



**PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT
"KYIV MEDICAL UNIVERSITY"**

**PROVISION
ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS
IN A PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT
"KYIV MEDICAL UNIVERSITY"**

**Kyiv 2024
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1. General provisions

The Regulation on the Organization of the Educational Process of Higher Education Students of the Private Higher Educational Establishment "Kyiv Medical University" (hereinafter referred to as the Regulations) are a component of the system of internal quality assurance of education, which regulates the organization of the educational process of higher education students at the Private Higher Educational Establishment "Kyiv Medical University" (hereinafter referred to as the University). The educational process is an intellectual, creative activity in the field of higher education and science, which is carried out at the University through a system of scientific, methodological and pedagogical measures and is aimed at the transfer, assimilation, multiplication and use of knowledge, skills and other competencies in students, as well as the formation of a harmoniously developed personality. The organization of the educational process at the University is carried out in accordance with the requirements of the Law of Ukraine "On Higher Education" N 1556-VII dated 01.07.2014 (as amended and supplemented), the Resolution of the Cabinet of Ministers of Ukraine dated March 28, 2018 N 334 "On Approval of the Procedure for Conducting a Unified State Qualification Examination for Applicants for a Master's Degree in the Field of Knowledge "22 Health Care", orders of the Ministry of Education and Science of Ukraine: dated October 16, 2009 N 943 "On the Introduction of the European Credit Transfer System in Higher Educational Institutions of Ukraine", order of the Ministry of Health of Ukraine dated February 19, 2019 N 419 "On Approval of the Procedure, Conditions and Terms of Development and Conducting a Unified State Qualification Examination and Criteria for Evaluating Results", the Procedure for Training Applicants for a Master's Degree in the Field of Knowledge "22 Health Care" Doctor of Philosophy and Doctor of Science in higher education institutions (scientific institutions), approved by the Resolution of the Cabinet of Ministers of Ukraine dated 23.03.2016 N 261 (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated 19.05.2023 N 502), Order of the Ministry of Education of Ukraine dated 07.02. 2024 N 134 "On Approval of the Regulations on the Procedure for Expulsion, Interruption of Education, Renewal and Transfer of Persons Studying in Higher Education Institutions, and Granting Them Academic Leave", Order of the Ministry of Education and Science of Ukraine dated 16.10. 2009 N 943 "On the Introduction of the European Credit Transfer System in Higher Education Institutions of Ukraine", Letter of the Ministry of Education and Science dated 15.01.2024 N 3/192-24 "On Provision of Clarifications", other regulatory legal acts of Ukraine on education, the Statute of the University, internal regulations, instructions, orders, directives, in connection with the introduction of martial law in Ukraine by Decree of the President of Ukraine dated February 24, 2022 N 64/2022 "On the introduction of martial law in Ukraine", approved by the Law of Ukraine dated February 24, 2022 N 2102-IX "On approval of the Decree of the President of Ukraine "On the introduction of martial law in Ukraine".

2. Key terms and their definitions

Educational program (hereinafter EP) - a system of educational components at the appropriate level of higher education within the specialty, which determines the requirements for the level of education of persons who can begin studying under this program, the list of educational components and the logical sequence of their study, the number of ECTS credits required to complete this program, as well as the expected learning outcomes (competences) that the applicant for the appropriate higher education degree must master.

The educational program is used during:

- accreditation of the educational program, inspection of educational activities by specialty and specialization (if available);
- development of the curriculum, programs of educational components and practices;
- development of tools for diagnosing the quality of higher education;
- determining the content of training in the system of retraining and advanced training;
- professional orientation of applicants for the specialty.

The educational and professional program takes into account the requirements of the Law of Ukraine "On Higher Education", the National Qualifications Framework, the higher education standard establishes:

- scope and duration of training;
- general competencies;
- special (professional) competencies;
- list and scope of educational components for mastering the competencies of the educational program;
- requirements for the structure of the educational component.

The educational and professional program is used for:

- drawing up a curriculum and working curricula;
- formation of individual study plans for students;
- formation of programs of educational components, practices, content of individual tasks;
- definition of an information base for the formation of diagnostic tools;
- accreditation of the educational program;
- external quality control of specialist training;
- certification.

The main regulatory documents on the organization of the educational process:

- curriculum;
- curriculum educational component (curriculum);
- syllabus.

The European Credit Transfer and Accumulation System (hereinafter referred to as ECTS) is a system of transfer and accumulation of credits used in the European Higher Education Area for the purpose of comparison, recognition,

validation of qualifications and educational components, and promotion of academic mobility of education seekers .

ECTS credit is a unit of measurement of the amount of educational workload of education seekers necessary to achieve specified (expected) learning outcomes. The volume of one ECTS credit is 30 hours of classroom lessons and independent work. The workload of an academic year for full-time study is usually about 60 ECTS credits.

The main regulatory document that determines the organization of the educational process of a specific area of specialist training is the curriculum.

Curriculum - a regulatory document of the University, which is compiled on the basis of the educational program and the structural and logical scheme of training and determines the list and scope of the main educational components and selective educational components, the sequence of their study, the specific form of conducting educational classes and their scope, the schedule of the educational process, the form and means of conducting current and final control. The curriculum is stored in the Directorate for Education (hereinafter referred to as the Directorate).

To specify the planning of the educational process, working curricula are created (usually for each academic year), which are developed and stored in the Department of Education, on the basis of which the educational pedagogical load is compiled for each department, depending on the number of academic groups of education seekers .

Training programs educational components (curricula) should be posted on the University website. Taking into account typical curricula of disciplines (if available), the department develops a curriculum, which is a regulatory document of the University.

The curriculum contains a description of the specific content of the educational component, organizational forms of its mastery and its scope, and determines the means of current and final control.

Curriculum structure:

- explanatory note;
- curriculum content and structure;
- thematic plans of lecture and practical classes of the educational component;
- a list of practical skills and abilities;
- materials for conducting current and final control;
- list of educational and methodological literature.

The syllabus, according to the Glossary approved by the decision of the National Agency for Quality Assurance in Higher Education (Minutes of August 29, 2019 N 9), is a document that clarifies the mutual responsibility of the teacher and the higher education student. It establishes procedures (including deadlines and assessment principles), policies (including the academic integrity policy) and course content, as well as the calendar for its implementation.

The syllabus outlines the conceptual transition from "acquiring knowledge" and "acquiring practical skills" to the competencies that a student can acquire while studying this course.

Syllabus structure:

- general information;
- general characteristics of the educational component;
- the volume of the educational component;
- norms and rules;
- results of studying the educational component (hereinafter referred to as the educational component);
- the contribution of the RSEC to the formation of general and professional competencies in accordance with the Educational Program (hereinafter referred to as the EP);
- the contribution of the RSEC to the program learning outcomes defined in the appendices to the EP (in the appendices to the Standards for the specialty);
- organization chart of the educational component;
- format and requirements for preparation for the Unified State Qualification Exam (USQE);
- information resources.

The components included in the syllabus must correspond to the current level of development of education and science and provide for annual changes to the syllabus and curriculum content, taking into account new scientific achievements, wishes and comments of stakeholders.

3. Main types of training sessions

The educational process at the University is carried out in the following forms:

- 1) training sessions;
- 2) independent work;
- 3) practical training;
- 4) control measures.
- 5) protection of medical history;
- 6) independent work of education seekers (IWS) under the guidance of a teacher;
- 7) industrial and educational practices;

The main types of educational activities at the University are:

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

Lecture is the main form of conducting educational classes, intended for the assimilation of theoretical material. The topics of lectures are determined by the curriculum.

Calendar-thematic plans of lectures and practical (laboratory, seminar) classes are developed by the department for each semester, signed by the head of the department and posted on the department's website.

Lectures are given by professors and associate professors. Senior lecturers, assistants who have an academic degree and are registered with the relevant order of the University may be involved in reading individual lectures. The list of lecturers at the University is approved by the department each semester before the beginning of the semester and is provided to the Department of Continuing Education.

Laboratory class - an educational class during which a student, under the guidance of a teacher, personally conducts full-scale and simulated experiments or experiments with the aim of practically confirming individual theoretical provisions of this educational component, acquires practical skills in working with medical and biological drugs, laboratory equipment, equipment, computing technology, measuring equipment, and experimental research methods in a specific field.

Laboratory classes are held in specially equipped training laboratories. The list of topics for laboratory classes is determined by the curriculum.

To conduct laboratory work, the department develops methodological recommendations for teachers and methodological instructions for students on organizing classes (other methodological documents may also be developed).

Practical lesson - a form of educational lesson in which the teacher organizes a detailed consideration by students of individual theoretical provisions of the educational component and forms the skills and abilities for their practical application through the individual performance by the student of appropriately formulated tasks.

The list of topics for practical classes is determined by the curriculum.

To conduct practical classes, the department creates methodological guidelines for students on preparation and work in practical classes and independent work (other methodological documents may also be developed).

Methodological guidelines for students can be developed in the form of workbooks, handouts, worksheets, etc., and other forms, taking into account that they contain the purpose of the lesson, the expected results of studying the topic, a list of theoretical questions, test and practical tasks on the topic, and literary sources.

Practical classes include checking the initial level of knowledge of students (skills, abilities), posing a general problem by the teacher and discussing it with the participation of students, solving tasks for mastering the material, and tasks for self-training.

The grade for laboratory work and practical classes is posted in the appropriate journal (electronic journal) and is taken into account when calculating the final grade for the educational component.

Typically, a practical session has the following structure:

INDICATIVE STRUCTURE FOR CONDUCTING A PRACTICAL CLASS

Stages of the lesson	%	Types of educational work
Student's independent work	Preparing for class	<ol style="list-style-type: none"> 1. Introducing students to methodological materials. 2. Solving situational problems. 3. Analysis of materials provided by the teacher (articles, videos, presentations, manuals, etc.). 4. Written answers to questions on the relevant topic. 5. Preparing a synopsis (if via Google) classroom - upload notes to Google Classroom
Student attendance control	~5%	<ol style="list-style-type: none"> 1. Monitoring student attendance at classes by filling out the student attendance log, located in the table "Class codes 2023-2024 academic year 1st semester" (if via Google classroom - send a message to Google Classroom , the "+" mark must be placed in the comments to the message). + uploading a screenshot or photo to Google Classroom (group leader or teacher)
Collaborative work between teacher and students	~60%	<ol style="list-style-type: none"> 1. Surveying students and determining their level of preparation for the lesson (oral and written). 2. Analysis and processing of tests in PrExam, including those included in the Unified State Examination. 3. Providing educational material by voice. 4. Oral responses to students' questions (if via Google Classroom - written and oral responses to students' questions in Google Classroom and Google Meet)
Test control – final control of the lesson	~15%	<ol style="list-style-type: none"> 1. Testing students using Google Forms and/or PrExam . 2. Preparation for the Unified State Exam (Step). 3. Analysis of errors in tests. Explanations by teachers.
Summing up and evaluation	~15%	<ol style="list-style-type: none"> 1. Answers and explanations to questions on the specified topic. 2. Assessing student knowledge and assigning grades on a 4-point scale. 3. Providing feedback to students regarding grades given.
Homework description	~5%	<ol style="list-style-type: none"> 1. Providing methodological and educational materials to prepare for the next lesson (sending a link to the site, familiarizing yourself with the next lesson topic)

The grades received by students for individual practical classes are entered into an electronic journal and are taken into account when assigning a final grade for a given educational component.

Electronic journals for each academic group for each educational component, Google classroom and Google Meet for lecture streams are created before the beginning of the academic semester by the Directorate of Education and published in the table "Class codes 202_ -202_ academic year _th semester".

Google classroom and Google Meet for practical and seminar classes are created by scientific and pedagogical staff before the beginning of the academic semester or before the start of the cycle of classes and are published in the table "Class codes 202_ -202_ academic year _th semester".

Independent work of education seekers

Independent work of students (hereinafter referred to as IWS) is an integral part of the educational process at the University, during which the planned tasks are performed by the student under the methodological guidance of the teacher, but without his direct participation. IWS is the main means of mastering educational material in time free from mandatory classes.

The volume of the minimum required IWS for each educational component is indicated in academic hours in the work and individual curricula and in the syllabi of the educational components.

The main forms of independent work are:

1. Preparation for training sessions;
2. Exam preparation;
3. Mastering topics for independent study according to the thematic plan specified in the syllabus;
4. Individual work of education seekers (auditorium independent work on individual tasks under the guidance of a teacher, during which the student can receive methodological assistance).

Independent work of education seekers necessarily includes work on preparing for current and final control, preparation for the Unified State Examination using the online platform PrExam.

A seminar is a form of educational activity in which the teacher organizes a discussion around pre-defined topics, for which students prepare theses of speeches based on individually completed tasks (abstracts).

Seminars are held with two academic groups. The list of topics for seminar classes is determined by the curriculum. The department develops lesson plans for conducting seminar classes. Grades for seminar classes are entered in academic journals and are taken into account during the final control for this educational component.

Individual independent work of a student on individual educational components (abstracts, term papers, etc., the topics of which are provided to students by departments) is one of the forms of independent work. Complex performance of work by several students is allowed .

Individual independent work of the student - participation in annual scientific student conferences. In order to ensure systematic control, photocopies of certificates and diplomas of conference participants are stored in the personal files of the students .

Consultation is a form of educational activity in which a student receives answers to specific questions from a teacher. Consultation can be individual or conducted for a group of students before a test or exam.

IWS on the assimilation of educational material from a specific educational component can be carried out in the library, classrooms, laboratories, computer classes, as well as at home with the mandatory use of Google Classroom, Google Meet tools, and tests of the “PrExam” platform.

The educational component training material, provided for in the working curriculum for the student to master in the process of independent work, is submitted for final control along with the training material that was processed during classroom tests. training sessions.

The study time allocated for the student's independent work is indicated in the curriculum and, as a rule, is from 40% to 80% of the total study time provided for studying the educational component, depending on the form of education.

Training of students according to an individual study schedule occurs after registration of an order on the provision of an individual study schedule, the basis for issuing which is the submission of the dean of the faculty or a personal application of the student . The order is prepared by the dean of the faculty and coordinated with the planning and economic department. An individual study schedule is drawn up taking into account the schedule of the educational process approved for the corresponding semester.

The training of a student in a group takes place in accordance with the legislation of Ukraine and this Regulation. The group is formed in accordance with the norms specified in the Regulations on establishing the norms of pedagogical workload for pedagogical and scientific and pedagogical employees of the University. The order on the formation/dissolution of an academic group is prepared by the dean of the faculty in accordance with the form of the order approved by the University.

Group numbering is carried out in accordance with the University's order N 3/2 dated January 13, 2020.

The organization of planning and accounting of pedagogical workload norms is determined by the Regulation on establishing pedagogical workload time norms for pedagogical and scientific-pedagogical employees of the Private Higher Educational Establishment "Kyiv Medical University".

Industrial and educational practice

Practical training of education seekers is a mandatory component of the educational program for obtaining the appropriate level and is aimed at acquiring professional skills and abilities by the education seeker . It is carried out in the form of summer (in some cases winter) industrial practice according to the curriculum and schedule of the educational process.

Practical training is usually carried out on the basis of city hospitals and pharmacies in Kyiv.

Students who live in the regions (outside Kyiv) are sent for practice according to the requests of medical and preventive institutions of these regions, which are provided by students to the Department of Industrial Practice of the University.

Industrial practice is carried out under the organizational and methodological guidance of the University teachers. The type of practical training and the time of its implementation are determined by the curriculum. Industrial practice for students is carried out in accordance with the regulation “On the implementation of industrial practice for students of the Higher Educational Establishment “Kyiv Medical University”.

Class schedule

The schedule of educational classes at the university is formed by the Directorate for Education. When compiling it, the following are taken into account: a list of educational components included in a specific curriculum for training specialists of the relevant profile, a structural and logical scheme of their distribution for the entire period of study of the student, the total amount of educational hours for each educational component and their distribution by types of educational classes, the quantitative and qualitative structure of the teaching staff of the departments, the classroom fund of the University's educational buildings, and a list of clinical bases.

The schedule of classes for the relevant academic semester/year is approved by order of the Rector of the University no later than two days before the start of the academic semester. The schedule of classes is published on the University's educational portal no later than 5 working days before the start of the semester.

4. Organization of the educational process under quarantine/martial law conditions

The organization of the educational process at the University (for studying the theoretical component of the educational program) under quarantine/martial law conditions takes place in a mixed format (in classrooms and with the use of information and communication technologies), which allows higher education applicants to acquire the knowledge, skills and abilities provided for by the relevant educational program through remote interaction with other participants in the educational process.

Practical training of higher education applicants is conducted according to a separate schedule/timetable at the Center for Simulation Training and Assessment and at the University's clinical bases in compliance with anti-epidemic norms and safety rules, taking into account the possibilities of shelters (bomb shelters) in the University's educational buildings and clinical bases.

Classes are held in person and using Google Classroom and Google apps. Meet. When conducting classes using the Google Classroom application, the teacher must attach methodological and theoretical materials, videos, assignments, and reference literature to the corresponding course.

Classes using information and communication technologies in the form of lectures, seminars, and consultations are held synchronously using Google Meet during the time specified in the class schedule.

Classes in the form of a practical session should be conducted using appropriate virtual simulators in synchronous mode in accordance with the class schedule and within the time allotted for the practical session.

The academic group's work on each topic must be completed with ongoing control by having the relevant higher education applicants take a test using Google Forms or the PrExam platform.

Making up missed classes by a higher education applicant is carried out using the electronic system "Making up classes".

5. Study time of higher education students

The educational time of students is determined by the amount of time allocated to the implementation of the educational program . The accounting units of educational time are:

- ECTS credit;
- academic hour;
- school day;
- school week;
- session;
- academic year;
- training course.

An academic hour is the minimum unit of accounting for study time. The duration of one academic hour is 45 minutes. Two academic hours form a pair of academic hours (hereinafter referred to as a "Pair").

A school day is a component of a student's study time .

An academic week is a component of a student's study time lasting no more than 45 academic hours (1.5 credits).

Academic semester - a component of the educational time of students , which ends with a semester examination. The duration of the semester is determined by the working curriculum and schedule of the educational process, approved by the rector of the University and sealed with the seal of the University. The duration of the academic semester is usually 900 academic hours (30 ECTS credits), the academic year is 1800 academic hours (60 ECTS credits).

Academic course - the completed period of study of a student during the academic year. The duration of a student's stay on an academic course includes the time of academic semesters, final control, and vacations. The beginning and end of a student's studies in a specific semester or course are formalized by the University's order on the transfer of the student to the next course (semester).

The academic year lasts 12 months, which includes study time, which consists of school days, examination sessions, practice, weekends and holidays, and vacations.

6. Learning process schedule

The educational process schedule (hereinafter referred to as the Schedule) is drawn up every year.

The schedule should be structured into semesters and include an examination session, internship, certification, and vacations.

Typically, the academic year includes two semesters, and vacations are set twice a year.

The examination session and practical training are planned in accordance with the working curriculum of the educational program.

The training days and their duration are determined by the annual schedule of the educational process. Training sessions last 2-3 academic hours with breaks in between and are held according to a schedule that should ensure the full implementation of the curriculum.

In years 4-6, clinical educational components are taught in cycles, and therefore have a separate daily schedule of the educational process.

It is forbidden to distract students from their studies without the permission of the rector.

7. Teacher's working hours

A teacher's working hours are determined by the scope of educational, methodological, scientific and organizational responsibilities in the current academic year.

The workload of the pedagogical and scientific-pedagogical staff of the University is, as a rule, 600 hours per academic year. The volume of classroom pedagogical workload per teacher may be set at more than 600 academic hours - in accordance with the number of hours specified in the contract. The types of educational activities included in the mandatory volume of the teacher's educational workload in accordance with his position are established by the department.

If it is necessary to make changes to the volume of pedagogical workload for individual teachers, the head of the department submits a memorandum on the specified issue, indicating the reasons that caused it, to the Directorate for Education. After processing the memorandum, the director of the Directorate for Education informs the University's planning and economic department about the redistribution of the workload between teachers.

The teacher's working hours are determined by the schedule of classroom training sessions, consultations, and other types of work.

Consultations and making up for missed classes by students are held during the teacher's working hours. The consultation schedule is approved at a department meeting.

The teacher is obliged to adhere to the working time schedule established for him.

8. Assessment of the success of higher education students under the credit transfer system of organizing the educational process

Assessment of the success of higher education students is a set of organizational, methodological and control measures to verify and evaluate the knowledge, skills and abilities of higher education students, their acquisition of professional competencies in order to rationally organize the educational process

and ensure the quality of educational activities at the University in accordance with established requirements.

Assessment of the learning outcomes of higher education applicants involves the following control measures: current and final control, certification.

Current control is carried out at each seminar, practical/laboratory lesson and based on the results of completing independent work tasks. It involves assessing the theoretical preparation of students on the specified topic (including independently developed material) during work in seminar classes and acquired practical skills during the completion of laboratory/practical work tasks.

The points, according to the descriptor (section 5.2), received by students based on the results of current control of the educational component, are entered by the scientific and pedagogical worker into the journal of attendance and success of students and announced at each practical (seminar, laboratory) lesson.

One grade is given for one topic of a practical (seminar, laboratory) lesson.

Final control is carried out to assess the learning outcomes of students at a certain educational level or at certain completed stages.

Final control includes semester control and certification of education seekers .

Final semester control is a final assessment of the level of achievement of planned learning outcomes for each educational component per semester, carried out in the form of an exam or test for a specific educational component in the volume determined by the program of the educational component, as indicated in the relevant syllabus, and within the time limits established by the curriculum.

An exam is a form of final control of a student's assimilation of theoretical and practical material from a separate educational component for a semester (year) during an examination session.

The exam consists of two parts - testing of theoretical knowledge in the form of examination testing using an automated assessment system - the PrExam platform, and assessing the level of practical training, practical skills and abilities.

A student who does not have academic debt in the relevant educational component is allowed to take the first part of the exam - examination testing. The minimum criterion for passing the examination testing is set at 80% of correct answers to test tasks. In this case, the number of test tasks cannot be less than 50.

Applicants who pass the exam testing by 80% or more receive 30 points and are allowed to take the practical part of the exam, which can be scored a maximum of 50 points. Applicants who do not pass the exam testing are not allowed to take the practical part of the exam.

The final semester control for educational components that end with an exam takes place according to the following scheme:

Scheme 1

Semester assessment for educational components, which end with an exam (scoring on a 200-point scale)				
Type of assessment	Components	Comments	Converted score	ECTS

Current performance	Training sessions and IWS	Average score for the educational assessment in each lesson, converted into points on a 120-point scale	-	0-120
Final exam evaluation	Exam testing	Independent testing of educational components on the PrExam platform (criterion "passed" - 85%)	Less than 80% correct answers	0
			80% and above	30
	Practical part	It is carried out in the form of mini-OSP(K)I, solving practical tasks, writing, interview, testing practical skills, etc.	-	0-50
Overall final grade for the educational component		Consists of the sum of two grades: for current performance and for the exam		200

Examination materials are a set of examination tasks of theoretical and practical material, regulatory documents that form and determine the level of acquired knowledge and skills by a higher education applicant. Examination materials for a specific educational component are compiled on the basis of the curriculum and cover its content. They must holistically reflect the volume of theoretical knowledge and practical skills being tested, in accordance with the content of the educational component and educational degree.

Examination materials: examination questions, examination tickets, situational (clinical) tasks with answer standards, a list of practical skills, regulations and assessment criteria, which are approved by the University's methodological council.

The list of questions/tasks by topic according to the curriculum is formed by the teacher (head of the department), and proposed for discussion and approval at the department meeting. Based on the formed list, examination tickets are compiled, which are approved by the decision of the department and signed by the teacher-developer of the examination tickets and the head of the department.

An examination ticket is a document that contains a list of theoretical and practical tasks for passing the exam.

The number of tasks for each exam ticket from the educational component is determined by the teacher-developer of exam tickets and the head of the department, indicating the evaluation criteria (points) for each completed task, which is approved at the department meeting. The maximum number of points for all questions on the ticket cannot exceed 50 points.

The number of exam tickets must exceed the number of students in the group (by at least one).

Theoretical questions and practical tasks that must be included in the examination ticket for the educational component are provided to students at the beginning of the study and must be disclosed, explained and completed during classes. The content of the tickets is not made known to students.

Examination tickets for the educational component are updated every year.

By decision of the department, the practical part of the exam may be conducted in the form of OSP(C)E, during which the student performs a standardized practical task, and the examiner evaluates the work according to the approved algorithm using a checklist.

A test is a form of final control that consists of assessing the student's assimilation of educational material solely on the basis of calculating the results of his performance of certain types of work in practical, seminar or laboratory classes (current performance).

Exams are taken by students during the examination sessions provided for in the curriculum. The dean of the faculty, in agreement with the director of the DDE, may set individual deadlines for students to take tests and exams. The DDE develops the appropriate order and schedule. The exam is held after studying the educational component according to the schedule, which teachers and students are familiar with no later than a month before the start of the examination session.

A student is considered admitted to the final control for a specific educational component (exam or test) if he has completed all types of work (attended all classroom classes - lectures, seminars and practical classes, mastered practical skills) provided for in the curriculum for the semester.

Failure to take an exam/credit in one educational component cannot be a reason for failure to take any other. There must be a valid reason for not appearing for the exam, which must be notified to the Dean's Office in advance. Valid reasons are:

- illness (form F-095 is submitted);
- the need for planned surgery, inpatient treatment;
- birth of a child;
- in other documented cases.

The regulations for taking/retaking computer-based examination testing are carried out in accordance with the Regulations on conducting examination testing and pre-testing of students at the Kyiv Medical University.

Applicants who did not appear for the exam without a valid reason or did not receive admission are considered to have failed the exam. In this case, failure and/or non-admission to the exam/credit is the use of the first attempt out of three to complete the final control form

Examination session is a period of summing up the results of the educational work of students for the academic period (semester). During the semester examination session, exams are held according to a separate schedule approved by the rector or vice-rector of the University, the number and form of which are determined by the working curriculum. The schedule usually provides for 2-3 calendar days for preparation for each exam and consultation before it.

Certification is the establishment of compliance of the learning outcomes of higher education applicants with the requirements of the educational program and educational standards.

Certification of education seekers is carried out by the examination commission, in accordance with the Regulations on the procedure for conducting

an objective structured practical (clinical) examination at the Kyiv Medical University and the Regulation on the procedure for conducting a comprehensive practically-oriented qualification examination in 2023 under martial law.

Certification of applicants for a master's degree is carried out in the form of a unified state qualification examination (USQE), which consists of the following components: the first stage of the USQE: integrated test exam "Step 1" (hereinafter referred to as Step 1) and the English language exam for professional purposes (EPPP) and the second stage of the USQE: integrated test exam "Step 2" (hereinafter referred to as Step 2) and an objective structured practical (clinical) exam (OSP(C)E);

The "Step" exam is a standardized means of diagnosing the level of professional competence of a specialist, which establishes the compliance of the quality of specialist training with the standards of higher education. The "Step" exam is conducted in two test stages — "Step 1" and "Step 2". At the first stage, the level of professional competence in general scientific (fundamental) educational components is assessed. At the second stage, the level of professional competence in professionally oriented (clinical) educational components is assessed.

OSP(C)E is an exam that assesses the graduate's readiness to conduct professional activities in accordance with the requirements of the higher education standard by demonstrating practical (clinical) components of professional competence on a real object (standardized patient) or on a model (phantom, dummy, simulators, etc.). The practical (clinical) exam is conducted in one stage by an examination commission formed at the University. When forming an examination commission, it is mandatory to take into account the absence of a conflict of interest among the commission members.

The EPPP is conducted in one stage simultaneously with the Step 1 exam.

In case of successful completion of each component of the Unified State Examination at each test stage, the applicant is issued a corresponding certificate.

Information about the result of the student's passing the Unified State Educational Qualifications Test (UEQT) is entered by the State Non-Profit Organization "Testing Center" under the Ministry of Health of Ukraine into the Unified State Electronic Database on Education (hereinafter referred to as "UEQT"), and is also indicated in the appendix to the diploma for each component of the UQT separately.

In case of unsuccessful completion of any of the components of the qualification exam, the applicant has the right to retake the exam no more than once. The deadline for which applicants may retake the qualification exam is determined by the Ministry of Health.

The costs of retaking any of the components of the Unified State Examination are borne by the education seeker.

The testing center and the examination committee for the practical (clinical) exam ensure the same level of difficulty of tasks during the first and repeated exams.

In case of repeated unsuccessful passing of any of the components of the qualification exam, the person is considered to have failed the individual curriculum and is expelled in accordance with clause 4 of part one of article 46 of the Law of Ukraine “On Higher Education”. Such a person may be reinstated to study for the corresponding degree of higher education in the same specialty for repeated study for no less than two semesters and a single re-taking of the qualification exam. The decision on the enrollment of a person who is obtaining a degree of higher education, the results of control measures during repeated study and granting admission to take the qualification exam is made by the higher education institution.

The decision to award a master's degree and corresponding qualification is made by the examination committee based on the successful completion of all forms of certification.

The decision to award a higher education degree and assign a corresponding qualification is canceled by the University in the event of the discovery of facts of violation of academic integrity by the applicant for higher education, in particular the presence of academic plagiarism, fabrication, falsification in the qualification work, in accordance with the procedure established by the Cabinet of Ministers of Ukraine.

Conducting control measures (final classes, tests, tests, exams) is carried out in accordance with the rules of academic integrity.

Certification of higher education applicants for the degree of Doctor of Philosophy is carried out in accordance with the requirements of the Procedure for the training of higher education applicants for the degree of Doctor of Philosophy and Doctor of Science in higher education institutions (scientific institutions), approved by the Resolution of the Cabinet of Ministers of Ukraine dated March 23, 2016 N 261 (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated May 19, 2023 N 502).

9. Evaluation of learning activities

The assessment of the current academic performance of the student is carried out at each lesson by posting a grade in the academic performance journal on a 4-point scale (5,4,3,2). Detailed criteria for assessing knowledge and practical skills are determined by the department in the relevant syllabus of the educational component.

The grade for the practical session consists of the following components:

- test control on the PrExam platform : 0 or 1 points, where "passed" - 1 point, "failed" - 0 points;
- theoretical part: 0, 1, 2 points;
- practical part: 0, 1, 2 points.

Recommended regulations and criteria for assessing current performance

Theoretical part		Practical part (performing practical skills, manipulations, solving situational problems, working with a workbook, etc.)		Test control on the PrExam platform	
Mark	Descriptor	Mark	Descriptor	Mark	Descriptor
2	The student is fluent in educational material and terminology. He expresses his thoughts correctly and meaningfully, gives comprehensive and accurate answers to the questions asked.	2	Performs practical skills, manipulations, and solves assigned tasks without error.	1	Test tasks are completed 85-100%
1	The student has solid knowledge, is able to apply it in practice, but makes inaccuracies and individual errors in formulating answers. Cannot express an opinion, but answers questions with prompts correctly.	1	Makes mistakes when performing practical skills, manipulations, and solving assigned tasks.		
0	The student has gaps in knowledge of the topic. Instead of a clear definition, he explains the material at a household level. He does not give examples.	0	Makes significant and critical errors when performing practical skills, manipulations, and solving assigned tasks.	0	Test tasks completed less than 85%

Control form "Midterm credit":

If the educational component is studied over **several semesters, then all semesters, except the last, are completed with a form of control - "Midterm credit" (study of the educational component will continue in subsequent semesters)**, then the arithmetic average of the grades for each lesson is calculated and converted into a 200-point scale, after which the result is recorded in the academic performance journal. In the performance record the entry is made: "passed" (or "not passed") and the points scored by the student on a 200-point scale. "Passed" is issued to a student who has no missed or uncompleted classes and whose arithmetic average of grades for current performance is not less than 3.0 (no more than 10% of negative grades ("2") from the total number of classes are allowed), which corresponds to 120 points according to a 200-point scale. The same entry is made in the student's individual curriculum with the mandatory entry of the number of hours, credits and grade for the educational component. The teacher enters the grade in the individual curriculum and report on the day of the interim assessment. "Not passed" is issued to a student who has uncompleted missed classes and/or the arithmetic average of all grades for each class is less than 3.0. The same entry is made in the individual curriculum of the education seeker with the mandatory entry of the number of hours (credits) and points earned.

Rating system*:

Evaluation	Ingredients	Arithmetic average of grades for each lesson	Conversion to a 200-point scale *	Passed/Not passed
Current performance	Classroom classes (laboratory, seminar, practical classes, independent work)	5.0	200	Passed
		4.0-4.99	160-199	Passed
		3.0-3.99	120-159	Passed
		0-2.99	0-119	Not passed

*according to the table "Scale for converting grades for current performance according to the four-point system into the 200-point grading system for educational components ending with an intermediate credit/credit"

Example of filling out an academic performance journal:

Full name of the student	Lesson No.... (grade)	Lesson No.... (grade)	Lesson No.... (grade) (last lesson)	for current performance (grade point average) per semester / all semesters	total points (for 200 -point scale)	Passed/ not passed	Teacher's signature
Full name #1	4	4	4	4.0	160	Passed	Signature
Full name #2	3	3	3	3.0	120	Passed	Signature
Full name #3	5	5	5	5.0	200	Passed	Signature

Example of filling out a progress report:

PROGRESS REPORT NO.						No....					
Faculty		Faculty of Medicine									
Discipline		22 "Healthcare"									
Specialty		222 "Medicine"									
Year of study		6	Group		M1901		Form of education		Daily		
Primary assembly		X	First rearrangement			Second rearrangement					
Name of educational component		Internal medicine									
Academic semester(s)		10			Date of compilation		01.09.2024				
Semester form (annual) control		Intermediate test			Total hours		150				
Teacher, examiner (academic title, name and surname of the teacher who issues the final grade)			Candidate of Medical Sciences, Associate Professor, Full Name								
Lecturer (academic title, name and surname of the lecturer who carries out current control)			Candidate of Medical Sciences, Associate Professor, Full Name								
No. salary	Full name of the student	No. of the individual curriculum of the education seeker	Number of points								Exam signature
			for current performance (average grade point average) per semester / all semesters and "nb"	for current performance (on a 120-point scale) (form of examination control) per semester / all semesters	total score for the exam (on an 80-point scale)	total points (on a 200-point scale)	Passed / not passed	ECT S assessment			
1	Full name #1	123456789	4.0	-	-	-	160	Passed	-	Signature	
2	Full name #2	123456789	3.0	-	-	-	120	Passed	-	Signature	
3	Full name #3	123456789	5.0	-	-	-	200	Passed	-	Signature	

4	Full name #4	123456789	2.0	-	-	-	80	Not passed	-	Signa
5	Full name #5	123456789	3.5	3	-	-	-	Not passed	-	Signa

"nb"/2* - number of Unused: "nb" and/or "2"

Form of control "Credit" (educational component is studied during one semester):

If the educational component is studied during **one semester** and is completed by a form of control - "credit " , then the arithmetic average of the grades for each lesson is calculated and converted into a 200-point scale and into an ECTS score, after which the result is recorded in the academic performance journal. In the performance record **The points earned** by the student on a 200-point scale and the ECTS score are entered . Grades A, B, C, D , E are assigned to students who have no missed or uncompleted classes and whose arithmetic average of grades for current performance is not less than 3.0 (no more than 10% of negative grades ("2") from the total number of classes are allowed), which corresponds to 120 points according to the 200-point scale. The same entry is made in the student's individual curriculum with the mandatory entry of the number of hours, credits and grade for the educational component on the ECTS scale. The teacher enters the grade in the individual curriculum and report on the day of the assessment. Grades Fx , F are assigned to students who have uncompleted missed classes and (or) the arithmetic average of all grades for each class is less than 3.0. The same entry is made in the individual curriculum of the education seeker with the mandatory entry of the number of hours (credits) and points earned.

Fx* - is issued to the applicant if:

- form of control: test or exam;
- the number of "nb" (for an unimportant reason) or "2" does NOT exceed 50% of the total number of marks.

F** - is issued to an education seeker if:

- form of control: test or exam;
- the number of "nb" (for an unimportant reason) or "2" - 50% or more of the total number of grades;
- if the student fails the final exam three times.

Rating system*:

Evaluation	Ingredients	Arithmetic average of grades for each class of all semesters	Conversion to a 200-point scale	ECTS score from the educational component
Current performance	Classroom classes (laboratory, seminar, practical classes, independent work)	5 .0	200	A (counted)
		4.0-4.99	160-199	B, C (counted)
		3.0-3.99	120-159	D, E (counted)
		0-2.99	0-119	Fx, F (not counted)

*according to the table "Scale for converting grades for current performance according to the four-point system into the 200-point grading system for educational components ending with an intermediate credit/credit"

Example of filling out an academic performance journal:

Full name of the student	Lesson No.... (grade)	Lesson No.... (grade)	Lesson No.... (grade) (last lesson)	for current performance (grade point average) per semester / all semesters	total points (for 200 -point scale)	ECTS educational component assessment	Teacher's signature
Full name #1	4	4	4	4.0	160	C	Signature
Full name #2	3	3	3	3.0	120	E	Signature
Full name #3	5	5	5	5.0	200	A	Signature

Example of filling out a progress report:

PROGRESS REPORT NO.						No....						
Faculty			Faculty of Medicine									
Discipline			22 "Healthcare"									
Specialty			222 "Medicine"									
Year of study		6	Group		M1901			Form of education		Daily		
Primary assembly			X	First rearrangement			Second rearrangement					
Name of educational component			Internal medicine									
Academic semester(s)			10			Date of compilation			01.09.2024			
Semester form (annual) control			Test			Total hours			150			
Teacher, examiner (academic title, name and surname of the teacher who issues the final grade)				Candidate of Medical Sciences, Associate Professor, Full Name								
Lecturer (academic title, name and surname of the lecturer who carries out current control)				Candidate of Medical Sciences, Associate Professor, Full Name								
No. salary	Full name of the student	No. of the individual curriculum of the education seeker	Number of points							Passed / not passed	ECT S assessment	Exam signa
			for current performance (average grade point average) per semester / all semesters and "nb"	for current performance (on a 120-point scale) (form of examination control) per semester / all semesters	total score for the exam (on an 80-point scale)	total points (on a 200-point scale)						
1	Full name #1	123456789	4.0	-	-	-	160	-	C	Signa		
2	Full name #2	123456789	3.0	-	-	-	120	-	E	Signa		
3	Full name #3	123456789	5.0	-	-	-	200	-	A	Signa		
4	Full name #4	123456789	2.0	-	-	-	80	-	Fx	Signa		
5	Full name #5	123456789	4.2	3	-	-	-	-	Fx	Signa		

"nb"/2* - number of Unused: "nb" and/or "2"

Form of control "Credit" (the educational component is studied over several semesters):

If the educational component is studied over **several semesters** and is completed by a form of control - "credit " , then the arithmetic average of the grades **for each intermediate credit of the previous semesters and the last semester is calculated** and converted into a 200-point scale and an ECTS score in which the educational component is studied, after which the result is recorded in the academic performance journal. The performance **record (last semester of studying the educational component)** includes the points scored by the student under the 200-point assessment system and the ECTS score, **the total number of hours for the educational component (all semesters of study) and the semesters in which the educational component was studied.** Grades A, B, C, D ,

E are given to a student who has no missed or incomplete classes and whose arithmetic average grade for current performance is not less than 3.0 (no more than 10% of negative grades ("2") from the total number of classes are allowed), which corresponds to 120 points according to a 200-point scale. The same entry is made in the student's individual curriculum with the mandatory entry of the number of hours, credits and grade for the educational component according to the ECTS scale. The teacher enters the grade in the report on the day of the assessment.

Fx* - is issued to the applicant if:

- the number of "nb" (for an unimportant reason) or "2" does NOT exceed 50% of the total number of marks for the current academic performance;
- If the student did not pass the exam (received less than 50 points).

F** - is issued to an education seeker if:

- the number of "ab" (for an unimportant reason) or "2" - 50% or more of the total number of marks for the current performance;
- if the student fails the final exam three times.

The same entry is made in the individual curriculum of the education seeker with the mandatory entry of the number of hours (credits) and points earned.

Rating system*:

Evaluation	Ingredients	Arithmetic average of grades for each class of all semesters	Conversion to a 200-point scale	ECTS score from the educational component
Current performance	Classroom classes (laboratory, seminar, practical classes, independent work)	5	200	A (counted)
		4.0-4.99	160-199	B, C (counted)
		3.0-3.99	120-159	D, E (counted)
		0-2.99	0-119	Fx, F (not counted)

*according to the table "Scale for converting grades for current performance according to the four-point system into the 200-point grading system for educational components ending with an intermediate credit/credit"

Example of filling out an academic performance journal:

Full name of the student	Lesson No.... (grade)	Lesson No.... (grade)	Lesson No.... (grade) (last lesson)	for current performance (grade point average) per semester / all semesters	total points (for 200 -point scale)	ECTS educational component assessment	Teacher's signature
Full name #1	4	4	4	4.0	160	C	Signature
Full name #2	3	3	3	3.0	120	E	Signature
Full name #3	5	5	5	5.0	200	A	Signature

Example of filling out a progress report:

PROGRESS REPORT NO.		No....
Faculty	Faculty of Medicine	

Discipline		22 "Healthcare"									
Specialty		222 "Medicine"									
Year of study		6	Group		M1901		Form of education		Daily		
Primary assembly		X	First rearrangement			Second rearrangement					
Name of educational component		Internal medicine									
Academic semester(s)		10-11			Date of compilation		01.09.2024				
Semester form (annual) control		Test			Total hours		600				
Teacher, examiner (academic title, name and surname of the teacher who issues the final grade)			Candidate of Medical Sciences, Associate Professor, Full Name								
Lecturer (academic title, name and surname of the lecturer who carries out current control)			Candidate of Medical Sciences, Associate Professor, Full Name								
No. salary	Full name of the student	No. of the individual curriculum of the education seeker	Number of points							Exam signature	
			for current performance (average grade point average) per semester / all semesters and "nb"		for current performance (on a 120-point scale) (form of examination control) per semester / all semesters		total score for the exam (on an 80-point scale)	total points (on a 200-point scale)	Passed / not passed		ECT S assessment
			mark	nb/2*							
1	Full name #1	123456789	4.0	-	-	-	160	-	C	Signa	
2	Full name #2	123456789	3.0	-	-	-	120	-	E	Signa	
3	Full name #3	123456789	5.0	-	-	-	200	-	A	Signa	
4	Full name #4	123456789	2.0	-	-	-	80	-	Fx	Signa	
5	Full name #5	123456789	4.2	3	-	-	-	-	Fx	Signa	

"nb"/2* - number of Unused: "nb" and/or "2"

Control form "Exam":

If the educational component is studied over **several semesters and** is completed with a form of control - "Exam " , then the grade for the educational component is a total grade, consisting of the grade for the current performance of the education seeker for all semesters (the arithmetic average of the grades **for each intermediate test of the previous semesters and the last semester is calculated and** converted into a 120-point scale) in which the educational component is studied, and the result of passing the exam (on an 80-point scale).

The minimum number of points that a student must receive for their current academic performance to be admitted to the exam is 72 points (average score of 3.0).

The exam consists of three parts:

- exam testing on the PrExam platform;
 - assessment of the level of theoretical training (usually three questions);
 - assessment of the level of practical training (usually one task).
- exam testing on the PrExam platform : 0 or 30 points, where "failed" - 0 points, "passed" - 30 points;
 - assessment of the level of theoretical training: 0 - 30 points;
 - assessment of the level of practical training: 0 - 20 points;

Recommended exam regulations and assessment criteria

No. s/n	Component (type of work)	Descriptor	Points		Total
			Made up		
1	Exam testing on the PrExam platform	Test tasks are completed 85-100%	Made up	30	30
		Test tasks completed less than 85%	Didn't make it	0	0
2	Assessment of the level of theoretical training (interview by ticket)	The student is fluent in educational material and terminology. He expresses his thoughts correctly and meaningfully, gives comprehensive and accurate answers to the questions asked.		10	30
		The student has solid knowledge, is able to apply it in practice, but makes inaccuracies and individual errors in formulating answers. Cannot express an opinion, but answers questions with prompts correctly.		5	15
		The student has gaps in knowledge. Instead of a clear definition, he explains the material at a household level. He does not give examples.		0	0
3	Assessment of the level of practical training (solving a situational problem (clinical) / performing a practical skill)	The student provided a correct, complete answer to the task question/practical skill was performed correctly according to the algorithm		20	20
		The student provided a correct but incomplete answer to the task question/practical skill was performed with minor violations		10	10
		The student provided an incorrect answer or no answer/made significant and critical errors while performing practical skills and manipulations.		0	0

Overall exam score: "passed" - 50-80 points; "failed" - below 50 points. If a student receives less than 50 points on the exam, he is given an overall score for the educational component Fx , and the dean's office of the relevant faculty gives him two more attempts to take the exam.

Exam testing on the PrExam platform is conducted on the day of the exam in the presence of an examiner on the premises of the University.

Candidates who have received a "pass" based on the results of the exam testing on the PrExam platform are admitted to the theoretical and practical parts of the exam .

After passing the exam, the student's grades for the current activity of all semesters (on a 120-point scale) and the exam result (on an 80-point scale) are added up and converted into an ECTS score, after which the conversion result is recorded in the academic performance journal.

The progress **record (last semester of studying the educational component)** includes the points earned by the student on a 200-point scale and the ECTS score, **the total number of hours for the educational component (all semesters of study) and the semesters in which the educational component was studied.** Grades A, B, C, D , E are given to a student who has no missed or uncompleted classes and whose arithmetic average of grades for current progress is not less than 3.0 (no more than 10% of negative grades ("2") from the total

number of classes are allowed), which corresponds to 120 points on a 200-point scale. The same entry is made in the student's individual curriculum with the mandatory entry of the number of hours, credits and the grade for the educational component on the ECTS scale. In The teacher enters the grade on the day of the exam.

Fx* - is issued to the applicant if:

- the number of “nb” (for an unimportant reason) or “2” does NOT exceed 50% of the total number of marks for the current academic performance;
- If the student did not pass the exam (received less than 50 points).

F** - is issued to an education seeker if:

- the number of "nb" (for an unimportant reason) or "2" - 50% or more of the total number of marks for the current performance;
- if the student fails the final exam three times.

The same entry is made in the individual curriculum of the education seeker with the mandatory entry of the number of hours (credits) and points earned.

Evaluation system**:

Evaluation	Ingredients	Arithmetic average of grades for each lesson	Conversion to a 200-point scale	Educational component score on a 200-point scale
Current performance	Classroom classes (laboratory, seminar, practical classes, independent work)	5	120	0-120
		4.0-4.99	96-119	
		3.0-3.99	72-95	
		0-2.99	0-71	
Exam	Exam testing on the PrExam platform	-	0-30	0-80
	Assessment of the level of theoretical training	-	0-30	
	Assessment of the level of practical training	-	0-20	
Overall final grade for the educational component				0-200

**according to the table “Scale for converting grades for current performance according to the four-point system in 120-

"point system for evaluating educational components that end with an exam"

Evaluation system			
Points on the University's 200-point scale	ECTS score	Descriptor	Enrollment loans
180 – 200	A	Perfectly	Passed
170 – 179	B	Very good	
160 – 169	C	Good	
141 – 159	D	Satisfactorily	
120 – 140	E	Enough	
100 – 119	Fx	Unsatisfactory - with the possibility of retaking the final control	Not passed
1-99	F	Unsatisfactory - with mandatory re-study of the educational component	

Example of filling out an academic performance journal:

Full name of the student	Lesson No.... (grade)	Lesson No.... (grade)	Lesson No.... (grade) (last lesson)	for current performance (grade point average) per semester / all semesters	for current performance (for 120 - point scale) (form of control exam) per semester / all semesters	total score for the exam (on an 80-point scale)	total points (for 200 -point scale)	ECTS educational component assessment	Teacher's signature
Full name #1	4	4	4	4.0	96	80	176	B	Signature
Full name #2	3	3	3	3.0	72	70	142	D	Signature
Full name #3	5	5	5	5.0	120	80	200	A	Signature

Example of filling out a progress report:

PROGRESS REPORT N								No....		
Faculty		Faculty of Medicine								
Discipline		22 "Healthcare"								
Specialty		222 "Medicine"								
Year of study		6	Group		M1901		Form of education		Daily	
Primary assembly		X	First rearrangement			Second rearrangement				
Name of educational component		Internal medicine								
Academic semester(s)		5-6			Date of compilation		01.09.2024			
Semester form (annual) control		Exam			Total hours		300			
Teacher, examiner (academic title, name and surname of the teacher who issues the final grade)			Candidate of Medical Sciences, Associate Professor, Full Name							
Lecturer (academic title, name and surname of the lecturer who carries out current control)			Candidate of Medical Sciences, Associate Professor, Full Name							
No. salary	Full name of the student	No. of the individual curriculum of the education seeker	Number of points							Exam signature
			for current performance (average grade point average) per semester / all semesters and "nb"		for current performance (on a 120-point scale) (form of examination control) per semester / all semesters	total score for the exam (on an 80-point scale)	total points (on a 200-point scale)	Passed / not passed	ECT S assessment	
mark	nb/2*									
1	Full name #1	123456789	4.0	-	96	80	176	-	B	Signature
2	Full name #2	123456789	3.0	-	72	70	142	-	D	Signature
3	Full name #3	123456789	5.0	-	120	60	180	-	A	Signature
4	Full name #4	123456789	4.0	2		n/a*1	-	-	Fx	Signature
5	Full name #5	123456789	3.0	-	72	n/a*2	-	-	Fx	Signature
6	Full name #6	123456789	3.0	-	72	30	102	-	Fx	Signature

"nb"/2* - number of Unused: "nb" and/or "2"

*1 n/a – not allowed

*2 n/a – did not contact

Assessment of current performance for part-time education students.

Additional requirements are introduced for part-time education.

The final grade for the educational component for the part-time form of education consists of two equivalent components (components):

1) Assessment of the student's current performance in each practical/seminar lesson during the session (evaluated on a four-point scale).

2) Evaluation of the results of the student's independent work, which must include:

- preparation of a test/essay/presentation;
- taking a test control on the PrExam platform (input control of knowledge based on the results of independent work);
- checking the level of mastery of practical skills/manipulations.

Each of the above components of independent work is assessed on a four-point scale. Detailed assessment criteria on a four-point scale are determined by the department in the relevant syllabus of the educational component.

Assessment of current performance for part-time education students						
No. of the company	Ingredients	Criteria for setting the score calculation	Arithmetic average of grades	Conversion to 200 or 120 point scale	% of total score for OK	OK rating
1	Current student activity in classes	The arithmetic average of the grades for each lesson is calculated and converted to a 200-point scale.	3.0 - 5.0	200	50%	Component.1 + Component. 2 /2
2	Independent work of the student, namely: - preparation of a test/essay/presentation; - taking a test control on the PrExam platform (input control of knowledge based on the results of independent work); - checking the level of mastery of practical skills/manipulations.	The arithmetic average of the grades for the components of independent work is calculated and converted into a 200-point scale.	3.0 - 5.0	200	50%	

Conversion table of grades obtained in higher education institutions of Ukraine

Rating obtained in higher education institutions of Ukraine	Grades for registration documents and education documents of Kyiv Medical University		
	ECTS score	University scale points	Descriptor

AND	AND	180	Excellent
IN	IN	170	Very good
WITH	WITH	160	Good
D	D	141	Satisfactory / Satisfactory
E	E	120	Sufficiently
enrolled	average score of the educational document*		

*the grade “credited” is converted according to the average score of the educational document (academic certificate) obtained in higher education institutions of Ukraine. In some cases, if controversial issues arise, the grade may be reviewed by the Appeals Commission, which is created and operates in accordance with the Regulation on the Appeals Commission of Kyiv Medical University.

The minimum number of points that a student must receive for current performance to be admitted to the exam is 72 points (average score of 3.0). Provided that the student meets the requirements for admission to the exam, the teacher makes a note in the student's academic performance journal "admitted to the exam."

Assessment of individual work of a higher education student .

Points for individual independent work are awarded to the student only upon successful completion and defense.

The number of points awarded for different types of individual tasks depends on their volume and significance, but is no more than 12 points, which are added to the sum of points scored by the student for current educational activities, or to the final grade for the educational component by decision of the head of the department. At the same time, the maximum amount of points that a student can receive for the educational component does not exceed 200 points, regardless of the type of final control.

The decision to award points for individual work is made solely by the head of the department.

Evaluation of types of individual work:

a. 12 points - are added for prize-winning places in Olympiads between higher education institutions with an educational component and interuniversity and international scientific student conferences with printed work.

b. 11 points - added for prizes at intra-university Olympiads and student scientific conferences with printed work.

c. 10 points - added for participation (if the student participated but did not receive a prize) in interuniversity Olympiads with an educational component and interuniversity and international scientific student conferences with printed work.

d. 8 points - are added to the grade for the educational component for participation (if the student participated but did not receive a prize) in intra-university Olympiads and student scientific conferences if there is a printed work.

e. 4-6 points - are added to the grade for the educational component for the production of preparations, diagrams, presentations for multimedia support and videos, etc. at the departments - taking into account the importance of the work performed.

10. Assessment of independent work of higher education students (IWS).

Independent work of the student is the main means of mastering educational material in time free from studying mandatory topics of the educational component.

The study time allocated for the student's independent work is indicated in the curriculum and, as a rule, is from 40% to 80% of the total study time provided for studying the educational component.

The content of the student's independent work is determined by the working curriculum (curriculum) and syllabus.

Independent work of the student is provided with educational and methodological materials provided for the study of a specific educational component: textbook, teaching and methodological manuals, lecture notes, practical work, electronic educational and methodological materials, PrExam platform materials, etc.

Methodological materials for independent work of the student provide for the possibility of self-control by the student. For independent work of the student, relevant scientific, professional and periodical literature is also recommended.

Independent work by a student on mastering educational material from the educational component can be carried out in the library, classrooms, computer classes, in healthcare institutions, as well as at home.

Preparation for the Unified State Exam takes place in the University's computer classes and using the PrExam platform, which guarantees access to the necessary test task databases.

The educational component's teaching material, provided for by the curriculum for the student to master in the process of independent work, is submitted for final control (exam), for the last semester class of the educational component or along with the teaching material that is processed during the teaching sessions, in particular, it can be included in the content of the test component of the practical session.

The assessment for the current practical session includes an assessment of the student's independent preparation.

11. Re-compilation of control forms (tests, exams)

The right to retake the final grade for the current academic performance (credit) is granted by the dean of the faculty within the terms determined by the educational process schedule to a student who does not score the minimum number of points - 72 (the arithmetic average of the current grades on a four-point system is "3.0"), by retaking the number of unsatisfactory grades that is sufficient to achieve the minimum credit score: 72. Retaking the credit can be carried out during the session period.

The minimum number of points that a student must receive for current performance to be admitted to take the exam is 72 points (the arithmetic average of current grades on a four-point system is "3.0").

- FX grade is given to a student who, as of the end of the semester, has an arithmetic average of grades for current performance of less than 3.0 (less than 72 points). The Dean of the Faculty gives such a student the opportunity to recalculate the current grades to "unsatisfactory" and work through missed classes (no more than 50% of "unsatisfactory" grades from the total number of classes) to the level of 3.0 (or 72 points) within the period specified in the educational process schedule;

- the FX grade is also given to students who have scored enough points for current performance to be admitted to the exam, but have not passed the exam and have the right to retake it;

- an F grade is given to a student who has 50% or more missed and uncompleted classes in the educational component by the end of the semester. In this case, the dean of the faculty determines the terms of re-study and prepares a corresponding order for the University or prepares a submission to the rector regarding the expulsion of such a student for failure to comply with the curriculum and schedule of the educational process;

- if a student receives three "unsatisfactory" grades from different educational components during the examination session or fails the exam from one educational component three times, he/she is usually subject to expulsion from the University. Students who fail exams or credits from one or two educational components during the session must pay off their academic debt before the start of the next semester. By decision of the University Rector, the term for paying off academic debt may be extended.

Retaking exams is carried out according to a separate schedule, which is prepared by the DPO and approved by the vice-rector of the relevant direction.

The Dean's Office of the Faculty prepares records of performance in retaking exams, in which it enters the names of students who are taking the retake in accordance with the retake schedule. Such records are signed by the department employee and returned by the department to the Dean's Office after they are filled out, no later than the day following the retake.

Retaking exams is allowed no more than two times:

- the first retake – by the examiner of the department, the second – by a commission consisting of the dean of the relevant faculty, the head of the relevant department and examiners. The composition of the commission is approved by order of the rector of the University;

- retaking a semester test, in which the student received a positive grade (higher), may be permitted, as an exception, by the rector of the University (vice-rector) based on the submission of the dean of the faculty;

- materials regarding control measures: examination tickets (tasks), examination (credit) papers, written papers for final control are stored at the department. Storage period – 1 year.

Examination and credit records are stored at the university departments (one copy) and in the dean's office. Student performance logs are stored at the department for the last academic year, older logs are transferred by the department to the University archive at the end of the academic year.

Examination records for all educational components are stored in the dean's office of the relevant faculty.

12. Appeal of the results of the final control of education applicants

12.1. This paragraph regulates the appeal procedure, the procedure for creating an appeal commission, and determines the principles of its work regarding appealing the assessment of the educational component received during the final control.

The procedure for submitting and considering an appeal is published and brought to the attention of students and teachers before the start of the final control.

12.2. After the announcement of the results of the final assessment, the student has the right to appeal the results of such assessment by submitting a corresponding application for appeal.

Appeals against assessment results must be substantiated and may be made in the following cases:

- Violation by the examiner of the regulations for conducting the final control;
- Significant difference between the result of the final and current control
- Conflict of interest;
- Academic or personal conflict between the examiner and the student;
- Absence of the question specified in the ticket in the approved list of questions submitted for final control;

- Low quality of materials included in the final control (graphic materials, laboratory test results, audio and video files, photographs, reagents and reagents, instructions, etc.);

- Technical problems, breakdowns, failure of instruments, equipment, laboratory complexes, computer failure, etc.;

- Inaccurately provided source information (errors in the text, patient behavior characteristics, etc.);

- Deterioration of health during the final check-up, which was recorded accordingly;

- Other circumstances that significantly affected the result and have appropriate confirmation.

12.3. An appeal application is submitted to the Rector of the University personally by the student no later than midday on the working day following the

day of the final examination. In the submitted application, the student must indicate the justified grounds for appealing the results of the final examination.

The application can be written both on paper and in electronic form. The application can be sent via a corporate email address with the domain @kmu.edu.ua or other means of electronic communication with mandatory identification of the education seeker.

An application received from the official corporate email of the education seeker in the domain @kmu.edu.ua is considered official and identified, and is accepted for consideration.

The application form is established by the relevant dean's office and approved by the dean of the faculty.

The application is submitted through the dean's office of the faculty where the student is studying.

The application for higher education is approved by the dean of the faculty and submitted for consideration by the rector of the University.

An appeal application submitted outside the established time frame shall not be considered. 12.4. Procedure for the establishment and composition of the appeal commission.

An Appeals Commission is created to consider the appeal.

The Appeals Commission operates on the principles of democracy, transparency, objectivity, and openness, adhering to the principles of academic integrity, the legislation of Ukraine, and the internal regulatory documents of the University.

The appeal commission is created by order of the rector within one working day from the moment of receipt of a written application from the student to appeal the result of the final control.

The appeal committee consists of:

- head;
- Deputy Chairman;
- members of the commission (at least 2);
- secretary of the commission.

The chair of the appeals commission is appointed by the dean of the faculty where the higher education applicant is studying. The chair of the appeals commission bears personal responsibility for organizing the work of the appeals commission, timely and objective consideration of appeal applications regarding the results of the appeals consideration, case management, and compliance with the established procedure for storing documents.

The head or another teacher of the department where the relevant educational component is taught is appointed as the deputy chairman of the appeals committee.

The members of the commission are:

- a lecturer (lecturers) of the department who teaches the relevant educational component, but did not participate in the final control of this student, and a representative of the student government council who does not pass such final control in the current academic year.

A secretary of the commission shall be elected from among the members of the appeal commission.

All members of the commission must meet the criteria for compliance with standards for preventing conflicts of interest.

12.5. Procedure for considering appeals.

The appeal must be considered at a meeting of the appeal commission no later than three working days after its submission.

The student has the right to be present at the meeting of the appeal committee.

During the consideration of the appeal, the secretary of the appeal commission keeps a record of all the comments of the commission members and the relevant conclusions.

During the written exam, members of the appeal committee, guided by the evaluation criteria for this educational component, study and analyze in detail the written materials of the final control.

Repeated or additional questioning of the education obtained by the appeals commission is prohibited.

During the oral exam, the higher education candidate is given the opportunity to retake the final control by the members of the appeal commission using a new ticket, which they take from the set of tickets from the educational component. For objectivity and transparency, the ticket with which the candidate first took the final control is removed from the set.

During the final test control, answers to tasks are checked and compared with standards, and electronic automated test control systems are checked for the absence or presence of failures and errors in operation.

If, based on the results of such verification, it is impossible to establish the applicant's valid result, he or she is given the opportunity to retake the final test control in the same way with the appropriate number of similar test tasks.

After the end of the appeals commission meeting, the minutes with conclusions on the evaluation of the examination answers of the higher education applicant are signed by all members of the appeals commission.

The results of the appeal are announced to the student immediately after the review of his/her work (discussion of answers/taking the test control), about which the student personally makes a corresponding entry in the minutes of the appeal committee meeting.

The decision of the appeal commission is made by a majority vote of the total number of members of the commission. In the event of an equal number of votes "for" and "against", the decision supported by the chairman of the commission is made.

In the absence of the education seeker at the appeal commission meeting, the secretary of the commission makes a corresponding entry in the minutes of the appeal commission meeting.

The result of the appeal consideration is the adoption by the appeal commission of one of two decisions:

- 1) "the preliminary assessment of the student's knowledge in the exam corresponds to the level of quality of the student's knowledge in this educational component and does not change";
- 2) "the preliminary assessment of the education seeker's knowledge in the exam does not correspond to the level of quality of the higher education seeker's knowledge in this educational component and deserves a different assessment (a new assessment is indicated in accordance with the University's scale for assessing the results of the final control)", but not lower than that obtained in the exam.

If, as a result of the appeal, the appeal commission decides to change the previous results of the final control, the new assessment of the student's knowledge is displayed with the University scale and the ECTS scale in the appeal commission's protocol, and then corrected by proofreading in the examination paper, in the final control of knowledge report, and in the individual plan of higher education.

The new assessment in the final knowledge control report, examination paper, and individual curriculum of the higher education applicant is certified by the signature of the head of the appeal commission.

Documents regarding the appeal of the results of the final control are stored in the relevant dean's office for 5 years.

Copies of the appeal statement, the order establishing the appeal commission, and the minutes of the appeal commission meeting are attached to the student's personal file.

The decision of the appeal committee is final and cannot be appealed.

13. Making up missed practical classes Missed practical classes are made up at the university according to the reason for the absences, namely:- for good reasons (by decision of the dean of the faculty, as a rule, upon the presence of a document confirming a good reason for missing a class);- for disrespectful reasons (absenteeism). The reason for missed practical classes is clarified by the dean of the faculty (deputy dean), the head of the postgraduate program, about which a completion form is issued with his signature indicating the reasons for the absences. A missed lecture is made up by the student by submitting an abstract to the lecturer (or teacher), who is authorized to accept the missed lecture on the

relevant topic. Missed practical (laboratory, seminar) classes for a non-serious reason are made up by the student in accordance with the schedule of admission to the departments of practice (or consultations), but no more than two classes in one day under the conditions specified in the "Regulation on the provision and payment of paid educational and other services provided at Kyiv Medical University". Missed practical, seminar and laboratory classes, regardless of the reason for the absence, are made up by the student to the teacher who teaches in his group or to the teacher on duty according to the schedule of consultations and making up for missed classes of the department. In some cases (long-term illness, etc.), if students have a significant number of absences, an individual schedule for making them up may be assigned by order of the University. Students of the 4th-6th year of education studying in a cyclical system, if they miss classes for good reasons, work them out with the teacher on duty or, in agreement with the head of the department, in another group according to an individual schedule.

The current "2" received by the student during the mastering of the relevant topic in a practical, seminar and laboratory session are reassigned to the teacher who leads the class or to the teacher on duty according to the schedule of consultations and work-through of missed classes of the department, before the final control is taken with a mandatory mark in the journal of the work of academic groups if the sum of the marks received by the student for the current success does not reach the required number of points (72) for admission to the final control.

The presence of a "2" for current performance does not deprive the student of the right to admission to the final control if there is a minimum number of points for current activity.

Missing classes by a student for an unwarranted reason is considered truancy, which the dean marks on the work-out permit form. Making up missed classes by students is carried out on a paid basis in accordance with the "Regulations on the Procedure for Providing and Paying for Paid Educational and Other Additional Services Provided by the Kyiv Medical University". A student may be allowed to make up a missed class from an educational component only if there is a receipt for payment.

The regulations for making up missed classes are carried out in accordance with the University Order N 71 dated April 24, 2020 "On the Implementation of an Electronic System for Making Up Missed Classes."

14. Re-study of educational components.

A student who, according to the results of the semester, has not passed an educational component that is not integrated in content with the educational components studied in the next semester (grade F) or has not passed the final examination of individual parts of the educational component may, during the next semester, re-study these educational components (or corresponding parts) with a volume of no more than 150 practical hours for graduation courses and a volume of no more than 300 practical hours for non-graduation courses. To do this, he

must, within 5 working days from the date of the last re-take of the final examination, write an application to the dean about re-studying the educational component, indicating the name of the educational component and its part that requires re-study. The decision on the possibility of re-study is made by the dean of the faculty. In case of a positive decision, the dean of the faculty prepares an order for transfer to the next semester subject to re-studying the educational component.

Students who received positive grades in the educational component and wish to improve their results cannot apply for re-study of the educational component;

The relevant dean's offices, within 5 working days from the date of submission of the last application for re-study of an educational component, complete groups of students for each educational component requiring re-study, and prepare a corresponding order for the faculty.

The DPE creates an additional class schedule for re-studying educational components within 5 working days, which does not affect (does not change) the approved general class schedule.

The cost of re-studying the educational component is paid by students before the start of the re-study of the educational component separately, according to the calculation calculated by the Educational Service before the first day of the semester in which the re-study of the educational component will take place.

The pedagogical load resulting from the repeated study of the educational component is calculated as an additional paid service according to the calculation of the planning and economic department of the University, which is provided by the teacher who ensured the repeated study of the educational component.

Students who receive an “unsatisfactory” grade after completing a retake are expelled from the University.

Students who have not passed the semester intermediate control forms are allowed to take classes in the next semester. The deadline for completing the semester control form is set by the dean of the faculty (by issuing an order for the faculty) within the current academic year. The deadline for re-taking the control forms is, as a rule, 30 calendar days.

15. Transfer to the next course (year) of study.

Transfer to the next course is carried out after the student completes the curriculum of the corresponding semester (course).

To transfer students, the dean prepares a corresponding order for the University before the beginning of the next semester (year).

Transfer to the next course is carried out only after the elimination of academic debt for previous courses.

16. Academic mobility of participants in the educational process

Academic mobility is the opportunity for participants in the educational process to study, teach, do internships, or conduct scientific activities at another higher education institution (scientific institution) in Ukraine or abroad

(“Regulations on Academic Mobility of Participants in the Educational Process” were put into effect by the Rector’s Order N 165 dated August 29, 2019).

The right to academic mobility can be exercised on the basis of international agreements on cooperation in the field of education and science, international programs and projects, agreements on cooperation between the Kyiv Medical University and a certain higher education institution (scientific institution) or its main structural unit.

The right to academic mobility can also be implemented by a structural unit of Kyiv Medical University on its own initiative, supported by the University's management, on the basis of individual invitations and other mechanisms.

Academic mobility of the university is implemented with the aim of:

- improving the quality of higher education and science in accordance with international educational standards;
- increasing the competitiveness of University graduates in the domestic and international markets of educational services and labor;
- obtaining and enriching individual experience of participants in the educational process regarding other models of knowledge dissemination;
- acquisition by participants of the educational process of new unique professional skills, obtaining additional knowledge in related fields;
- improving the level of foreign language proficiency
- attracting global intellectual potential to the domestic educational process on the basis of bilateral and multilateral agreements between partner institutions;
- development of internal and external integration ties.

The main types of academic mobility are:

- degree mobility - studying at a higher education institution other than the permanent place of study of the participant in the educational process, with the aim of obtaining a higher education degree, which is confirmed by a document (documents) on higher education or on obtaining a higher education degree from two or more higher education institutions;

- credit mobility – study at a higher education institution other than the permanent place of study of the participant in the educational process, with the aim of obtaining ECTS credits and/or relevant competencies, learning outcomes (without obtaining ECTS credits), which will be recognized at the higher education institution of the permanent place of study of the domestic or foreign participant in the educational process. At the same time, the total period of study for such participants under credit mobility programs remains unchanged.

Forms of academic mobility for participants in the educational process who obtain Master's and Doctor of Philosophy degrees in domestic higher education institutions are:

- study under academic mobility programs;
- language internship;
- scientific internship.

The general procedure for implementing academic mobility programs in Ukraine and abroad is regulated by the Resolution of the Cabinet of Ministers of

August 12, 2015 N 579 “On Approval of the Regulations on the Procedure for Implementing the Right to Academic Mobility”.

17. Academic integrity

Academic integrity is a set of ethical principles and rules defined by law that should be guided by participants in the educational process during training, teaching and conducting scientific (creative) activities in order to ensure trust in the results of training and/or scientific (creative) achievements ("Regulations on Academic Integrity" approved at the meeting of the Academic Council dated 26.06. 2019 N 10 and "Code of Academic Integrity and Conflict Management" approved at the meeting of the Academic Council dated 26.06. 2019 N 10).

Compliance with academic integrity by pedagogical, scientific-pedagogical and scientific staff involves:

- references to sources of information when using ideas, developments, statements, information;
- compliance with the norms of legislation on copyright and related rights;
- providing reliable information about research methods and results, sources of information used, and one's own pedagogical (scientific, pedagogical, creative) activities;
- monitoring of academic integrity by students;
- objective assessment of learning outcomes.

Compliance with academic integrity by students involves:

- independent completion of educational tasks, tasks of current and final control of learning outcomes (for persons with special educational needs, this requirement is applied taking into account their individual needs and capabilities);
- references to sources of information when using ideas, developments, statements, information;
- compliance with the norms of legislation on copyright and related rights;
- providing reliable information about the results of one's own educational (scientific, creative) activities, research methods used and sources of information.

Forms of academic dishonesty include: academic plagiarism, self-plagiarism, fabrication, falsification, copying, deception, bribery, biased evaluation; providing assistance to students during their evaluation of learning outcomes or creating obstacles not provided for by the conditions and/or procedures for such evaluation; influence in any form (request, persuasion, instruction, threat, coercion, etc.) on a pedagogical (scientific and pedagogical) employee with the aim of making him/her carry out an objective assessment of learning outcomes.

For violations of academic integrity, pedagogical, scientific and pedagogical and research employees of educational institutions, as well as higher education students, may be held academically liable. For actions that are recognized by law as a violation of academic integrity, a person may be held liable for other types of

liability on the grounds and in accordance with the procedure specified by current legislation.

The procedure for identifying and establishing facts of violation of academic integrity is determined by the University's Academic Integrity Commission, taking into account the requirements of the legislation of Ukraine.

The general procedure for implementing the norms of academic integrity at the University is determined by the norms of the Laws of Ukraine "On Education", "On Higher Education" and the Regulations on Academic Integrity at Kyiv Medical University.

18. Forms of learning

Students at the University are educated in the following forms: full-time (daytime, evening) and correspondence.

Full-time (full-time) education is the main form of obtaining a certain educational level.

The educational process in the full-time (daytime, evening) form of study is a way of organizing the training of students, which involves their direct participation in the educational process, which ensures the provision of deep systemic knowledge, sustainable skills and the formation of professional skills.

Correspondence education is a way of organizing the training of students by combining the full-time form of education during short-term sessions and independent mastery of the educational program in between. Correspondence education involves a more active use of information and communication technologies by the student and is characterized by a staged approach.

At the first stage, higher education applicants receive a knowledge base and methods for independent assimilation of educational information and the formation of skills (installation session), at the second stage, the applicant independently assimilates the educational material, performs planned individual tasks, and at the third stage, the learning results are checked (checking individual tasks, defending coursework, taking tests, certification, etc.).

Citizens of Ukraine, regardless of age, gender, health status, or nationality, who work or simultaneously study in another specialty, have the right to receive education by correspondence.

Foreign citizens and stateless persons receive education by correspondence at the University in accordance with current legislation and international treaties.

The procedure for obtaining higher education by correspondence at the University is regulated by the "Regulations on the correspondence form of study at the Faculty of Pharmacy of Kyiv Medical University" dated 30.08. 2017 (considered and approved at the meeting of the Academic Council of the University by protocol No. 1 dated 29.08. 2017) at the link <https://kmu.edu.ua/polozhennya-pro-zaochnu-formu-navchannya-na-farmaceutich-nomu-fakulteti/>.

19. Individual educational trajectory

Individual educational trajectory - a personal path to realize the personal potential of an education seeker, which is formed taking into account his abilities, interests, needs, motivation, opportunities and experience, is based on the choice by the education seeker of the types, forms and pace of obtaining education, subjects of educational activity and the educational programs offered by them, educational components and their level of complexity, methods and means of learning.

The organization of an individual educational trajectory of education seekers contributes to the formation of the competitiveness of future specialists and the realization of the personal and professional potential of education seekers .

The individual educational trajectory at the University is implemented in accordance with the “Regulation on the individual educational trajectory of students of the Private Higher Educational Establishment “Kyiv Medical University”.

According to the educational program of the relevant specialty, studying at least one elective educational component is mandatory every year. The list of elective educational components is established by the regulatory documents of the University, namely educational programs.

Students have the right to choose elective educational components throughout their studies.

The scope of each elective educational component is determined by the curriculum.

The percentage of selective educational components in the EP should be, as a rule, 25%. The process of choosing selective educational components by students is organized in accordance with the "Regulation on the individual educational trajectory of students of the Private Higher Educational Establishment "Kyiv Medical University" dated 31.08. 2020 (enacted by order N 138/1 dated 31.08.2020) with the link <https://kmu.edu.ua/polozhennya-pro-individualnu-osvitnyu-traektoriyu-navchannya-studentiv/>.

21. Peculiarities of student training and recognition of non-formal education

A student is a participant in the educational process who receives ECTS credits at the University by studying part of the educational components (subjects, courses) of the educational and professional (master's) program of the University in accordance with the Regulation on Students of the Higher Educational Establishment "Kyiv Medical University" (considered and approved at the meeting of the Academic Council of 31.08.2022, protocol N 1) at the link <https://kmu.edu.ua/polozhennya-pro-sluchachiv-pvnyz-ki%20d1%2097vskij-medichnij-universitet/>.

Student education at the University is a type of non-formal education.

Learning outcomes obtained through non-formal and/or informal education are determined in the formal education system in the manner specified in the Procedure for Recognition of Learning Outcomes Obtained through Non-formal and/or Informal Education in the Kyiv Medical University (reviewed and approved at the meeting of the Academic Council (minutes No. 1 dated 31.08.2022) at the link <https://kmu.edu.ua/poryadok-viznannya-v-pvnz-ki%d1%97vskij-medichnij-universitet-rezultativ-navchannya-zdobutix-shlyaxom-neformalno%d1%97-ta-abo-informalno%d1%97-osviti/>.

Recognition of learning outcomes acquired through non-formal and/or informal education is carried out at the University by a permanent Commission for the Recognition of Learning Outcomes Acquired through Non-formal and/or Informal Education, the composition of which is approved by order of the Rector of the University in accordance with the Procedure for the Recognition of Learning Outcomes Acquired through Non-formal and/or Informal Education at the Higher Educational Establishment "Kyiv Medical University".

21. Security rules during martial law

Safety rules during martial law for participants in the educational process are specified in the Algorithm of actions for participants in the educational process upon the signal "Air alarm" at the link <https://kmu.edu.ua/pravila-bezpeki-pid-chas-voyennogo-stanu/>.

If necessary, changes may be made to the organization of the educational process of the University. Changes to the organization of the educational process of the University are made by order of the Rector of the University in agreement with the Academic Council of the University.

In the event of a deterioration in the security situation and in the event of the impossibility of conducting the educational process in a face-to-face format, the University has the right to change the form of organization of the educational process to a blended one and using information and communication technologies.

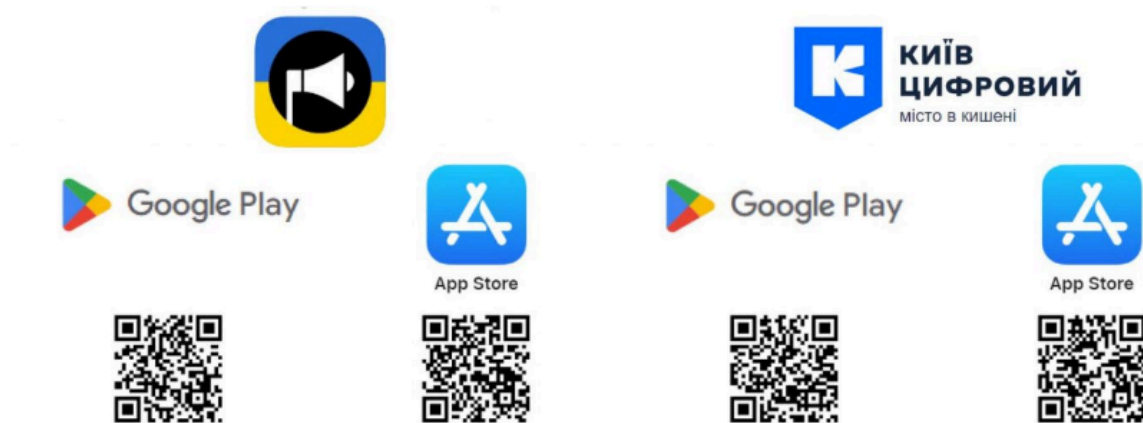
Algorithm of actions of participants in the educational process upon the signal "Air alarm"

1. This Algorithm of actions of participants in the educational process upon the signal "Air alarm" is mandatory for all participants in the educational process of the University - higher education applicants (students, postgraduates) and other persons studying at the University (students, doctors (pharmacists)-interns), scientific and pedagogical and other employees of the University.

2. Civil defense signals "Air alarm", "Air alarm response" are transmitted through a centralized warning system (sirens), radio, television, emergency information systems using mobile operators. A long siren sound (from 3 to 5 minutes) is a warning about the threat of missile and/or air strikes by the enemy and a recommendation to immediately move to the nearest shelter. In the buildings

of the University's training bases equipped with a warning and evacuation control system, information about civil defense signals "Air alarm", "Air alarm response" is announced through such a system.

3. To receive personalized civil defense signals "Air Alert", "Air Alert Response", each participant in the educational process must install the "Air Alert" and/or "Digital Kyiv" applications on their mobile phones, which are available in Google Play Market and AppStore. In the "Air Alert" application, you must select "Kyiv city" from the drop-down list of regions in the "Alarms" tab, and also set the parameters of the corresponding notifications in the "Settings" tab.



4. All participants in the educational process must be familiarized in advance with:

- this Algorithm of actions of participants in the educational process upon the signal "Air alarm";
- the location of shelters in the buildings of the University's educational facilities where classes are held, as well as the nearest public shelters (<https://gis.kyivcity.gov.ua/shelter/>) and the routes to them;
- evacuation plans from appropriate premises and shelters in the event of an emergency.

5. While in shelter, it is strictly prohibited to:

- To smoke ;
- To make noise ;
- Without the need to move ;
- Interfere with the movement of other people ;
- To obstruct evacuation exits ;
- Violate general rules of conduct in public places ;
- Leave the shelter until the "Airborne Alert" signal is heard .

6. It is forbidden to bring to the shelter:

- Dangerous means ;
- Flammable substances ;
- Substances with a strong odor ;
- Bulky things ;
- Animals.

7. If after the "Air Alarm" signal it is not possible to evacuate to a shelter, it is necessary to enter any room, preferably a room with a minimum area of external

walls, windows and openings. If there is no such room, you should go to the stairwell and press against the inner wall away from the windows, crouch, group and cover your head with your hands.

- If you are unable to leave the room, close the doors and windows, sit on the floor (below the level of the windowsill) near the interior wall, not opposite the window, and cover your head with your hands.
- You should remember and try to follow the "two-wall rule", according to which it is safer to be behind at least two walls relative to open space.

8. Upon hearing the "Air Alarm" signal on the floor or near the building, you must immediately move to shelter. Under no circumstances should you try to return to the classroom, office, or other premises, including to pick up personal belongings.

9. After the "Air Alarm" signal, in any case, it is not necessary to leave the building, except to go to shelter, since a person's stay outside the shelter increases the danger to their life and health during missile and/or air strikes.

Actions of participants in the educational process upon the "Air Alert" signal before the start of classroom classes (offline)

10. When the "Air Alert" signal is announced in Kyiv less than 2 (two) hours before the start of the first class in the University auditorium:

- all classroom classes (offline) are canceled on this day;
- participants in the educational process immediately move to the nearest shelter;
- the teacher notifies the head of the relevant group by any convenient means of communication about the postponement of the relevant classroom lesson to another time (free from classes and convenient for the teacher and students) or its holding using information and communication technologies (online) in the relevant Google Classroom after the "Airborne Alert" signal;
- the head teacher informs the students of the group about the postponement of the lesson or its holding online;
- The teacher immediately informs the head of the department, the dean's office of the relevant faculty, and the Directorate for Education about the postponement of a classroom lesson (including the date, time, and location) or its online delivery in one email.

If the "Air Alert" signal is absent in the city of Kyiv, but continues in the Kyiv region, then participants in the educational process who are in the Kyiv region continue to be in shelters and join (if possible) the class using information and communication technologies.

Actions of participants in the educational process upon the "Air Alert" signal during classroom lessons (offline)

11. Upon the signal "Air Alert" in Kyiv during classroom lessons:

- the teacher immediately stops the lesson and informs the students present about the need to take shelter. Before leaving the classroom, the teacher must ensure and personally check that the windows in the relevant classroom are closed (if they are open), turn off the lights, air conditioning, and other electrical appliances,

personally check that there are no people in the classroom, be the last to leave the classroom and lock the door;

- The teacher and students immediately and without fuss go to the shelter according to the indicators and established routes.

12. The teacher personally accompanies all students attending the relevant class when they are moved to the shelter and remains there with them until the “Airborne Alert” signal is given.

13. The teacher and students must remain in the shelter until the “Airborne Alert” signal is sounded, except in the event of an emergency requiring immediate evacuation from the building in which the shelter is located.

14. If it is possible to continue a classroom lesson in a shelter, the teacher ensures that it is held in a shelter in compliance with the class schedule.

15. All subsequent scheduled classroom classes that begin after the “Air Alarm” signal and before the “Air Alarm Remission” signal, which can be held in the shelter (including if an appropriate teacher is available), are held in the shelter according to the class schedule.

16. In the absence of a teacher who will conduct the next classroom lesson in the shelter, such lesson is postponed to another time or must be conducted using information and communication technologies (online) in the manner specified in paragraph 10 above.

17. If, during the stay in the shelter of the students of the relevant group, the next scheduled classroom lesson must be held at another educational base or there are no further lessons, the students remain in the shelter until the signal “Airborne alarm is canceled”. The teacher agrees with the head of the relevant group whether to hold a classroom lesson on this day at another educational base.

18. If it is not possible to hold a class in a shelter, such a class must be held (continued) in the classroom immediately after the “Airborne alarm” signal, and if, according to the class schedule, it ends before the “Airborne alarm” signal, such a class is postponed to another time or must be held using information and communication technologies (online) in the manner specified in paragraph 10 above.

Actions of participants in the educational process upon the “Air Alert” signal before and during classes using information and communication technologies

19. When announcing the “Air Alert” signal in Kyiv before the start of a class that is to be held using information and communication technologies (online):

- the teacher immediately informs the head of the relevant group by any convenient means of communication that the relevant lesson will begin 5 minutes after the "Air Raid" signal in Kyiv, and recommends going to the nearest shelter;
- the head teacher informs the students of the relevant group that the relevant lesson will begin 5 minutes after the “Air Raid” signal in Kyiv and recommends that everyone go to the nearest shelter;
- participants in the educational process who are in regions where the “Air Alert” signal has been announced, go to the nearest shelters.

20. Upon the signal "Air Alert" in Kyiv during a lesson using information and communication technologies (online):

- the teacher immediately informs students via Google Classroom about the announcement of the "Air Alert" signal in Kyiv, that the corresponding lesson will begin 5 minutes after the "Air Alert" signal in Kyiv, recommends that they go to the nearest shelter and stops the lesson;
- participants in the educational process who are in regions where the "Air Alert" signal has been announced, go to the nearest shelters.

21. If the "Airborne Alert" signal is received no later than 30 minutes before the end of the lesson according to the lesson schedule, such a lesson begins 5 minutes after the "Airborne Alert" signal and is held in an abbreviated format for the remainder of its duration. In this case, the Teacher must provide students with material on the relevant topic of the lesson in the relevant Google Classroom for independent study.

22. If a participant in the educational process is outside the city of Kyiv, and in the region of his stay after the "Air Alert" signal in Kyiv continues or an "Air Alert" is announced, he does not join the class until the "Air Alert" signal in the region of his stay. Such a student must inform the teacher who conducts classes using information and communication technologies (online) via Google Classroom about the region of his stay and the time of the "Air Alert" signal announcement there.

23. If the "Airborne Alert" signal in Kyiv is received less than 30 minutes before the end of the lesson according to the lesson schedule, such lesson will not begin. The teacher must provide students with material on the relevant topic of the lesson in the relevant Google Classroom for independent study and inform them about the postponement of the study of the relevant topic (individual questions of the topic) to the next lesson.

Actions of employees upon the signal "Air alarm"

24. When an "Air Alarm" signal is announced in Kyiv before the start of working hours, an employee, regardless of his/her location in Kyiv, must immediately go to the nearest shelter and stay there until the "Air Alarm" signal is released in Kyiv. The employee must arrive at his/her workplace no later than 1.5 hours after the "Air Alarm" signal is released.

25. If the "Air Alarm" signal in Kyiv was announced before the start of working hours, and the "Air Alarm Rejection" signal is not announced until 2:00 p.m. on the same day, the employee may not come to work on that day, and his absence from the workplace on that day will not be considered absenteeism.

26. An employee who receives an "Air Alarm" signal in Kyiv while at work must immediately stop working, close the windows in the office (if they are open), turn off the lights, air conditioning, computer, printer, and other electrical appliances, check that there are no other people in the office, leave the office, lock the office door, and go to the nearest shelter.

27. An employee who receives an “Air Alert” signal in Kyiv during working hours and is outside the workplace must immediately go to the nearest shelter without returning to the office for personal belongings.

22. University educational and registration documents

To ensure the proper organization of the educational process, for the purpose of effective work of the structural divisions of the University and systematization of documents on the organization of the educational process at the University, educational and accounting documents were approved in accordance with the order "On approval of forms of educational and accounting documentation in the 2023-2024 academic year" N 303 dated October 19, 2023.

1. Student's educational card;
2. Individual curriculum of the student;

individual educational plan - a document that determines the sequence, form and pace of the student's assimilation of the educational components of the educational program in order to implement his individual educational trajectory and is developed by an educational institution in cooperation with the student, provided that the necessary resources are available for this;

3. Student performance record sheet;
4. Journal of attendance and student performance,
5. Preload distribution and reports on its implementation.

6. Minutes of the meetings of the final examination commission (in accordance with the Regulations on the procedure for conducting a comprehensive practical-oriented qualifying exam in 2023 under martial law <https://kmu.edu.ua/polozhennya-pro-poryadok-provedennya-kompleksnogo-praktichno-orientovanogo-kvalifikacijnogo-ispitu-u-2023-roci-v-umovax-voyennogo-stanu/> and the Regulations on the procedure for conducting an objective structured practical (clinical) exam at the Kyiv Medical University of Higher Education dated 30.12. 2022 (minutes N 6 dated 15.12. 2022 were considered and approved at the meeting of the Academic Council) at the link <https://kmu.edu.ua/polozhennya-pro-poryadok-provedennya-obyektivnogo-strukturnovanogo-praktichnogo-klinichnogo-ispitu-u-pvz-ki%d1%97vskij-medichnij-universitet/>).

23. Library (electronic library)

The library is an educational, scientific, informational, and cultural-educational structural unit of the university and provides educational, scientific, and educational processes with information materials.

The library's activities are guided by the current Laws of Ukraine, Resolutions of the Cabinet of Ministers of Ukraine, orders of the Ministry of Health of Ukraine, the Ministry of Education and Science of Ukraine, the Ministry of Culture and Information Policy, current standards in the field of educational activities and library work, other regulatory legal acts, the University Charter,

decisions of the university staff, the University Academic Council, orders of the rector, and this Regulation.

The procedure for access to library funds and information resources, the list of basic services and the conditions for their provision are determined by the "Regulations on the Library of the Private Higher Educational Establishment "Kyiv Medical University" (considered and approved at the meeting of the Academic Council, minutes N 5 dated 29.12.2021) at the link <https://kmu.edu.ua/polozhennya-pro-biblioteku-pvnz-ki%d1%97vskij-medichnij-universitet/>.

The university has a library with available textbooks in paper form and an electronic library with available electronic textbooks.

The electronic library is located at <https://drive.google.com/drive/folders/1iZy7NMhEUh0WoHTv-OFLUr1qKtYGP6dW>.

The library is structured according to educational programs: "Medicine", "Dentistry", and "Pharmacy, Industrial Pharmacy". The library is further divided into educational materials according to the language of instruction: Ukrainian and English.

For each educational component, the library usually has one main textbook and 3-5 additional ones.

24. Preparation for the Unified State Examination and LII Step 3

A comprehensive approach to preparing higher education applicants/interns for exams is based on the interaction of the University administration, the Directorate for Education, University departments, deans' offices, the Faculty of Continuing Professional Medical Development, the Internship Department, the Education Quality Monitoring Department, the Information Technology Department, and student self-government.

The conditions and procedure for preparing for the Unified State Qualification Exam are described in the Regulations on the conduct and system of preparing students and interns for the Unified State Qualification Exam and the licensing integrated exam "Step 3" in the specialty of internship at the Kyiv Medical University (approved by the Academic Council of the Kyiv Medical University, Protocol No. 1 dated 08/30/2023).

An exemplary algorithm for preparing higher education applicants and doctors (pharmacists) - interns for exams:

1) Processing test tasks from previous years' booklets on the relevant topic at each practical session (the teacher provides tasks to higher education students/interns in advance, and the higher education student/intern prepares reasoned explanations for the test tasks - why the answer is correct).

2) Passing a test of knowledge on the relevant topic at each practical lesson (the value of the criterion "passed" is 85.0% of correct answers).

3) Passing a test of knowledge on the educational component at the end of the semester/cycle (the value of the criterion “ passed ” is 85.0% of correct answers).

4) Passing booklets of previous years (at least the last 10 years) on the PrExam platform (the criterion value was 85.0% of correct answers).

5) Passing past years' booklets in a computer class (at least the last 3 years) on the PrExam platform (the criterion value was 85.0% of correct answers).

6) Passing PreStep (150 test questions randomly generated by the PrExam platform from booklets from previous years) (the criterion value was 85.0% of correct answers).

7) Working in groups with tutors. Going through booklets from previous years (at least the last 5 years).

8) Attending instructional lectures/practical classes with teachers and analyzing test tasks at the end of the semester .

9) Systematic study of educational material from the educational components that are part of the exams.

10) Use of open information materials on the website of the State Non-Profit Organization "Testing Center" <https://www.testcentr.org.ua/uk/>.

25. Educational portal of the CMU

The Educational Portal of the KMU is a system for providing participants in the educational process with educational and methodological materials in electronic format. The Educational Portal provides a modern method of accessing any educational and methodological documentation from any gadget at a convenient time and place. The Educational Portal is located at <https://sites.google.com/kmu.edu.ua/educationportalkmu?usp=sharing>.

The educational portal is divided into two parts: information for use by education seekers and information for use by scientific and pedagogical workers.

Students and academic staff have access to such materials as: information about educational programs implemented at the University, curricula and working curricula, educational process schedules, lecture and practical classes schedule, information about learning using information and communication technologies.

A separate structured place for educational and methodological documentation is the departmental websites. The department's website is divided into main and optional educational components. Each educational component has a syllabus, curriculum (curriculum), schedules for making up missed classes, required and auxiliary literature, links to test tasks, questions and educational materials for independent study, a list of tasks for preparing for tests and exams, etc.

The KMU educational portal is an integral part of the University's educational process and helps students quickly and efficiently adapt to the educational process at the University.

26. Procedure for expulsion, interruption of studies, renewal and transfer of persons studying at the University, and granting them academic leave

26.1. General provisions

1. This section regulates the procedure for expulsion, interruption of studies, resumption of studies, transfer, granting of academic leave to persons who are pursuing the second (master's) and third (educational and scientific) levels of higher education at the University under educational and professional and educational and scientific programs in higher education institutions and at the University.

2. In this section, the following terms are used:

academic leave - interruption of studies by a higher education seeker for reasons and reasons specified in this Regulation that make it impossible to complete the educational program. For the period of academic leave, the rights and obligations of a higher education seeker, as well as the implementation of his individual curriculum (individual plan of scientific work), are suspended. For the period of academic leave, persons belonging to certain categories specified by law retain certain rights of a higher education seeker in accordance with this Regulation;

expulsion from the list of education seekers (hereinafter referred to as expulsion) - the loss by a person of the status of a higher education seeker in a manner that results in the termination of the rights and obligations of a higher education seeker;

requirements for applicants to the relevant educational program - previously obtained level of education, specialty (specialties), on the basis of which admission to study is carried out, results of entrance exams, the list of which is determined by the Conditions (Procedure) of Admission to Study for Higher Education and the Rules for Admission to a Higher Education Institution upon admission to the relevant competitive offer (in the form of an appropriate set of certificates and results of external independent assessment, national multi-subject test, creative competitions and tests, entrance exams, a single professional entrance exam, a single entrance exam, a single state qualification exam, an interview, taking into account the minimum number of entrance exam points (competition score), sources of financing for higher education, citizenship and special conditions for participation in the admission campaign, etc.);

transfer - change by a higher education applicant in the manner prescribed by these Regulations:

educational program,
forms of obtaining higher education.

final control - control measures that provide for establishing compliance (measurement, evaluation) of the learning outcomes achieved by a person with the

requirements of the educational program in terms of the relevant educational component;

reinstatement - restoration of the status of a higher education student after expulsion, acquisition of the rights and obligations of a person pursuing higher education.

4. Expulsion, interruption of studies, as well as extension of its term, resumption of studies, transfer, admission to continue studies are carried out on the basis of the order of the rector of the University. The relevant information is entered by the University into the Unified State Electronic Database on Education within the deadlines and in the manner prescribed by law.

26.2. Deductions for higher education applicants

1. The grounds for expelling applicants are determined by Part One of Article 46 of the Law of Ukraine “On Higher Education” and Part Six of Article 42 of the Law of Ukraine “On Education”.

1.1. The grounds for expelling students are:

- completion of studies in the relevant educational (scientific) program;
- at your own request;
- transfer to another educational institution;
- failure to fulfill the individual curriculum;
- failure to fulfill the individual curriculum (after enrollment, did not start classes within 10 days) ;
- failure to fulfill the individual curriculum (due to failure to return from academic leave);
- violation of the terms of the agreement (contract) concluded between the higher education institution and the student, or an individual (legal entity) paying for the tuition;
- health status based on the conclusion of the TCC;
- failure to fulfill the individual plan of scientific work;
- in connection with violation of the deadlines for the implementation of the individual scientific work plan;
- in connection with the entry into force of a court verdict;
- in connection with a violation of the visa regime;
- in connection with conscription for military service;
- in connection with death;
- in connection with the submission of inaccurate data/information by the applicant;
- due to failure to conclude a study agreement between the educational institution and the applicant;
- in connection with the erroneous inclusion of a person in the enrollment order;
- other cases provided for by law.

1.2. Students may be expelled from the University for violating discipline and the University's Internal Regulations. The reasons for expulsion may be:

- being in the University premises (including in the dormitory) in a state of alcoholic, narcotic or toxic intoxication;
- committing an immoral act;
- by a court verdict that enters into legal force or by a resolution of a body that has the competence to impose an administrative penalty or apply measures of public influence.

1.3. For violation of the terms of the contract, education seekers are expelled for untimely payment of tuition fees and failure to fulfill other conditions stipulated by the contract for the provision of paid educational services for the training of specialists.

1.4. Students may be expelled from the University for violating academic integrity in accordance with the Regulations on Academic Integrity and the Code of Academic Integrity and Conflict Management of Kyiv Medical University.

2. The list of circumstances considered to be non-fulfillment of the individual curriculum is determined by this provision, subject to compliance with the following requirements, namely:

- the fact of failure to fulfill the individual curriculum is established based on the results of the final control or certification of applicants;

- expulsion due to failure to fulfill the individual curriculum in terms of receiving an unsatisfactory grade based on the results of the final control is possible only if the University has provided the higher education applicant with the opportunity to:

- improvement of the results of the final control in the relevant educational component regardless of the number of unsatisfactory grades received, but the higher education applicant did not take advantage of this opportunity within the established period or received an unsatisfactory grade based on the results of the repeated final control;

- appeal in accordance with the procedure established by the University against the decision, action or inaction of pedagogical, scientific-pedagogical, scientific workers, officials of the University regarding the organization and conduct of final control, but the higher education applicant did not take advantage of this opportunity within the period established by the University or his complaint was reasonably rejected;

- a higher education applicant cannot be expelled for failure to fulfill the individual curriculum before the end of the final control period of the current academic period or before the start of the attestation of applicants, if such failure is a consequence of force majeure circumstances, established by the University with the participation of representatives of student self-government bodies and in accordance with this.

A student may be expelled from the University (for failure to complete the individual curriculum) if:

- according to the results of the semester knowledge control, has unsatisfactory grades in three or more mandatory educational components;
 - according to the results of the examination session, has three "unsatisfactory" grades in one mandatory educational component (initial exam and two retake attempts. Second retake - with a commission);
 - according to the results of the final control, he received an unsatisfactory grade of " F X" and did not resubmit the received grade within the established time frame;
 - did not eliminate academic debt/academic difference within the established deadlines;
 - failed the first or second stages of the Unified State Examination twice;
3. An academic certificate is issued to a person who is expelled from the University in accordance with the procedure specified in these Regulations (except for expulsion due to completion of studies in the relevant educational program, as well as if the person has not started classes).
4. A person expelled from the University before completing their studies under the educational program receives an academic certificate containing information about their study results, names of disciplines, grades received, and the number of ECTS credits obtained.
5. Expulsion of higher education applicants from the University is carried out in agreement with the University Student Council.

26.3. Resumption of studies

1. Persons expelled before completing their studies in a certain educational program may be reinstated for study at places funded by individuals (legal entities) on the basis of a personal application submitted to the University.

The application for resumption of studies is considered by the University within five working days, after which the applicant is informed in writing (including by electronic mail) about the terms, procedure and conditions of resumption of studies or about the reason for refusal.

2. A person may be reinstated for studies regardless of the reasons for expulsion, the duration of the break in studies, the form of obtaining higher education, educational program, or source of funding under the following conditions:

- fulfillment of requirements for applicants to the relevant educational program in accordance with paragraph 3 of this section;
- a positive assessment of the learning outcomes achieved by the person during previous periods of study, the person's ability to successfully complete the relevant educational program. A person may be denied resumption of study if a negative assessment of his or her ability to successfully complete the relevant educational program is established. The assessment is carried out in accordance with the procedure provided for in these Regulations;

- recognition of the results of previous periods of study is carried out in accordance with Section 28 of these Regulations;
- coordination with the student self-government bodies of the University.

Reinstatement to study in an educational program in a specialty required for access to professions for which additional regulation has been introduced is carried out if the person studied in the same specialty before expulsion.

Re-enrollment for the first year of study on the basis of complete general (profile) secondary education is prohibited. Re-enrollment for the second year of study on the basis of complete general (profile) secondary education of persons expelled from the first year of study is possible provided that they fully fulfill the requirements of the curriculum of the first year of study of the relevant educational program within the period established by the University.

When resuming studies in an educational program in another specialty, as well as when resuming from a foreign higher education institution, regardless of the specialty, it is mandatory to fulfill the requirements for applicants to the relevant educational program established in the year of the start of studies for the contingent of education seekers at the relevant level of education to which the person joins, or in one of the following years, but no later than the year of the person's submission of the application for renewal.

3. The person who has submitted an application for resumption of studies may fulfill the requirements for applicants to the relevant educational program:

before resuming studies;

no later than the date of admission to the attestation of higher education applicants. In case of failure to comply with this requirement within the established period, the higher education applicant is expelled for violating the terms of the study agreement between the University and the applicant, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education", and is not admitted to the attestation of higher education applicants.

4. The procedure for recognizing the results of previous studies, ECTS credits, enrollment of educational components, implementation of an individual research work plan, and other conditions for resuming studies (hereinafter referred to as the conditions for resuming studies) are defined in these Regulations.

In this case, the mandatory conditions are:

prior to or within six months after resumption of studies, the completion of uncredited educational components of the curriculum of previous periods of study (the volume of uncredited educational components on the day of resumption cannot exceed 20 ECTS credits);

inclusion in the individual curriculum of a higher education applicant of the mandatory educational components specified by the University's educational program for previous periods of study and/or the volume of elective educational components provided for therein (if necessary);

passing the stages of certification of higher education applicants stipulated by law (if necessary).

Enrollment of mandatory educational components (individual plan of scientific work) or their components is carried out in the manner specified in this

Regulation, provided that during the previous periods of study the person has obtained the educational program or similar learning outcomes. As elective upon the application of the higher education applicant, in particular, educational components of previous studies that cannot be enrolled as mandatory are enrolled.

5. An order for resumption of studies is issued after concluding, in accordance with part sixteen of Article 44 of the Law of Ukraine “On Higher Education”, a study agreement between the University and the applicant, as well as a study agreement between the University and an individual (legal entity) ordering a paid educational service (in the case of resumption of studies at the expense of such an individual).

6. Re-admission to the University is usually carried out during the summer and winter holidays, but may continue throughout the academic year.

Algorithm for renewing education applicants from 01.09. 2024.

1. A person applies to the Admissions Committee (selection committee/external selection committee) of the University with a request to resume studies. Documents for renewal are provided to the responsible secretary of the admissions committee (the dean of the relevant faculty, as a member of the admissions committee/responsible secretary of the selection committee or the responsible secretary of the external selection committee). The person writes an application for renewal of studies in which he indicates the following points:

- 1) I ask that you reinstate me for study in _____course _____semester, educational and professional program _____ 202_-202_ academic year;
- 2) I request that the results of my previous periods of study be recognized, as indicated in the academic certificate dated _____№_____, issued by _____ (I am attaching the original academic certificate).

2. The Admissions Committee / Selection Committee or the External Selection Committee conducts an initial check of documents.

The application for resumption of studies is considered by the University within **five working days** , after which the applicant must be informed in writing (an e-mail is sent to the mail) about the terms, procedure and conditions of resumption of studies or about the reason for the refusal.

The Dean of the Faculty / Director of the Polish Campus sends an email to the applicant to the email address indicated by the applicant in the application:

" On behalf of the Private Higher Educational Institution "Kyiv Medical University" (hereinafter referred to as the University), founded in 1992, which was the first among Ukrainian educational institutions to receive investments in the field of education and healthcare from the European Bank for Reconstruction and Development, we express our respect and inform you that based on the results of considering your application, a decision has been made to renew your studies at the _____ Public Health Institute for the _____ semester of the _____ academic year 202_-202_ academic year. To complete the renewal procedure, you must arrive at the dean's office of the _____ faculty by _____ 202_. Working hours: _____.

Telephone for information: _____".

At the same time, the dean of the faculty informs the applicant by phone about the payment of tuition fees.

NB ! In accordance with the order of the Ministry of Education and Science of Ukraine dated 07.02.2024 N 134 "Resumption of studies in an educational program in a specialty required for access to professions for which additional regulation is introduced is carried out if the person studied in the same specialty before expulsion". If a person wishes to be resumed in another specialty, the person is notified of the reason for the refusal in writing to the e-mail address.

3. If a person wishes to be reinstated to the same specialty from which they were expelled, the following steps are taken :

The responsible secretary of the admissions committee/selection committee or the external selection committee, together with the dean of the relevant faculty, checks:

3.1. " **fulfillment of requirements for applicants to the relevant educational program** ":

- availability of appropriate NMT/ZNO, EVI, EFVV scores;
- relevant previous education PZSO/NRK5 (based on NRK5, only persons with the following professions can enroll in training):
"Paramedic", "Nurse", for specialty 222 "Medicine";
"Dental Technician", "Dental Hygienist" for specialty 221 "Dentistry";
"Pharmacist" for specialty 226 "Pharmacy, industrial pharmacy".
- foreign citizens and stateless persons enter the first year on the basis of the FGE or the first year with a shortened period of study on the basis of the FGE(medical, pharmaceutical direction).

If the requirements are met, then the responsible secretary of the admissions committee/selection committee or the on-site selection committee puts a visa on the application for renewal: " **Requirements for an applicant for the relevant EP fulfilled** ". If the requirements are not fulfilled, then the responsible secretary of the admissions committee/selection committee or the field selection committee shall put a visa on the application for renewal: " **Requirements for an applicant for the relevant EP not fulfilled** ". Further, the University's order on renewal must state: " **Requirements for an applicant for the relevant EP fulfilled** " or " **Requirements for an applicant for the relevant EP not fulfilled** ."

The Dean of the relevant faculty/Director of the Polish campus convenes a meeting of the permanent commission for the recognition of the results of formal, non-formal and informal education acquired by a person during previous periods of study and conducts:

3.2. " **recognition of the results of previous periods of study and assessment of the learning outcomes achieved by a person during previous periods of study** " - the commission conducts a comparative analysis of the academic transcript (including assessing the results of previous periods of study as "positive" or "negative") and the corresponding University Academic

Record. Based on the results of the work, the commission may make the following decisions:

- 3.2.1. *prior to or within six months after resuming studies, the fulfillment of uncredited educational components of the curriculum of previous periods of study, while the volume of uncredited educational components on the day of resuming studies cannot exceed 20 ECTS credits). In the event that the academic difference is more than 20 credits, the Dean prepares an order of the University on admission to the elimination of the academic difference as a student until the date of resuming studies as a student. The volume of the academic difference (including negative results of previous periods of study) is indicated in the "Conclusion on the academic difference", which the commission provides to the Dean of the Faculty and the student.*
- 3.2.2. *inclusion in the individual curriculum of a higher education applicant of the mandatory educational components specified by the University's educational program for previous periods of study and/or the volume of elective educational components provided for therein (if necessary);*
- 3.2.3. *passing the certification stages prescribed by law (GQPE) (if necessary).*

3.3. To assess the ability of a person to successfully complete the relevant educational program, the dean of the relevant faculty/director of the Polish campus, on the day of writing the application, organizes testing of the person wishing to be renewed for the relevant semester, and checks the test results. A person may be denied resumption of studies if a negative assessment of his/her ability to successfully complete the relevant educational program is established. The assessment is carried out in accordance with the procedure provided for in this provision.

A set of tests to assess a person's ability to successfully complete a relevant educational program are being developed and are approved by a standing commission for the recognition of the results of formal, non-formal and informal education at the beginning of the calendar year. A set of tests should be developed for each academic semester of the educational and professional program, starting from the 3rd semester.

The test set usually consists of three options, each of which contains 50 test questions that correspond to the content of the educational components of previous periods of study (completed educational components). Testing usually takes place on the day of writing the application in the presence of the dean of the relevant faculty/director of the Polish campus.

Each test task has There are five answer options , of which only *ONE is correct* .

The task is considered completed if the person has selected and marked the correct answer.

The pass/fail threshold is 30 correct answers.

If an incorrect answer is indicated, no option is marked, or an answer is provided with two or more selected options, even if one of them is correct, the test response is counted as negative.

The duration of the test is 50 minutes.

On the test task with answers, the dean of the faculty/director of the Polish campus, after checking the test results, concludes: "**capable of successful completion of the relevant educational program**" or "**unable to successfully complete the relevant educational program.**"

3.5. The Dean of the Faculty / Director of the Polish Campus shall submit test tasks with answers Commission for the recognition of the results of formal, non-formal and informal education.

3.6. The results of the above work are summarized in the decision of the commission on the recognition of the results of formal, non-formal and informal education and are drawn up in the form of a protocol:

Example of a decision of the commission on the recognition of the results of formal, non-formal and informal education:

PROTOCOL No. _____

- **Meeting of the Standing Committee on the Recognition of the Results of Formal, Non-Formal and/or Informal Education of the Kyiv Medical University**
 - (hereinafter referred to as the commission)

Kyiv

__.:__.

- **Present members of the Commission:** MEGED V. (Chairman of the Commission), HRYSHKOV M. (Deputy Chairman of the Commission), KYSLYTSKYI I. (Secretary of the Commission), P'YATNYTSKYI Y., POLESOVA T., TYMCHENKO I., ANZINA K., KACHAN K., RZAEVA I., ZHURAVEL S.

- AGENDA :

- 1. On the resumption of studies at the Educational Institution " _____ " _____ *(full name of the person)*.

Regarding the first agenda item:

LISTENED TO:

- **The head of the commission, MEGEDIA V.**, who informed that the Kyiv Medical University received an application for resumption of studies from _____ *(full name of the person)*. In accordance with the Regulations on the procedure for expulsion, interruption of studies, renewal and transfer of persons studying in higher education institutions and granting them academic leave, approved by order of the Ministry of Education and Science of Ukraine dated 07.02.2024 No. 134, registered with the Ministry of Justice of Ukraine dated 08.04.2024 under No. 509/41854, the Regulations on the organization of the educational process at the Private Higher Educational Institution "Kyiv Medical University", approved by the decision of the Academic Council dated 23.05.2024 (protocol No. 10), put into effect by order dated 24.05.2024 No. 197, the Commission must establish the existence of the conditions provided for by law for the renewal of this person's studies.

- **Deputy Chairman of the Commission, M. HRYSHKOV**, who reported on the results of the verification of the availability of conditions for the renewal of the specified person for studies and proposed to make appropriate decisions.

APPROVED:

- 1. Regarding the conditions for resuming studies of _____ *(full name of the person)*, born on __.:__., previous place of study - _____ *(name of higher education institution)* (order on expulsion from __.:__ No. _____, academic certificate from __.:__ No. _____:

1.1. fulfillment of requirements for applicants to the relevant educational program	consider the requirements for applicants to the relevant educational program to be fulfilled: / consider the requirements for applicants to the relevant educational program to be unfulfilled: (choose one of two) in terms of the minimum number of points (from the entrance exams (competition score), with which the applicant is allowed to participate in the competitive selection), established in the year of the start of training for the contingent of education seekers at the appropriate level of education to which the person joins, or in one of the following years, but not later than the year of the person's submission of the application for renewal ;
1.2. the amount of unenrolled educational components of the curriculum of previous periods of study	not to enroll in the following educational components of the curriculum of previous periods of study: <i>Names of educational components</i> , total amount of ECTS credits ;
1.3. positive assessment and recognition of learning outcomes achieved by a person during previous periods of learning	give a positive assessment and recognize the learning outcomes indicated in the academic certificate, obtained during previous periods of study, except for uncredited educational components;
1.4. ability to successfully complete a relevant educational program	be considered capable of successfully performing the relevant OP. / be considered unable to successfully complete the relevant OP. (choose one of the two)

- 2. Recommend:
- a) to renew the specified person's studies for ___ semester, OP " _____";
- b) include unenrolled educational components in the individual curriculum of the specified person;
- c) oblige the relevant person to complete (study and pass the final examination) the unenrolled educational components by __.__.____. (*indicate the date that falls on the sixth month after the date of this protocol*)

- **Or**

- 2a. Recommend:
- a) to renew the specified person's studies for ___ semester, OP " _____";
- b) include unenrolled educational components in the individual curriculum of the specified person;
- c) oblige the relevant person to complete (study and pass the final examination) the unenrolled educational components by __.__.____; (*indicate the date that falls on the sixth month after the date of this protocol*)
- d) oblige the specified person to fulfill the requirements for applicants to the relevant educational program, no later than the date of admission to the certification of higher education applicants, established in the year of the start of training for the contingent of education applicants at the relevant level of education to which the person joins, or in one of the following years, but no later than the year of the person's submission of the application for renewal .

- **Or**

- 2b . Refuse the specified person in resuming studies due to the fact that a negative assessment of his or her ability to successfully complete the relevant educational program has been established.

- **Or**

- 2c. To refuse the specified person the resumption of studies due to the fact that the volume of uncredited educational components of the curriculum of previous periods of study on the day of resumption exceeds 20 ECTS credits. . **To recommend** that the specified person previously (before resumption of studies) complete the uncredited educational components of the curriculum of previous periods of study that exceed 20 ECTS credits.

3.7. The minutes of the meeting of the commission for the recognition of the results of formal, non-formal and informal education are transmitted to the admissions committee/selection committee/field selection committee.

5. The University's Admissions Committee checks on the website of the State Enterprise "Inforesurs" in the section "Register of Educational Activity Subjects" <https://registry.edbo.gov.ua/> the availability of the appropriate license and

accreditation of the higher education institution for the right to conduct educational activities in which the applicant studied.

6. Individuals who were expelled from a University or other higher education institution for failing the first or second stage of the Unified State Examination: the integrated test exam "Step 1", the English language exam for professional purposes, and the integrated test exam "Step 2" and wish to be reinstated to study at the University may be reinstated to study in the same specialty for repeated studies, as a rule, for at least two semesters.

7. List of documents upon renewal to the University (for domestic students):

- a statement addressed to the rector of the University about renewal;
- academic certificate (original) (certified by the signature and seal of the higher education institution);
- document on the basis of which admission was made (certificate of completion of complete general secondary education or diploma of the educational and qualification level of a junior specialist, educational and professional degree of a junior bachelor, educational degree of a junior bachelor, bachelor, specialist or master with an appendix thereto) (original);
- certificate(s) of external examinations/NMT, EVI, EFVV (original);
- certificates of the first stage of the Unified State Examination: integrated test exam Step 1 and professional English exam (in case of renewal for the 4th year and above) (original);
- passport (copy);
- extract from the register of the territorial community/certificate of registration of place of residence (copy);
- taxpayer registration card registration number (TRC) (copy);
- military registration document (military card, conscription certificate or registration certificate) (copy);
- 6 photos 3*4 size.

8. If there are no vacancies, the admissions committee will inform the applicant within five days.

9. At its meeting, the Admissions Committee considers the application, documents received from the applicant and the minutes of the meeting of the commission for the recognition of the results of formal, non-formal and informal education and makes a decision on the possibility of his renewal for the relevant course/semester (taking into account the amount of academic difference) for which the candidate is renewed, and informs him of the decision made. The decision of the Admissions Committee is formalized in the minutes and signed by the head of the Admissions Committee and the executive secretary of the Admissions Committee. In the event of a positive decision of the Admissions Committee and the consent of the applicant to renewal, the dean of the relevant faculty prepares a draft order for renewal and submits it for signature to the rector of the University. After which the order is registered and entered into the unified state electronic database on education (hereinafter referred to as the EDEBO). Based on the order for renewal, the Planning and Economic Department (hereinafter referred to as the PEV) concludes with the applicant a contract for study at the University and a

contract for the provision of paid educational services for the training of specialists. After signing the relevant order, the dean of the faculty, by act, transfers the necessary list of documents of the education seeker to the student desk, which properly forms the education seeker's personal file for further storage.

10. List of documents upon renewal to the University (for foreign citizens and stateless persons):

- application to the rector of the University for renewal;
- academic certificate (original) (certified by the signature and seal of the higher education institution). In case of renewal from a foreign higher education institution, the academic certificate must contain an Apostille or consular legalization. Together with the original academic certificate of the foreign higher education institution, a notarized copy of the academic certificate with a translation into Ukrainian is provided;

- the original document on the basis of which admission was made (certificate of completion of general secondary education or a document equivalent to it with an appendix thereto). The document on the FGE must contain an Apostille or consular legalization. Together with the original document on the FGE, a notarized copy of the document with a translation into Ukrainian is provided;

- certificates of the first stage of the Unified State Examination: integrated test exam Step 1 and professional English exam (in case of renewal for the 4th year and above) (original);

- a notarized copy of a foreigner's passport document or a document identifying a stateless person or a person with a " D -13 " (study) visa with a notarized translation into Ukrainian;

- / permanent residence permit in Ukraine;

- health insurance policy;

- 10 photos 3*4 size;

- application for the recognition procedure (if there is no certificate of recognition of a foreign educational document);

- statement of consent to the processing of personal data;

- receipt for payment for the recognition/verification of educational documents;

- affidavit (if available).

11. Renewal of foreign citizens and stateless persons is possible both in person and remotely (with the participation of a partner organization that is a resident of the entrants' country of origin).

12. If there are no vacancies, the selection committee/visiting selection committee will inform the applicant within five days.

13. At its meeting, the selection committee/visiting selection committee shall consider the application, documents received from the applicant and the minutes of the meeting of the committee for the recognition of the results of formal, non-formal and informal education and shall make a decision on the possibility of its renewal for the relevant course/semester (taking into account the amount of academic difference) for which the candidate is renewed, and shall inform him of the decision made. The decision of the selection committee/visiting selection

committee shall be recorded in minutes and signed by the chairman of the selection committee/visiting selection committee and the executive secretary of the selection committee/visiting selection committee. The selection committee / visiting selection committee shall transfer the entire package of documents to the executive secretary of the admissions committee. At its meeting, the Admissions Committee shall consider the application and documents received from the selection committee/visiting selection committee and shall make a decision on the possibility of its renewal. The decision of the Admissions Committee shall be recorded in minutes and signed by the chairman of the Admissions Committee and the executive secretary of the Admissions Committee. In the event of a positive decision of the admissions committee and the consent of the education seeker to renew, the selection committee/visiting selection committee concludes a contract with the education seeker on studying at the University. The selection committee / visiting selection committee prepares a draft order for renewal and submits it to the rector of the University for signature. After that, the order is registered and entered into the unified state electronic database on education (hereinafter referred to as the Unified State Electronic Database on Education). The selection committee/visiting selection committee concludes an agreement with the higher education seeker on the provision of paid educational services for the training of specialists. After signing the relevant order, the selection committee, by act, transfers the necessary list of documents of the education seeker to the international faculty, which properly forms the personal file of the education seeker for further storage.

15. If the academic difference exceeds 20 credits, the student writes an application requesting to eliminate the academic difference and may be allowed by the dean of the faculty/director of the Polish campus to eliminate the academic difference as a student.

16. In case of academic difference, the dean of the relevant faculty prepares an order indicating the educational components, the amount of the academic difference and the terms of elimination of the academic difference. In accordance with the order, the PEU prepares a calculation of the cost of eliminating the academic difference, which the student (student) pays, after which he is allowed to eliminate the academic difference. The department determines the specific educational tasks for the student/student to prepare for the elimination of the academic difference and provides the necessary educational and methodological support. Elimination of the academic difference, as a rule, must be completed prior to or within six months after renewal.

17. The results of calculating the academic difference are entered into the performance record provided to the departments by the relevant faculty.

18. If the student has not eliminated the academic gap after the specified deadlines, he may be expelled from the University as having failed to complete the individual curriculum.

19. The procedure for recognizing educational documents issued by educational institutions of other states in Ukraine (hereinafter referred to as the Recognition Procedure) is provided in the event of renewal of an education seeker with an education document (academic certificate, document on FGE) issued by an

educational institution of other states. An employee of the dean's office of the relevant faculty provides the commission for recognizing foreign educational documents with a package of documents from the personal file of the education seeker for conducting the recognition procedure (hereinafter referred to as the Recognition Commission). The Recognition Commission analyzes the provided package of documents and prepares a conclusion on the recognition of a foreign educational document and a form-application on the result of the recognition procedure for entering information into the certificate. An application for registration of a certificate of recognition of a foreign educational document is made through the electronic office of the State Enterprise "Information and Image Center" of the Ministry of Education and Science of Ukraine <https://naric.in.ua/>. To register a certificate, the Recognition Commission uploads the following documents to the electronic office:

- foreign educational document (original and notarized copy of the document with translation into Ukrainian);
- an appendix to a foreign educational document containing information about the content and duration of the educational program, as well as academic performance in academic disciplines (original and notarized copy of the document with a translation into Ukrainian);
- conclusion of the University Recognition Commission on the recognition of a foreign educational document;
- a form on the result of the recognition procedure for entering information into the certificate;
- statement of consent to the processing of the student's personal data;
- a copy of the student's passport.

20. The verification procedure is provided for in the case of renewal of foreign citizens and stateless persons from Ukrainian HEIs. The procedure for verifying the academic certificate includes: checking the authenticity of the academic certificate, confirming the status of the HEI that issued the academic certificate, confirming the period of study, establishing a qualification assessment and confirming academic and/or professional rights. An employee of the dean's office of the relevant faculty provides a package of documents from the personal file of the education seeker for the verification procedure to the Directorate for Education. The Directorate analyzes the documents and prepares a letter with a package of documents for submission for the verification procedure. The letter is sent by e-mail to the State Enterprise "Center for International Programs of the Ministry of Health of Ukraine" cmp_moz@ukr.net. The following documents are attached to the letter:

- academic certificate (original) (certified by the signature and seal of the higher education institution).
- a notarized copy of a foreigner's passport document or a document identifying a stateless person with a notarized translation into Ukrainian.

26.4. Transfer of higher education students

1. Higher education applicants may be transferred on the basis of a personal application:

from one educational program to another;

from one form of higher education to another;

Higher education applicants who study at the expense of individuals (legal entities) are transferred with the consent of the person who assumed such financial obligations, with appropriate amendments to the study agreement between the University and the individual (legal entity) ordering a paid educational service, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education".

2. Transfer of higher education applicants (hereinafter referred to as transfer) shall be carried out to educational programs of the same level of higher education, to the same or lower year of study, taking into account the requirements for applicants to the relevant educational program and the analysis of the learning outcomes achieved by the person during previous periods of study, in relation to his/her ability to successfully complete the educational program specified in the application for transfer. A person may be denied transfer if a negative assessment of his/her ability to successfully complete the relevant educational program is established. The assessment shall be carried out in accordance with the procedure specified in this Regulation.

3. Transfer within the University from one educational program to another or from one form of higher education to another is carried out by order of the Rector of the University.

4. When transferring, it is mandatory to fulfill the requirements for applicants to the relevant educational program established in the year the person begins studying at the relevant educational level or in one of the following years, but no later than the year the person submits the application for transfer.

The requirements for applicants to the relevant educational program may be fulfilled before the transfer or no later than the date of admission to the certification of higher education applicants. In case of failure to fulfill this requirement within the established period, the higher education applicant is expelled for violating the terms of the study agreement between the University and the applicant, concluded in accordance with Part Sixteen of Article 44 of the Law of Ukraine "On Higher Education", and is not allowed to the certification of higher education applicants.

5. The procedure for recognizing the results of previous studies, ECTS credits, enrollment of educational components, individual research work plans, and other conditions for the transfer of higher education applicants are defined in this provision.

In this case, the mandatory conditions for the transfer are:

prior to or within six months after the transfer of the implementation of uncredited educational components of the curriculum of previous periods of study (the amount of uncredited educational components on the day of admission to classes cannot exceed 20 ECTS credits);

inclusion in the individual curriculum of a higher education applicant of the mandatory educational components and/or the volume of elective educational components specified by the University in the educational program for previous periods of study (if necessary);

passing the stages of certification of higher education applicants stipulated by law (if necessary).

When transferring higher education applicants, the enrollment of mandatory educational components or their components is carried out in accordance with this provision, provided that during the previous periods of study the person has obtained the educational program or similar learning outcomes. As elective, upon the application of the higher education applicant, in particular, educational components of previous periods of study that cannot be enrolled as mandatory are enrolled.

6. An order to transfer a higher education applicant to another educational program and/or form of education is issued after concluding, in accordance with Part Sixteen of Article 44 of the Law of Ukraine "On Higher Education", a study agreement between a higher education institution and an applicant, as well as a study agreement between the University and an individual (legal entity) ordering a paid educational service.

7. The decision to transfer from one educational program to another, as an exception, may be made at a meeting of the admissions committee (taking into account the conditions for admission to the relevant educational program).

8. Transfer within the University is carried out on the basis of a substantiated application by the student. The application is accompanied by: a copy of the individual curriculum or a copy of the student's academic record certified by the dean of the faculty.

9. The Dean of the Faculty, based on an analysis of the individual curriculum and academic record, makes a decision on the re-enrollment of educational components and the amount of the academic difference.

26.5. Interruption of studies of higher education students

1. Interruption of studies of higher education applicants shall be carried out by granting them academic leave. Such persons shall not be excluded from the number of higher education applicants.

The validity of the study contract between the applicant and the University, as well as between the University and an individual (legal entity) who orders a paid educational service for themselves or for another person, assuming financial obligations for its payment, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education", is suspended for the period of granting academic leave.

2. Academic leave may be granted in accordance with these Regulations for the following reasons:

for medical reasons that make it impossible to combine rehabilitation treatment with training (in the case of reduced working capacity due to impaired

body functions caused by acute diseases that require long-term rehabilitation treatment); exacerbation of chronic diseases or frequent illnesses (more than one month within six months); anatomical defects that do not allow rehabilitation treatment during training;

in connection with participation in the academic mobility program - if study or internship at an educational or scientific institution (including a foreign country) makes it impossible for the academic mobility participant to complete the individual curriculum at the main place of study;

in connection with conscription (conscription during mobilization, for a special period, conscription for fixed-term military service, enlistment in military service by conscription of officers, enlistment in military service under a contract in accordance with the legislation);

in connection with a long-term business trip of the applicant, who combines studies with work;

due to family circumstances - a break in studies, the procedure for granting which is determined by the higher education institution, and which is granted to a higher education applicant on the basis of his motivated application for a period of no more than one year for the entire period of study at the relevant level of higher education;

in connection with pregnancy and childbirth; care for a child until he or she reaches the age of three;

if the child of a higher education applicant, according to a medical report, requires home care until the child reaches the age of six, sixteen, or eighteen in cases established by paragraph 3 of part one of Article 25 of the Law of Ukraine "On Vacations".

3. Academic leave is granted by order of the rector of the University, which specifies the reason, grounds for granting and duration, including a reference to the duration of the leave established by law (if necessary). In this case, the duration of academic leave for the reason specified in paragraph seven of paragraph 2 of this section cannot exceed the duration of social leave granted in accordance with the Law of Ukraine "On Leave", but at the request of the higher education applicant may be granted for a period shorter than such social leave.

4. To be granted academic leave, higher education applicants apply to the University with an application in paper or electronic form, indicating the reason, the duration of the academic leave, as well as the grounds.

The following documents are attached to the application:

for the reasons specified in paragraph two of paragraph 2 of this section - medical documents, on the basis of which the need for granting academic leave on medical grounds has been determined. Academic leave on medical grounds to foreign applicants for higher education may be granted on the basis of a legalized (except for cases provided for by international treaties, the consent to the binding nature of which has been provided in accordance with the procedure established by law) medical certificate obtained in a foreign country, submitted to the higher education institution together with a notarized translation into Ukrainian;

for the reasons specified in paragraph three of clause 2 of this section - documents certifying the participation of a higher education applicant in an academic mobility program implemented in accordance with the legislation;

for the reasons specified in paragraph five, clause 2 of this section - a confirming document from the place of work of the higher education applicant regarding a long-term business trip indicating its duration;

for the reasons specified in paragraph six of clause 2 of this section - documents that can confirm the circumstances set out in the motivated application for academic leave (if any);

for the reasons specified in paragraph seven, clause 2 of this section - one of the documents: certificate of incapacity for work due to pregnancy and childbirth; birth certificate of the child;

for the reasons specified in paragraph eight, clause 2 of this section - a medical conclusion that the child needs home care (until he reaches the age of six, sixteen, eighteen in cases established by clause 3 of part one of Article 25 of the Law of Ukraine "On Vacations"), or another document that is the basis for granting academic leave for family reasons.

5. After the end of the period of interruption of studies granted to a higher education applicant as defined by these Regulations, the person may be reinstated in studies by being admitted to the educational process.

6. Admission to the educational process of higher education applicants whose study interruption period has ended is carried out by order of the University rector on the basis of an application from the higher education applicant submitted in written or electronic form no later than five days before the end of the academic leave period.

Applicants for higher education who, within the period specified in this paragraph, have not submitted documents for admission to the educational process or extension of the academic leave period, are expelled from the University for violating the terms of the contract for study at the University.

7. Disputed issues regarding the granting or extension of academic leave, admission of a higher education applicant to the educational process are considered by the University with the participation of student self-government bodies.

27. PROCEDURE FOR RECOGNITION OF LEARNING OUTCOMES ACQUIRED THROUGH FORMAL EDUCATION

1. Recognition of learning outcomes acquired through formal education is carried out upon a corresponding application addressed to the dean of the faculty of persons who:

- receive a professional higher education at the University under a specific educational program;
- are renewed from another higher education institution to the University for an educational program in the specialty in which the person studied at

another higher education institution or from one educational program to another (of the same specialty) within the University ;

- are enrolled in studies as part of the University's student body.

Recognition of learning outcomes is carried out through a comparative analysis of the training curriculum for a specific educational program of the University and documents provided by the student from the previous place of study.

2. Re-enrollment of educational components is carried out on the basis of an academic transcript or an appendix to the document on higher education according to the principles of ECTS. Documents from higher education institutions of other countries may be taken into account provided that there is a certificate of recognition of a foreign document on education.

3. Requirements for re-enrollment of learning outcomes and determination of academic difference shall be based on the compatibility of learning outcomes in the relevant specialty, level of higher education, and equivalence of course content. The number of credits received for compatible learning outcomes achieved at another educational institution or in another educational program shall be equal to the number of credits awarded for compatible learning outcomes in the relevant educational program at the University.

4. The decision on re-enrollment of educational components is made by the University's permanent commission on the recognition of learning outcomes obtained through formal, non-formal and informal education (hereinafter referred to in this section as the Commission) under the following conditions:

- the names of the educational component are identical or have a slight stylistic difference, but the scope and content of the curricula do not differ;

- the number of credits allocated to the study of the educational component differs by no more than 30%;

- the forms of final control for the educational component are the same. In this case, the grade for the exam (differential credit) can be counted as a credit.

5. A student may be re-enrolled in educational components for which, according to the results of the final assessment, the student received a grade of no lower than “good” or “excellent” according to the Table of Conversion of Grades Obtained in Higher Education Institutions Using ECTS to the University Assessment System. The Commission, as an exception, may decide to re-enroll educational components for which, according to the results of the final assessment, the student received a grade of “satisfactory”. If the number of hours studied in an educational component coincides, but there is no final assessment in points, the student must pass a final assessment for such an educational component.

When considering documents on higher education from foreign higher education institutions that use a grading system other than ECTS, the Commission

determines the compliance of the grade obtained in another higher education institution with the University's grading system in each case separately.

6. Retaking exams for educational components in order to increase the grade specified in the documents issued to the student at the previous place of study is not permitted.

If the educational component was taught over several semesters, the student is given a grade as the arithmetic average of the grades for the student's current activity for all semesters during which the educational component was studied.

Table of conversion of grades obtained in higher education institutions using ECTS to the University's grading system

Rating obtained at another higher education institution that uses ECTS	Grades for registration documents and education documents of the Kyiv Medical University		
	ECTS score	University grading scale scores	Descriptor
A	A	180	Excellent
B	B	170	Very good
C	C	160	Good
D	D	141	Satisfactory / Satisfactory
E	E	120	Sufficiently
passed	average score of the educational document*		

*the "credited" grade is converted according to the average score of the educational document (academic certificate) obtained at higher education institutions that use ECTS.

7. The decision on the re-enrollment of learning outcomes is made by the University Commission on the Recognition of Learning Outcomes Obtained through Formal, Non-Formal and Informal Education. In the event of consideration of a document on education of another educational program within the scope of the specialty to which the student is being renewed (transferred), for a comparative analysis of the content of the educational program for which the document with the content of the educational program of the relevant specialty at the University was issued, the Commission may request additional information from the student from the previous higher education institution on the content of the educational components.

8. The University Commission for the Recognition of Learning Outcomes Obtained through Formal, Non-Formal and Informal Education shall draw up its decision in the form of a protocol and shall forward a copy of the protocol to the Dean of the relevant Faculty. If the Commission makes a positive decision on the re-enrollment of educational components, the Dean shall draw up the relevant administrative document of the University. The Dean of the relevant Faculty shall inform the University departments of the Commission's decision no later than 5 working days from the date of signing the said administrative document. Heads of departments shall enter the relevant information into the electronic student performance journals. The results of the re-enrollment shall be entered by the Dean's Office into the student's academic record and the student's individual curriculum. The following information shall be entered into the academic record and the individual curriculum: name of the educational component; total number of ECTS hours/credits; grade according to the University's assessment system; HEI in which this educational component was studied; reason for re-enrollment (number and date of the University's administrative document).

9. The organization of the elimination of academic differences is carried out in accordance with these Regulations.

28. Procedure for determining academic difference

1. Academic difference may arise when:
 - transfer/renewal of a student from another higher education institution;
 - transfer/renewal of a student from one specialty to another within the field of knowledge of the specialty;
 - transfer/renewal of an education seeker who had a break in studies (expulsion, etc.);
 - renewal from the educational qualification level of specialist to the educational degree of master;
 - when admitted to classes after returning from academic leave, due to differences in curricula;
 - due to other reasons (amendments to legislation, etc.).
2. The need to determine the academic difference arises if the documents issued to the student at the previous place of study:
 - the total number of ECTS credits for the year of study at the previous higher education institution is less than 60 credits;
 - there are no mandatory educational components defined by the educational and professional program;
 - educational components were studied in a smaller volume (with a smaller number of ECTS credits (the difference is more than 30%));

- educational components were studied in a different course than at the University;
- there are significant discrepancies in the name and content of the educational component;
- There is an inconsistency in the form of final control for the educational component (credit/differential credit instead of an exam).

3. The academic difference is determined on the basis of a comparative analysis of the curriculum of the education seeker's training in a specific educational program of the University and documents issued to the education seeker at the previous place of study (as a rule, an academic certificate).

4. Academic difference is determined taking into account the following requirements:

- the amount of ECTS credits required to obtain the relevant higher education degree;
- the volume of laboratory, practical and seminar hours;
- forms of certification of higher education applicants.

5. Academic difference from the educational component "Physical Education" is not taken into account.

6. The academic difference from the educational component "Ukrainian as a Foreign Language" is included in the list of educational components of the academic difference, but is not taken into account in the total amount of credits in the conclusion on the academic difference upon resumption of studies (for foreign citizens and stateless persons). Liquidation of debt from this educational component is mandatory and is allowed to the student, as a rule, within a year in accordance with the individual educational plan of the student.

7. Selective educational components are not considered academic differences, provided that the number of hours and/or ECTS credits coincides.

29. Rules of conduct and activity in classes, requirements for appearance and clothing

The student is obliged to:

- comply with the legislation of Ukraine, the Statute and Internal Regulations of the University, requirements for labor protection, fire safety and safety rules during martial law <https://kmu.edu.ua/pravila-bezpeki-pid-chas-voyennogo-stanu/>;
- fulfill the requirements of the curriculum and the schedule of the educational process;
- systematically master knowledge, practical skills, professional skills, and improve the general and cultural level;
- make up for missed classes within two weeks; - take care of the department's property (inventory, educational equipment, books, devices, premises), as well as your documents (student ID, individual curriculum, etc.);

- adhere to the norms of ethics and morality, do not use obscene language, behave with honor, refrain from actions that would prevent other students or employees of the department from performing their official duties;
- maintain cleanliness and order in the premises and on the territory of the department;
- come to class no later than 10 minutes before the start;
- be at the University in business attire. During classes, the student must be dressed in a medical uniform (medical gown, surgical suit, etc.) and changeable shoes;
- have clean clothes and shoes;
- have a neat hairstyle, neatly tucked under a medical cap, clean hands with short-cut nails. In the case of a mixed form of education, additional rules are introduced:
 - the student must attend classes in neat clothing;
 - the room from which the student joins the class via video link must have sufficient lighting and be free of unnecessary distracting sounds.

The University's scientific and pedagogical staff must wear medical uniforms during classes.

30. PROCEDURE FOR RECOGNITION OF LEARNING OUTCOMES ACQUIRED THROUGH NON-FORMAL AND/OR INFORMAL EDUCATION

Recognition of learning outcomes acquired through non-formal and/or informal education at the University is carried out in accordance with the Procedure for Recognition of Learning Outcomes Acquired through Non-formal and/or Informal Education in Higher and Professional Pre-Higher Education, approved by Order of the Ministry of Education and Science of Ukraine dated 08.02.2022 N 130 and this section of the “Regulation on the Organization of the Educational Process” (hereinafter referred to as the Regulation).

The terms in this Regulation are used in accordance with the Laws of Ukraine “On Education” and “On Higher Education”.

30.1. GENERAL PROVISIONS

1. At the University, the results of non-formal and/or informal learning may be recognized for individuals who:
 - receive a professional higher education at the University under a specific educational program;
 - are renewed from another higher education institution to the University for an educational program in the specialty in which the person studied at another higher education institution or from one educational program to another (of the same specialty) within the University ;
 - are (were) studying at the University as a student.

2. Recognition of learning outcomes acquired through non-formal and/or informal education is carried out at the University by a permanent commission for the recognition of outcomes of formal, non-formal and informal education. education (hereinafter referred to as the Commission), the composition of which is approved by order of the University
3. The permanent members of the commission include (by position): vice-rectors, deans of faculties, director of the Directorate for Education, head of the legal department, person responsible for relations with GSEBE. The vice-rector is appointed as the chairman of the commission , and the director of the Directorate for Education as his deputy.
4. To assess the compliance of the results of non-formal and/or informal learning with the learning outcomes provided for by the relevant educational program (learning outcomes of certain educational components or program learning outcomes), specialists from the University departments that teach the relevant educational components are additionally involved in the work of the commission as experts (if necessary) by order of the University.
5. Experts assess the compliance of the results of non-formal and/or informal learning with the learning outcomes provided for by the relevant educational program (learning outcomes of certain educational components) or with program learning outcomes and provide an expert opinion at the Commission meeting.
6. For persons who received informal education at the University (in particular, as students) according to the educational components of educational and professional programs implemented at the University, a simplified procedure for recognizing learning outcomes acquired through informal education is established.

30.2. IDENTIFICATION AND RECOGNITION OF RESULTS INFORMAL AND/OR INFORMAL LEARNING

1. A person who has received the results of non-formal or informal learning personally applies to the Chairman of the Commission with an application for recognition of the results of learning. In addition, the following documents must be attached to the application:
 - declaration of previous education;
 - additional documents confirming the information provided in the declaration of previous education (if available).
2. The Chairman of the Commission conveys the documents specified in paragraph 1 of the dean of the faculty where the educational program is conducted, the learning outcomes of which are to be compared with the results of non-formal or informal learning.
3. The Dean of the Faculty, after analyzing the application and the documents provided, involves in the work of the commission specialists who are knowledgeable in the subject of assessment, competent in assessment and recognition issues, impartial, able to create an appropriate psychological

environment for the applicant and not have a conflict of interest. For this, the Dean of the Faculty prepares a corresponding order of the University.

4. To confirm or clarify the necessary information, the University, at the request of the Commission, sends requests to the entities specified in the declaration of prior education, which carried out non-formal education or where professional, social or other activities were carried out, during which the applicant obtained the results of non-formal and/or informal education. The responses of the specified entities are accepted for consideration as additional documents (materials) that certify the information provided by the applicant.

5. After receiving all the necessary documents, the Chairman of the Commission shall set the date of the Commission meeting, but no later than 10 working days after receiving the application and relevant documents from the applicant. In the case of sending a request to an entity that carried out non-formal education or where professional, social or other activities were carried out during which the relevant learning outcomes were obtained, the term for considering the application for recognition may be extended, of which the University shall inform the applicant.

6. The main tasks of the Commission are:

- and/or informal learning declared in writing by the person, which are subject to assessment by the Commission;
- assessment of a person's declared learning outcomes;
- making a decision on the recognition and enrollment of a person in the relevant educational components (component educational components) of the educational program or refusing to recognize them.

7. To assess the results of the applicant's non-formal and/or informal learning, the University determines the scope and methods of demonstrating and measuring these learning outcomes, taking into account their content and possible specifics. The methods of demonstrating and measuring learning outcomes are determined by an expert. The assessment result is considered sufficient if there is a positive conclusion from at least three learning outcomes of the educational component, which are specified in the syllabus and which are part of the relevant program learning outcomes. The methods of demonstrating and measuring the results of the applicant's non-formal and/or informal learning may differ from the methods used for students within the relevant educational program.

8. Based on the results of the measurement of learning outcomes obtained through non-formal and/or informal education, the expert provides the Commission with a conclusion on each educational component.

9. Based on the results of reviewing the applicant's documents, the commission may make the following decisions:

- to recognise all the outcomes of the applicant's non-formal and/or informal learning, to assign a certain number of ECTS credits from the relevant educational component . The grade for such educational component is determined based on the results of measuring the recognised learning outcomes ;

- recognize only part of the learning outcomes provided for by a certain educational component, while the applicant is credited with certain types of educational work under such educational component ;
 - not to recognize the results of the study. In this case, the University returns the documents to the applicant without further consideration, indicating the reasons for making such a decision ;
10. The Commission shall record the decision in the form of minutes of the commission meeting, attach to the minutes conclusions from each educational component, the recognition procedure of which was carried out at the meeting, and forward a copy of the minutes to the dean of the relevant faculty.
11. If the Commission makes a positive decision, the dean of the relevant faculty prepares a regulatory document of the University on the assignment of ECTS credits to the student and enters the results of the study in accordance with the University's assessment system into the student's individual plan and study card.
12. In the event of a negative decision by the Commission, the applicant has the right to resubmit for consideration by the Commission an application for recognition of the results of non-formal and/or informal learning and a declaration containing clarified information and additional documents confirming it and allowing identification of the results of the applicant's non-formal and/or informal learning.
13. The total amount of educational components of an educational program that can be credited to a student based on the results of recognition of non-formal and/or informal learning cannot exceed 25 percent of the relevant educational program.
14. A higher education applicant cannot be exempted from certification based on the results of recognition of non-formal and/or informal learning.
15. In the process of recognizing the results of non-formal and/or informal learning by the University, documents confirming non-formal learning and/or professional, public or other activities issued in the temporarily occupied territory of Ukraine or the territory of a state recognized by the Verkhovna Rada of Ukraine as an aggressor state or an occupying state are not subject to consideration.

30.3. IDENTIFICATION AND RECOGNITION OF THE RESULTS OF INFORMAL AND/OR INFORMAL LEARNING UNDER A SIMPLIFIED PROCEDURE

16. The results of the study of the educational component by a student of the University through non-formal education are entered into the record of success of the established sample in accordance with the assessment system used at the University. The record is signed by the teacher and the head of the department where the non-formal education was conducted. Copies of the record of success, duly certified by the relevant dean's office, are provided to the person receiving non-formal education at the University as a student.
17. A person who has received the results of non-formal education at the University personally applies to the head of the standing commission for the

recognition of the results of formal, non-formal and/or informal education (hereinafter, in this section, the Commission) with an application for the recognition of the results of education. In addition, copies of the performance records from the relevant educational components must be attached to the application.

18. The Chairman of the Commission shall convene a meeting of the Commission within 30 working days to consider the application. The Commission shall make a decision on the recognition of the results of non-formal education at the University, provided that there are positive grades in the educational components. The minutes of the Commission meeting shall be signed by the Chairman and Secretary and submitted to the relevant Dean's Office of the Faculty.
19. The Dean of the relevant faculty prepares a regulatory document of the University regarding the assignment of ECTS credits to such a person and, in the event of such a person being reinstated as a student of the University, enters the learning outcomes specified in the minutes of the Commission meeting, in accordance with the University's assessment system, into the individual curriculum of the education seeker and the educational card.

33. Final provisions

1. These Regulations are approved by the Academic Council of the University and put into effect by order of the Rector of the University.

2. Amendments to these Regulations are approved by the Academic Council of the University and are put into effect by order of the Rector of the University.

3. Control over compliance with the requirements of these Regulations is carried out by the Directorate for Education.

4. To declare as invalid: Regulation on the organization of the educational process of higher education applicants at the Kyiv Medical University in the 2023-2024 academic year, approved by the decision of the Academic Council dated 10.10.2023 (protocol N 2).

PREPARED:

Director of the Directorate for education

Mykola HRYSHKOV

APPROVED:

Vice-Rector for scientific and pedagogical affairs,
medical, educational work
and international relations

Volodymyr MEGED

Head of Legal department

Iryna RZAEVA

Appendix 1
 REGULATIONS ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS
 IN A PRIVATE HIGHER EDUCATIONAL INSTITUTION
 "KYIV MEDICAL UNIVERSITY"

Scale for converting grades for current performance from a four-point system to a 120-point system for evaluating educational components that end with an exam

5.00	120	3.96	95	2.96	71
4.96	119	3.92	94	2.92	70
4.92	118	3.87	93	2.87	69
4.87	117	3.83	92	2.83	68
4.83	116	3.79	91	2.79	67
4.79	115	3.75	90	2.75	66
4.75	114	3.71	89	2.71	65
4.71	113	3.67	88	2.67	64
4.67	112	3.62	87	2.62	63
4.62	111	3.58	86	2.58	62
4.58	110	3.54	85	2.54	61
4.54	109	3.50	84	2.50	60
4.50	108	3.46	83	2.46	59
4.46	107	3.42	82	2.42	58
4.42	106	3.37	81	2.37	57
4.37	105	3.33	80	2.33	56
4.33	104	3.29	79	2.29	55
4.29	103	3.25	78	2.25	54
4.25	102	3.21	77	2.21	53
4.21	101	3.17	76	2.17	52
4.17	100	3.12	75	2.12	51
4.12	99	3.08	74	2.08	50
4.08	98	3.04	73	2.04	49
4.04	97	3.00	72	2.00	48
4.00	96				

* The average grade for the current performance is converted into points. The average grade is calculated to the hundredths

Scale for converting grades for current performance from a four-point system to a 200-point grading system for educational components that end with a credit

5	200	4.47	179	3.97	159	3.47	139	2.97	119	2.47	99
4.97	199	4.45	178	3.95	158	3.45	138	2.95	118	2.45	98
4.95	198	4.42	177	3.92	157	3.42	137	2.92	117	2.42	97
4.92	197	4.4	176	3.9	156	3.4	136	2.9	116	2.4	96
4.9	196	4.37	175	3.87	155	3.37	135	2.87	115	2.37	95
4.87	195	4.35	174	3.85	154	3.35	134	2.85	114	2.35	94
4.85	194	4.32	173	3.82	153	3.32	133	2.82	113	2.32	93
4.82	193	4.3	172	3.8	152	3.3	132	2.8	112	2.3	92
4.8	192	4.27	171	3.77	151	3.27	131	2.77	111	2.27	91
4.77	191	4.25	170	3.75	150	3.25	130	2.75	110	2.25	90
4.75	190	4.22	169	3.72	149	3.22	129	2.72	109	2.22	89
4.72	189	4.2	168	3.7	148	3.2	128	2.7	108	2.2	88
4.7	188	4.17	167	3.67	147	3.17	127	2.67	107	2.17	87
4.67	187	4.15	166	3.65	146	3.15	126	2.65	106	2.15	86
4.65	186	4.12	165	3.62	145	3.12	125	2.62	105	2.12	85
4.62	185	4.1	164	3.6	144	3.1	124	2.6	104	2.1	84
4.6	184	4.07	163	3.57	143	3.07	123	2.57	103	2.07	83
4.57	183	4.05	162	3.55	142	3.05	122	2.55	102	2.05	82
4.55	182	4.02	161	3.52	141	3.02	121	2.52	101	2.02	81

4.52	181	4	160	3.5	140	3	120	2.5	100	2	80
4.5	180										

**To the Chairman of the Recognition Commission
results of informal and/or
informal education
Kyiv Medical University**

Full name
student(s) of the _____ year,
_____ faculty,
group No. _____

(Full name of the student)

(phone number)

Statement

I would like to request that the results of my non-formal and/or informal learning be credited to me in accordance with the declaration of prior learning at _____ (name of the entity that provided the non-formal and/or informal learning).

I add:

1) Declaration.

Date
applicant

Signature Full name of

To the Chairman of the Recognition Commission
results of informal and/or
informal education
Kyiv Medical University
Full name

student(s) of the _____ year,
_____ faculty,
group No. _____

(Full name of the student)

(phone number)

Declaration of previous education

1. Last name, first name, patronymic:

2. Description of the outcomes of non-formal and/or informal learning (or a link to a published online program that contains the learning outcomes):

(name of the program (course, seminar, training, etc.), scope, program results, competencies)

3. Information about the entity that carried out non-formal learning or with which professional, social or other activities are associated (if any), during which the relevant learning outcomes were obtained (or a link to the relevant website of the entity):

(name of educational, scientific, educational and scientific institution, other institution, enterprise, organization)

4. Information about the applicant's previous education and experience, during which the results of non-formal and/or informal learning were obtained (or a link to the relevant document (certificate, attestation, etc.):

3

(including periods of non-formal and/or informal learning and/or relevant activities (if any))

5. Documents (certificates, certificates, etc.) confirming the information provided in the declaration (if available) or links to the Internet:

(name, series, number, date of issue of the document, name of the institution that issued the document)

Date

Signature Full name of applicant

ex. _____ from _____

(name of the institution where the non-formal and/or informal learning was carried out)

REQUEST

On behalf of the Private Higher Educational Institution "Kyiv Medical University" (hereinafter referred to as the University), founded in 1992, which was the first among Ukrainian educational institutions to receive investments in the field of education and healthcare from the European Bank for Reconstruction and Development, we express our respect and address the following.

Please confirm information regarding the implementation of non-formal and/or informal learning at your institution or professional, community or other activities during which the results of the person's non-formal and/or informal learning were obtained:

1. Last name, first name, patronymic:
2. Description of the results of non-formal and/or informal learning: (name of the program (course, seminar, training, etc.), scope, program results, competencies, period of non-formal and/or informal learning and/or relevant activity).