be equipped with video surveillance cameras, which will ensure the objectivity of the decision of the examination board in case of student appeals.

Requirements for standardized patients

A standardized patient must be previously prepared. As a standardized patient, one can train an intern, clinical resident, medical practitioner, former teacher, actor, volunteer, etc.

A standardized patient should not present the history of the disease, but show the manifestations of the disease, convey the emotional and personal characteristics of the simulated patient. A standardized patient can participate in OSPE (OSCE) only after appropriate training and education. Real patients with acute diseases are not suitable for such an examination, however, patients with chronic diseases in remission with stable physical changes (goitre, lung sounds, heart murmurs, skin changes, deformities) can be used very effectively. Standardized patients have several distinct advantages over real patients: they can be controlled, their medical history is more illustrative, and the simulation of disease manifestations can be standardized. Using standardized patients, you can control the level of complexity of the examination station, and their use during subsequent exams can accurately compare the performance of different students.

Organization of the event

Students take the exam at the Centre for Medical Simulation.

The exam comprises 12 stations. Each station is located in a separate classroom; the number and name of the station are indicated at the entrance. If the skill does not involve communication, several stations can be placed in one room.

The student comes to the exam in medical uniform and shoes. When starting the exam, students hand in mobile phones and other gadgets, which are returned to them after the exam.

Before OSPE (OSCE), each student is registered in the list with the indication of the examination group. A student receives a number, according to which they are registered in the checklist of each station. A student also receives a memo (route list) and receives instructions on how to pass the stations.

Accordingly, at the same time the exam can be taken by 12 students who perform the same task at each station.

Students move according to their numbers; thus, they do not meet and, consequently, do not communicate. The beginning and ending of the station are announced by a signal. The duration of each station is the same and ranges from 5 to 10 minutes. If during this time a student does not cope with the task, they stop the

work and move on to the next station. There is a 1-minute break between stations, during which students move from one classroom to another (from one station to another).

The tasks that a student can perform during OSPE (OSCE) depend on the type of the station, and can be either clinical or practical.

The teacher does not interfere in the process, does not communicate with the student, but only observes the correctness of their work and puts in the checklist a grade for each stage of the task.

Assessment criteria

Assessment of student work at the station is based on a **checklist** which is worked out according to the algorithm of practical skills. When conducting OSPE (OSCE) as a component of the summative assessment, the maximum score for the task at 1 station is 1 (one) point, and when OSPE (OSCE) is a part of the certification, the maximum score for the task at 1 station is 5 points (Order of the Ministry of Health of Ukraine №419 as of 19.02.2019 “On approval of the Procedure, conditions and deadlines for the development and conduction of a Unified State Qualification Examination and evaluation criteria”). Each point of the algorithm, depending on its significance is assigned a certain part of the score. The significance of each item may be different depending on its number, importance, complexity of implementation. After passing all the stations, the number of points is summed up. The student can score a maximum of 12 points when passing the OSPE (OSCE) as a component of the summative assessment, and 60 points when passing the OSPE (OSCE) as a component of the certification. OSPE (OSCE) is considered passed if the student after passing all stations scored at least 60% of the maximum number of points.

For students of non-graduation years of study, OSPE (OSCE) gives an admission to the examination session. Students of non-graduation years of study who have not passed OSPE (OSCE) are allowed two attempts to retake it. If, as a result of re-examinations, the student has not passed the OSPE (OSCE), he / she is not allowed to take the summative assessment and is considered to have failed to fulfil the requirements of the educational program.

The retake of OSPE (OSCE), as a component of USQE is carried out in accordance with the Procedure, conditions and deadlines for the development and conduction of a Unified State Qualification Examination and evaluation criteria, approved by the order of the Ministry of Health of Ukraine as of 19.02.2019 №419.

Appeals against assessment decisions

To confirm the objectivity of student assessment during OSPE (OSCE), video recording of the student’s algorithm for fulfilling a clinical or practical task should be performed at each station. In case of disagreement of the student with the results of the examiner’s assessment in the checklist of the task, the examination board in the presence of the student may watch the video and make the final decision.

3.13 Control measures

Control measures include current and summative assessment.

3.13.1. Current assessment is carried out during practical, seminar classes and aims to check the level of readiness of the student to perform specific work. Current control is based on a comprehensive assessment of student activities, including control of entry level of knowledge, quality of practical work, the level of theoretical training of the student, student's activity during the seminar discussion of the practical class and the results of control of output knowledge level.

Forms of current control and maximum scores obtained are determined by the department and specified in the educational program of the discipline.

Criteria for evaluating students in practical classes are developed by the department and approved by the cyclic methodical commission.

Assessment of current student's performance is carried out according to a twelve-point scale, and a grade is written down in the register of academic performance, regardless of the duration of practical class (two-hour or six-hour class).

3.13.2. Summative assessment

Final control is carried out in order to assess learning outcomes at some of its final stages or at a certain level of higher education. Summative assessment includes semester control and certification of graduates.

Semester control is carried out in the form of a semester exam, a differentiated credit or a credit in a specific discipline in the amount of educational material defined by the educational program and within the time limits set by the curriculum.

Semester exam is a form of summative assessment, which involves checking the student's mastery of the educational program in the discipline and student's understanding of the program material in general, logic and relationships between individual sections, ability to creatively use acquired knowledge, ability to form their attitude to a particular problem. etc.

Semester differentiated credit is a form of summative assessment, which consists in assessing the student's mastery of educational material in a particular discipline based on the results of individual tasks and checking the student's mastery of the educational program. Semester differentiated test is planned if the exam is not provided for.

Semester credit is a form of summative assessment, which consists in assessing the student's mastery of educational material solely on the basis of the results of their performance of certain types of work in practical and seminar classes. The semester credit does not require students to be present.

A student is considered to be admitted to the semester control in a particular discipline (semester exam, differentiated credit or credit), if they have performed all types of work provided for in the curriculum for the semester in this discipline.

Exams are taken by students during the examination sessions defined by the curriculum. The schedule of exams for all forms of studying is drawn up by the dean's office, approved by the Rector of the University and communicated to teachers and students no later than one month before the beginning.

The schedule for clearing the academic backlog is made simultaneously with the schedule of exams.

Credits are taken after the end of lectures and practical (seminar) classes before the examination session.

The University may set individual exam deadlines for students, for example, due to a student's illness during an examination session, participation in international exchange programs, participation in Work and Travel, Erasmus programs, and other reasons for student absence from a University session on the University initiatives.

Correspondence (E-learning) students are allowed to participate in the examination session, if they do not have backlogs for the previous semester and have completed all control papers and term papers in the disciplines which are included into this session before the examination session. Control papers are considered admitted if they are fully completed and term papers are admitted if they are allowed to be defended.

3.13.2.1. Final grade in the discipline having an exam as a form of knowledge control is defined as the sum of points of current performance and examination score (in points). In case of differentiated credit, final grade is the sum of points of current performance and summative assessment (in points).

The maximum number of points that a student can score when studying the discipline is 200 points, including those for current academic performance – 120 points, and the results of examination (summative assessment) – 80 points.

Among the 120 points allocated for the evaluation of the current student's performance in the educational process, according to the educational program of disciplines, 0 to 6 points are allocated to the evaluation of individual work. These points are added to the number of points of current performance after the conversion of a 12-point rating scale. Thus, the ratio between the results of the assessment of current educational performance and examination (summative assessment) of 60% to 40% is chosen.

3.13.2.2. Assessment of current performance is carried out according a twelve-point scale. A grade for a class is considered positive if it is 4 or more points.

This takes into account all types of work defined by the methodical instructions to study the topic of practical (seminar) classes.

Forms of assessment of current educational performance should be standardized and include control of theoretical and practical training.

Criteria for assessing the student's current performance should be reflected by the departments in the educational program of the disciplines taught at the department, indicating the clear structure of the student's grade in the class and assessment criteria.

It is inadmissible to equate and use one component of the assessment for current performance as a total grade for practical (seminar) classes.

The maximum number of points that a student can score for the current academic performance within the discipline with the addition of points for student's individual independent work is **120 points**.

3.13.2.3. Assessment of writing and defence of medical history.

According to the decision of the Central Methodical Commission as of June 18, 2014 at clinical departments (Department of Internal Medicine Propaedeutics and

Phthisiology, Departments of Internal Medicine №1, 2, 3, Departments of Surgery №1, 2, Department of Children’s Diseases and Paediatric Surgery, Department of Paediatrics №2, Departments of Obstetrics and Gynaecology №1, 2, where students write a medical history of propaedeutic, theoretical and clinical character), a separate item is an assessment of patient’s observation by a student (writing a medical history) and its defence. The arithmetic mean of these scores is included in the calculation of the average score of current performance by a single item. When calculating the average score of current performance, the total number of points for practical classes together with the number of points for medical history is divided by a number that includes the number of practical classes plus one (for medical history).

3.13.2.4. Upon completion of the discipline, the teacher calculates the average score of current performance. The principles of rounding the average score are as follows – the fractional part of the average score: in the range from 0 to 0.24 is rounded to the smallest unit; in the range from 0.25 to 0.74 is rounded to 0.5; in the range from 0.75 to 0.99 – up to a larger unit.

The conversion of scores for the current performance from the 12-point scale is as follows:

12-point scale	Number of points for current performance
4	66
4,5	69
5	72
5,5	75
6	78
6,5	81
7	84
7,5	87
8	90
8,5	93
9	96
9,5	99
10	102
10,5	105
11	108
11,5	111
12	114

3.13.2.5. Students have the opportunity to retake unsatisfactory current grades within two weeks after receiving the current unsatisfactory grade, but not later than the day of the summative assessment, during consultations and practical (seminar) classes according to the schedule of teachers’ consultations approved by the methodical meeting. Positive results of retake are written down in the “Register of

missed practical classes...” and “Register of attendance and student performance”, and in electronic register.

A student who, for good reason, has missed classes, is allowed by the dean’s office to complete no more than one month’s study load according to an agreed schedule. If a student misses more than one month’s load per semester due to good reasons (e.g. illness), he / she must take academic leave.

Practical (seminar) classes missed without good reason must be completed within 2 weeks from the date of absence. Students who have a receipt of payment (according to the calculations of the hourly cost of the missed class approved by the order of the Rector) are allowed to rework missed practical classes without good reason in medical and biological disciplines.

After a two-week period, classes missed without good reasons are reworked only according to a separate order of the Dean of the Faculty. In this case, the student must provide the Dean with an explanation in writing, indicating the reasons for which they did not perform timely completion of the missed class. If a student misses 18 hours or more of classes without good reason, the Dean of the Faculty, after receiving written explanations, warns the student about the violation of the academic discipline.

By the 5th of each month, departments are required to submit to the dean’s office information on students’ performance and absences in the disciplines taught. Responsibility for providing this information rests with the head of the department.

3.13.2.6. The rework of missed practical (seminar) classes is carried out according to the preliminary registration of students according to the approved schedule of reworks and teachers’ consultations at the department. Registration for rework can be made directly at the department in the “Register for the reworks of missed classes” as well as in the ACS system. No more than 12 students can register for rework with one teacher at one rework.

The number of days per week when teachers of the department (course) must have consultations depends on the number of positions at the department (or a course that is territorially separated from the department):

Up to 3 positions – once a week;

4-5 positions – 2 times a week;

6-9 positions – 3 times a week;

10 or more positions – daily.

On the day of reworks and consultations, the teacher who is in charge of reworks must be at the workplace for the entire consultation period, i.e. from 15.30 to 20.00.

If there are a significant number of absences without good reason, which the student does not have time to rework before the end of the semester, they are expelled from the University for violation of academic discipline.

3.13.2.7. Rework of missed lectures by students.

All lectures are mandatory for all students. Writing the text of the lecture by the present students is arbitrary, teachers of the department do not have the right to

require the student who attended the lecture to present a synopsis of the lecture, or to conduct disciplinary measures, such as giving an absent mark for this lesson, etc.

The student must know the material presented at the lecture and express it at the relevant practical (seminar) class and summative assessment.

A student who has not completed the missed lectures is not allowed to take summative assessment.

The student is given the opportunity to complete the missed lecture within 2 weeks.

To complete the missed lecture, the student must present to the lecturer or other authorized person at the department:

- if the lecture was missed for a good reason – notes of the lecture, written on the basis of the plan of the missed lecture, received from the lecturer;

- if the lecture was missed for an insufficient reason – a synopsis written on the topic of the missed lecture.

Confirmation of a good reason for missing class is: “Certificate of temporary inability of the student” (form 095 / o), the order of the dean’s office, a statement signed by the Dean or Vice-Dean. If the student does not present these documents, the reason for admission is considered insufficient.

3.13.2.8 Assessment of individual independent work of the student

Points for individual independent work of the student are awarded to the student only in case of its successful performance.

The number of points awarded for different types of individual independent work depends on their scope and importance and is regulated by the educational program of the discipline, but should not exceed 6 points. They are added to the number of points scored by the student for the current educational performance. The department, at the beginning of the semester, can independently determine types of individual independent work.

The following approach should be considered the most expedient:

- 6 points are added for prizes at interuniversity competitions in the discipline and interuniversity and international scientific student conferences with the publication of the paper;

- 5 points are added for prizes at intra-university competitions and student scientific conferences with the publication of the paper;

- 4 points are added for participation (if the student took part but did not receive a prize) in interuniversity competitions in the discipline and interuniversity and international scientific student conferences with the publication of the paper;

- 3 points are added for participation (if the student took part, but did not receive a prize) in intra-university competitions and student scientific conferences with the publication of the paper;

- 2 points are added for the making preparations, diagrams, tables and videos at the departments – with the account of the importance of the work performed;

- 1 point is added for writing an abstract to the topic, content module, etc.

3.13.2.9 Assessment of student's independent extracurricular work (SIW)

Student's independent extracurricular work, which is provided by the academic program in the discipline, is assessed in the relevant practical (seminar) lesson, or in the summative assessment or exam with mandatory reflection of the control of SIW in the educational program of the discipline.

3.14 Control of the educational process

3.14.1. At the University, the organization of the educational process involves organizing a credit-examination session. Forms of control can be exams, differentiated credits, credits. The form of summative assessment is an exam, which is obligatory for academic disciplines that are a part of "USQE" or "KROK" and disciplines that are included for certification of graduates.

3.14.2. Form of control - differentiated credit and credit – is determined by the curriculum, which is approved by the decision of the Academic Board of the University and the order of the Rector. These forms of control are established for disciplines that have a small number of classroom hours.

Disciplines that are studied for more than one semester and the form of control of which is an exam or differentiated credit in the individual plan of the student are presented as follows: after each semester in the individual plan and in the record sheet of current student's performance. classroom hours and number of points scored by the student are written down; in the last semester of study of the discipline all academic hours and the number of points scored by the student in the discipline and examination grade are written down, and in the case of differentiated credit the number of points scored by the student and the number of points received by the student for summative assessment.

3.14.3. Students who have attended all the classes suggested by the educational program and scored at least the minimum number of points while studying the disciplines are allowed to take the credit-examination session.

Regulations for examinations (differentiated credits) and assessment criteria should be reflected in the academic program of the discipline and communicated to students at the beginning of its study.

The Department of Independent Students Testing, no later than two weeks from the beginning of the semester, must provide students with a database of tests that are included into the summative assessment of disciplines.

The maximum number of points for the summative assessment that a student can score when taking the exam (differentiated credit) is 80.

The exam (differentiated credit) is considered passed if the student has scored at least 51 exam points in the summative assessment.

Students who are not admitted to the exam (differentiated credit) due to missed classes without good reason which were not reworked, or did not score the minimum number of points for current performance may be allowed to clear this academic backlog only by order of the dean's office. The Dean may allow to clear the academic

backlog in the time allocated to other students to retake unsatisfactory grades on the exam (differentiated test).

If a student manages to clear his / her academic backlog before the date of the first retake, he / she is allowed to take the exam, the results of his / her success are written down in the retake record sheet and the student's individual curriculum. If the student does not manage to clear this backlog, he / she is not allowed to take the exam and "not admitted" is written in the retake record sheet next to his / her name.

Decisions on clearing the academic backlog by students who were not admitted to the summative assessment due to missing classes for good reasons are made individually on a case-by-case basis.

Students who have not passed the exam (summative assessment) have the right to retake it no more than twice. The first retake is not earlier than three days after the end of the credit-examination session. The method of the first retake is similar to the method of examination, summative assessment. The date of the second retake is appointed by order of the Dean of the Faculty. The second retake is organized by the commission in oral form. The list of the members of this commission is approved by the order of the Rector. The second retake in autumn semester should be held during the winter holidays, no later than the first day of classes of spring semester; in spring semester – no later than two weeks after the end of the semester.

Schedules of summative assessment and exams, as well as re-examinations, both first and second ones, are developed by the Academic Office and approved by order of the Rector of the University no later than one month before the credit-examination session.

The results of the retake are written down into the individual curricula of students on the day of the retake and in the record sheet (first or second) of the retake (in electronic and paper form) and submitted to the dean's office no later than the day after the retake.

Students who do not show up for the final test or for retake without good reason are considered to have received an unsatisfactory grade. The fact of non-appearance of a student without good reason and unsatisfactory assessment is recorded in the order of the Dean of the Faculty.

Students who during the credit-examination session did not pass and did not retake the summative assessment in the disciplines, the study of which is completed, are considered to have failed the curriculum and according to Article 46 of the Law of Ukraine "On Higher Education" are expelled from the University.

A student cannot retake credit or exam if he / she receives a positive mark for summative assessment.

3.14.4. The form of the exam includes writing a test in the Independent Students Testing Centre (75% of the total examination grade) and passing an oral interview with the examiner in all sections of the discipline (25% of the total examination grade).

The exam in the discipline is held on a separate day, according to the exam schedule. At least three days are given for the students to prepare for the exam in one discipline. On the day of the exam, a student takes a test in the Department of

Independent Students Testing, after which he / she comes to the department for an oral interview with the examiner.

For an oral interview with a student, the department selects examiners, the list of which is approved by the order of the Rector.

To assess the academic performance of students during the semester exam, it is suggested:

- when taking the test part of the exam in the Department of Independent Students Testing using 48 test tasks, the conversion of the results of knowledge testing is carried out according to the following scale:

Number of correct answers at the test part of the exam	Scores obtained by a student
1-24	Failed
25, 26	38
27	39
28	40
29	41
30	42
31	43
32	44
33	45
34	46
35	47
36	48
37	49
38	50
39	51
40	52
41	53
42	54
43	55
44	56
45	57
46	58
47	59
48	60

– when taking the test part of the exam in the Department of Independent Students Testing using 24 test tasks, the conversion of the results of knowledge testing obtained by students is carried out according to the following scale:

Number of correct answers at the test part of the exam	Scores obtained by a student
1-12	Failed
13	38
14	40
15	42
16	44
17	46
18	48
19	50
20	52
21	54
22	56
23	58
24	60

- Interview with the teacher is carried out on the day of the test part of the exam at the department by asking three questions out of those listed by the department at the beginning of the semester in the section “Questions for the exam interview”, by random choice of three questions, which are divided into three separate groups. In this case, the student answers one question to one examiner, i.e. in total the student is examined by three examiners. Assessment of student’s knowledge is carried out by calculating scores depending on the completeness and correctness of the answers in accordance with the scale:

Scale for assessing the student’s answer to the question during the interview with the examiner

Complete answer to the question	Score
No correct answer	0
Non-comprehensive answer	1
Incomplete answer	2
Comprehensive answer	3

The scores for answering three questions are converted into a 200-point scale:

Scores for answering three questions	Scores by a 200-point assessment scale
0-3	Failed
4	13
5	14
6	15
7	16
8	18
9	20

The results of the test part of the exam and the results of the oral interview with the examiner are written down in the exam record sheet, which is located in a separate web-application. A paper copy of the exam record sheet with the results of the test and oral interview is submitted to the dean’s office of the corresponding faculty. Writing down the results of the test in the electronic record sheet, which is located in a separate web-application, is entrusted to the software engineer of the Department of Independent Students Testing, and writing down the results of the oral interview is entrusted to the Deputy-Head of the department having access to the web-application with the record sheet. The inspector of the dean’s office, after completing the examinations and transferring the general summary results of the examination to the ACS, is obliged to check the compliance of electronic and paper copies of the record sheet.

The results of the exam are the total amount of points obtained for the test and the results of the oral interview with the examiner (i.e. 75% of points obtained by the student for the test in the Department of Independent Students Testing and 25% of the number of points obtained during the interview with the examiner).

If a student has not passed one of the components of the exam, he / she is considered to have passed the exam with “unsatisfactory” grade. During the retake, the student retakes the part of the exam that he / she failed to pass.

3.14.5. If the summative assessment of the discipline is a differentiated credit, then the number of points for the study of this discipline includes current performance and summative assessment. The summative assessment in this case is carried out after the end of the semester at the time determined by the Academic Department in the Department of Independent Students Testing.

The grade for differentiated credit includes 60% of the assessment of current performance and 40% of the summative assessment and is expressed in a 200-point scale.

When passing the test for the differentiated credit in the Department of Independent Students Testing using 48 test tasks, the conversion of the results of students’ knowledge testing is carried out according to the following scale:

Number of right answers	Scores by a 200-point assessment scale
1-24	Failed
25; 26	51
27	52
28	53
29	54
30	55
31	56
32	57
33	58
34	59
35	60

36	61
37	62
38	63
39	64
40	65
41	66
42	68
43	70
44	72
45	74
46	76
47	78
48	80

When passing the test for the differentiated credit in the Department of Independent Students Testing using 24 test tasks, the conversion of the results of students' knowledge testing is carried out according to the following scale:

Number of right answers	Scores by a 200-point assessment scale
1-12	Failed
13	51
14	52
15	54
16	56
17	59
18	62
19	65
20	68
21	71
22	74
23	77
24	80

The results of the summative assessment in the Department of Independent Students Testing are presented in the form of paper and electronic record sheets for filling in in the ACS. The inspector of the dean's office must check the compliance of electronic and paper copies of record sheets.

The ranking of students by the final results is carried out by the computer program "ACS".

After studying the theoretical block of educational components (6 semesters) students majoring in 221 "Dentistry", 222 "Medicine", 226 "Pharmacy, Industrial Pharmacy" pass the first stage of a USQE, which includes an integrated exam "KROK-1" and a Professional English Exam.

In case of force majeure, when the date for taking (or re-taking) the USQE is postponed to the next semester, in order to prevent exceeding the license number of students, students are transferred to the next year of study with deadlines for clearing academic backlog.

3.14.6. *Discipline assessment:*

Discipline scores for students who have successfully completed the discipline program are converted into a traditional four-point scale according to absolute criteria as shown in the table:

Scores obtained by a student	Mark according to 4-point scale
170 - 200	«5» (excellent)
140 - 169	«4» (good)
117 - 139	«3» (satisfactory)
Less than 117	«2» (unsatisfactory)

Students majoring in one specialty, taking into account the number of points scored in one discipline, are ranked by the ACS program according to the ECTS scale as follows:

Criteria for the ECTS grade calculation

ECTS scale	Statistic parameter
«A»	The best 10 % of students
«B»	The next 25 % of students
«C»	The next 30 % of students
«D»	The next 25 % of students
«E»	The last 10 % of students

Ranking with grades “A”, “B”, “C”, “D”, “E” is conducted for students of the same year of study and of the same specialty and for those who have successfully completed the discipline.

Grade FX is given to students who have scored the minimum number of points for the current academic performance, but who did not pass the summative assessment (the first attempt of the summative assessment with the “unsatisfactory”

result). This category of students has the right to reschedule the summative assessment according to the approved schedule during the winter holidays (before the spring semester) or summer vacations (until July 1 of the current year) within two weeks after the end of the semester. Re-take of the summative assessment is allowed no more than twice.

Grade F is given to students who have attended all classes in the discipline, but did not score the minimum number of points for the current educational performance and are not admitted to the summative assessment.

A student who has not scored the minimum number of points of current performance in the discipline during the semester cannot be admitted to the summative semester assessment. This category of students is entitled to additional course of study of this discipline during the holidays and must pass it before the beginning of the next semester.

3.14.7. The assessment of disciplines which are completed by **credit** as the form of summative assessment is based on the results of the evaluation of current performance and is expressed according to the scale: “credited” or “not credited”. To pass, a student must receive a score of at least 117 points for current academic performance.

The maximum number of points that a student can receive at the end of the course is 200 points: 194 points for current performance and 6 points (maximum) for student’s independent individual work.

To rank and grade the ECTS, the average score of the current performance in the discipline is converted from a 12-point scale to a 200-point scale. Ranking in the ACS takes place according to a 200-point scale.

Table of conversion of the 12-point scale into the 200-point assessment scale if the form of the summative assessment is credit (credited):

Average grade	Points by a 200-point assessment scale	Average grade	Points by a 200-point assessment scale	Average grade	Points by a 200-point assessment scale
4.0; 4.1	117	6.7	143	9.4	169
4.2	118	6.8	144	9.5	170
4.3	119	6.9	145	9.6	171
4.4	120	7.0; 7.1	146	9.7	172
4.5	121	7.2	147	9.8	173
4.6	122	7.3	148	9.9	174
4.7	123	7.4	149	10.0; 10.1	175
4.8	124	7.5	150	10.2	176
4.9	125	7.6	151	10.3	177
5.0	126	7.7	152	10.4	178
5.1	127	7.8	153	10.5	179
5.2	128	7.9	154	10.6	180
5.3	129	8.0	155	10.7	181

5.4	130	8.1	156	10.8	182
5.5	131	8.2	157	10.9	183
5.6	132	8.3	168	11.0	184
5.7	133	8.4	159	11.1	185
5.8	134	8.5	160	11.2	186
5.9	135	8.6	161	11.3	187
6.0	136	8.7	162	11.4	188
6.1	137	8.8	163	11.5	189
6.2	138	8.9	164	11.6	190
6.3	139	9.0	165	11.7	191
6.4	140	9.1	166	11.8	192
6.5	141	9.2	167	11.9	193
6.6	142	9.3	168	12.0	194

3.14.8. Credit and examination record sheets are issued by dean's offices to teachers and are registered in the Book of issuance of credit and examination record sheets. Issuance of credit and examination record sheets to other persons is prohibited.

3.14.9. Assessment of all types of internship is carried out according to a 200-point scale according to the criteria developed by the Department of Student Practical Training.

According to the curricula for specialists training in "Medicine", "Pharmacy, Industrial Pharmacy", "Dentistry", "Physical Therapy, Occupational Therapy", "Nursing", "Public Health", a form of final control of internship is a differentiated credit.

The credit for internship is evaluated on the basis of the results of practical work and the summative assessment in the Department of Independent Students Testing.

Differentiated assessment for internship is written down in the record of performance and in the curriculum of the student signed by the head of the internship.

A student who has not completed the internship program without good reason may be granted the right to repeat the internship. Students who do not complete the internship program and receive an unsatisfactory grade for the defence of the internship report are considered to have failed the curriculum and are expelled from the University.

3.14.10. Assessment of term papers is carried out according to a 12-point scale and is based on the criteria developed by the relevant departments in the disciplines having writing of these papers predetermined. The review of the supervisor of the term paper must contain the explanation of the number of points given to the student. Credits for term papers are set on the basis of student's defence of the term papers in front of a commission consisting of two or three teachers appointed by order of the Rector, with the participation of the term paper supervisor.

3.14.11. **Certification of graduates** is carried out by the State Certification Board after graduation at a certain level of higher education in order to establish the

actual compliance of the level of educational training with the requirements of higher education standards. Certification of graduates at the University is carried out in accordance with the requirements of the order of the Ministry of Education and Science of Ukraine as of 24.05.2013. № 584 “On approval of the Regulations on the procedure for establishing and organizing the work of the state examination commission in higher educational institutions of Ukraine”, “Regulations on organizing and conducting certification of graduates”, requirements of higher education standards in specialties and training (research) programs. For Masters studying in the field of knowledge 22 Health Care in accordance with the Resolution of the Cabinet of Ministers of Ukraine as of 28.03.2018 №334 “On approval of the Unified State Qualification Exam for Applicants for the Master’s degree of higher education in the field of knowledge ‘22 Health Care’” and “Procedure, conditions and deadlines for the development and conduction of a Unified State Qualification Examination and evaluation criteria”, approved by the Ministry of Health of Ukraine as of 19.02.2019 №419.

The certification board is organized separately for each specialty (educational program). It checks the theoretical and practical training of graduates, decides on the awarding them with the appropriate educational level of qualification, the issuance of a state document on education, develops proposals for improving the training of specialists.

The certification board is organized annually and operates during the calendar year.

Students who have fully fulfilled all the requirements of the curriculum and academic program are admitted to the certification.

Examinations for the certification of graduates are held at an open meeting of the certification board in the presence of half of its members and the mandatory presence of the head of the board. The component of the certification is the license-integrated exam “KROK-2” or “USQE-2”, which includes “KROK-2”, the international exam of the basics of medicine conducted by the commission of the Testing Centre at the Ministry of Health of Ukraine.

During the certification, a comprehensive examination of students’ knowledge and competencies determined by the training program is conducted.

Examination cards for the exam are drawn up by the graduating departments and approved by the Academic Board of the Faculty. The list of examination questions and practical skills is given to students at the beginning of the academic year.

Examination cards are sent for review to single-profile departments two months before the start of the graduates’ certification. The duration of examinations should not exceed 6 academic hours per day.

Criteria for evaluating the results of USQE components

Successful passing of USQE is possible in case of successful passing of each component of USQE. The results of the KROK exams and the Professional English Exam are presented in qualitative and quantitative forms.

The qualitative form of the result is presented as “credited” / “not credited” and is based on the requirements for professional competence of the specialist in accordance with the standards of higher education.

The quantitative form of the primary result is calculated as the percentage of correctly completed test tasks, which is converted into a multi-point standardized scale.

The results of the international examination in the basics of medicine are presented in quantitative form, which is determined by the developer of such an examination.

The values of the “credited” criterion for each test component of the USQE are approved by the Ministry of Health of Ukraine. The content definition of the criteria for assessing the results of the test components of USQE is based on the number of correctly performed test tasks. The test task is considered to be completed correctly if the applicant has chosen and marked the correct answer in the answer sheet. The test task is considered to be performed incorrectly if:

- the wrong answer is chosen;
- two or more options are chosen, even if one is correct;
- no answer is chosen.

The content definition of the criteria for the assessment of OSPE (OSCE) is based on the assessment of the applicant’s work at the station, which is carried out according to a checklist, compiled on the basis of the algorithm of practical skill being assessed. The maximum score for the task at 1 station is 5 points. Each point of the algorithm, depending on the value, is assigned a certain part of the points. The value of each item may be different depending on their number, significance, complexity of the task. After passing all the stations, the sum of points is summed up. The student can score a maximum of 60 points. OSPE (OSCE) is considered passed if the student after passing all the stations scored at least 60 percent of the maximum number of points.

In case of non-USQE certification, the results of the exam are determined according to two scales: in the 200-point scale and in the traditional 4-point scale (5 – “excellent”, 4 – “good”, 3 – “satisfactory”, 2 – “unsatisfactory”). The score in the multi-point scale is also converted into the ECTS scale by ranking.

Scores for certification exam according to the 200-point scale are converted into a four-point scale according to the following criteria. Grades of multi-point and four-point scales are recorded in the information of the examination team.

Criteria for establishing a score according to a traditional 4-point scale

Scores according to the 200-point scale (if the conversion coefficient is “200”)	Mark according to 4-point scale
180 - 200	«5» (excellent)
140 - 179	«4» (good)

101 - 139	«3» (satisfactory)
Less than 100	«2» (unsatisfactory)

Conversion to ECTS scale

During the ranking of students, scores from certification disciplines are converted from the 200-point scale into the ECTS scale. ECTS scores are not converted into a four-point scale and vice versa.

Ranking with assignments of grades “A”, “B”, “C”, “D”, “E” is carried out by dean’s offices for all students of one year of study in one specialty (training program) and have successfully passed the certification. Ranking to determine the ECTS score is carried out by the dean’s offices by the number of points scored. The results are recorded in the relevant record sheets and protocols.

Criteria for determining the ECTS grade

ECTS scale	Statistic parameter
«A»	The best 10 % of students
«B»	The next 25 % of students
«C»	The next 30 % of students
«D»	The next 25 % of students
«E»	The last 10 % of students

According to the decision of the Academic Board, the ranking of students who are citizens of foreign countries is recommended to be carried out in the same array with the students who are citizens of Ukraine, majoring in one specialty.

A student who has successfully passed the certification exams is issued a document on education of (diploma).

A student who has received a final grade “excellent” for at least 75% of all disciplines in the curriculum and in other disciplines – a grade “good” and obtained “excellent” at the examinations, receives the diploma with additional note “degree with honours”.

The decision of the certification board on the assessment of student’s knowledge at the exam is made at a closed meeting by open voting by a majority vote of the board members. With the same number of votes, the vote of the head is

decisive. The head of the certification board is appointed by the order of the University in accordance with the “Regulations on the certification of graduates”, approved by the Academic Board of the University. The list of the certification board members and examiners, as well as the working schedule is approved by the Rector no later than one month before the start of the certification.

The schedule of exams is agreed with the head of the certification board, approved by the Rector of the University and communicated to students and members of the certification board no later than one month before the exams.

Students who have met all the requirements of the curriculum are allowed to pass the certification. The order on admission to certification is submitted to the certification board by the Dean of the Faculty. In addition, the Dean of the Faculty provides summary information about the students’ implementation of the curriculum and the grades they received from the theoretical part of the exam.

If a student does not pass any of the components of USQE, he / she has the right to retake the exam no more than once. Re-taking the exam is allowed within one year from the date of the first exam.

Meetings of the certification board are recorded. The minutes shall be signed by the head and members of the board who took part in the meeting. Minutes are stored at the University.

After the end of the work of the certification board, the head of the board prepares a report and submits it to the Rector.

The report of the head of the certification board is discussed at a meeting of the Academic Board and stored in the Department for Internal Assurance of Higher Education Quality.

The reports of the head of the certification board until the beginning of the next academic year are discussed at the meeting of the central methodical commission of the University, on the basis of which the list of specific measures aimed at improving the quality of graduate training is approved.

4. Student study time

4.1. The student study time is determined by the amount of ECTS credits required to obtain the appropriate degree of higher education.

The units of student’s study time are the ECTS credit, academic hour, day, week, semester, course, year.

ECTS credit is a unit of measurement of the amount of student workload required to achieve certain (expected) learning outcomes. One ECTS credit equals 30 hours. The workload of one full-time academic year is usually 60 ECTS credits. ECTS credit includes all types of student work: classroom, independent, preparation for certification, passing licensed integrated exams “KROK”, passing USQE, internship, term paper etc.

Academic hour is the minimum unit of study time. The duration of the academic hour is usually 45 minutes. Two academic hours form a pair of academic hours (double class).

Study day is an integral part of the student's study time lasting no more than 9 academic hours.

Study week is an integral part of the student's study time lasting no more than 45 academic hours.

Academic semester is an integral part of the student's academic time, which ends with the summative semester assessment.

The duration of the semester is determined by the curriculum.

Course of study is the completed period of study of during the academic year. The duration of the student's stay in the course includes the time of semesters, summative assessment and vacation. The total duration of vacation during the study course, except for the last one, is at least 8 weeks. The beginning and end of a student's studies in a particular course are determined by the relevant (transfer) orders.

The academic year lasts 12 months, usually begins on September 1 and for students consists of study days, days of summative assessment, examination sessions, weekends, holidays and vacations.

4.2. Study days and their duration are determined by the annual schedule of the educational process. The specified schedule is made for an academic year taking into account transfers of working days and days off.

Training sessions are held according to the schedule. The schedule should ensure the full implementation of the curriculum during training sessions.

4.3. It is prohibited to distract students from participating in classes and control activities established by the schedule, except as provided by applicable law.

5. Expulsions, interruptions and renewal of studies and transfer of students.

Expulsion, interruption, renewal and transfer of University students is carried out in accordance with the provisions of Article 46 of the Law of Ukraine "On Higher Education", Order of the Ministry of Education and Science of Ukraine № 245 as of 15.07.96 and other regulations.

The grounds for expulsion of a student are:

- 1) completion of the relevant training (research) program;
- 2) student's own desire;
- 3) transfer to another educational institution;
- 4) non-fulfilment of the curriculum;
- 5) if a student without good reason did not start classes within 10 days from the date of their beginning and did not inform the dean's office about the existence of a good reason for this;
- 6) on the basis of health condition according to the conclusion of the Medical Supervisory Committee;
- 7) for academic failure:
 - a) if a student did not pass and did not retake the summative assessment in the discipline (exams, differentiated credits) the study of which ends in this semester.

b) if a student did not clear the academic backlog in due time and did not start the examination session;

8) for non-passing of USQE components;

9) for violation of academic discipline and internal regulations of a higher education institution;

10) if a student has fulfilled the curriculum, but has not passed the certification (in case of unsatisfactory assessment during the certification, or failure to pass one of the components of the certification, or failure to attend the certification without good reason);

11) violation of the terms of the agreement (contract) concluded between the institution of higher education and the person studying, or a natural (legal) person who pays for their training;

12) other cases provided by law.

A person expelled from the University before completing the educational program receives an academic certificate containing information on learning outcomes, names of disciplines, grades obtained and the number of ECTS credits obtained. The sample of the academic certificate is established by the central executive body in the field of education and science.

The expulsion of minor students is carried out in coordination with the Department of Juvenile Services of local executive bodies.

6. Working hours of teachers

6.1. The working time of research and teaching staff is 36 hours per week (reduced working hours). It includes the time for educational, methodical, scientific, organizational work and other working responsibilities.

The working time of research staff includes the time he / she performs scientific, research, consulting, expert, organizational work and other working responsibilities.

The working time of teaching staff includes the time he / she performs educational, methodical, organizational work and other working responsibilities.

The working hours of research, teaching and other staff whose work is associated with harmful working conditions are regulated by the legislation of Ukraine.

6.2. The working hours of the research and teaching staff of the University are regulated by Article 56 of the Law of Ukraine “On Higher Education” and the Labour Code of Ukraine.

The standard working time for research and teaching staff is approved by the Academic Board of the University.

The minimum and maximum mandatory workload of a teacher within their working hours is set with the account of the performance of other duties (methodological, scientific, organizational) in the manner prescribed by the Statute of the University and the Collective Agreement between the administration and staff of the University.

6.3. The schedule of working hours of the teacher is determined by the schedule of classroom classes and consultations, the schedule or timetable of control measures and other types of work provided by the individual work plan of the teacher. The time of work which is not determined in the schedule or timetable of control measures is determined by the schedule of the educational process at the University, taking into account the peculiarities of the specialty and forms of education.

Changes in the compulsory workload and other types of working responsibilities of the research and teaching staff are registered in their individual work plan.

The research and teaching staff is obliged to adhere to the established schedule of working hours.

6.4. Involvement of the research and teaching staff in work which is not determined by the employment contract may be carried out only with their consent or in cases provided by law, in agreement with the trade union committee.

7. Forms of education

7.1. According to Article 49 of the Law of Ukraine “On Higher Education”, university education is carried out in the following forms:

- full-time (full-time learning);
- correspondence (E-learning).

7.2. Full-time education is the main form of obtaining a certain level of higher education on a day-release basis. The organization of the educational process at the University on a full-time basis is carried out in accordance with the standards of higher education and these Regulations.

7.3 Correspondence (E-learning) form of education is a form of obtaining a certain level of higher education without discontinuing work. The organization of the educational process on the correspondence (E-learning) form of study at the University is carried out in accordance with the standards of higher education and these Regulations, taking into account the benefits provided by current legislation for persons who combine work with study.

7.4 In case of force majeure, training sessions for full-time and part-time higher education students may be conducted remotely. In such cases, the method of conducting distance learning is regulated by separate internal Regulations.

8. The system of internal quality assurance of higher education

8.1. In compliance with Article 16 of the Law of Ukraine “On Higher Education”, the system of internal assurance of higher education quality provides for the implementation of the following procedures and measures at the University:

- 1) setting principles and procedures for ensuring the quality of higher education and their approval by the Academic Board of the University;
- 2) monitoring and periodic review of educational programs;

3) annual assessment of students, research and teaching staff of higher education and regular publication of the results of such evaluations on the official website of the University, on information stands and in other ways;

4) providing advanced training for research and teaching staff;

5) ensuring the availability of necessary resources for the organization of the educational process, including student's independent work in each educational program;

6) ensuring the availability of information systems for effective management of the educational process;

7) ensuring publicity of information about educational programs, degrees of higher education and qualifications;

8) ensuring an effective system for preventing and detecting academic plagiarism in the scientific works of employees of higher education institutions and students;

9) other procedures and measures.

8.2. The University system of internal assurance of the quality of educational activities and higher education is assessed by the National Agency for Higher Education Quality Assurance or its independent accredited institutions for evaluation and quality assurance of higher education approved by the National Agency for Higher Education Quality Assurance.

**Vice-Rector of Higher Education Institution
for Science and Education**

Arkadii Shulhai

Head of the Academic Office

Andrii Mashtalir