



КИЇВСЬКИЙ МЕДИЧНИЙ УНІВЕРСИТЕТ  
KYIV MEDICAL UNIVERSITY  
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**PROVISION**  
**on the procedure for providing and paying for paid educational and other  
additional services provided by PHEE “Kyiv medical university”**

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# **PROVISION**

## **on the procedure for providing and paying for paid educational and other additional services provided by PHEE “Kyiv Medical University”**

### **1. General provision**

1.1. The Provision on the Procedure for Providing Paid Educational and Other Additional Services are a document that regulates the procedure for providing paid services provided in accordance with the legislation and related to the performance of the main functions and tasks of the Higher Educational Establishment "Kyiv Medical University" (hereinafter referred to as the University).

1.2. Paid services are provided by the University in accordance with the following laws and regulations:

- Law of Ukraine "On Education" dated 05.09.2017 No. 2145- V III (as amended);
- Law of Ukraine "On Higher Education" dated 01.07.2014 No. 1556- VII (as amended);
- Resolution of the Cabinet of Ministers of Ukraine “On approval of the list of paid services that may be provided by educational institutions, other institutions and educational system institutions belonging to the state and municipal forms of ownership” dated August 27, 2010 No. 796 (as amended);
- Resolution of the Cabinet of Ministers of Ukraine dated September 17, 1996 No. 1138 “On approval of the list of paid services provided in state and municipal healthcare institutions and higher medical educational institutions”;
- The procedure for providing paid educational services by state and municipal educational institutions and the procedure for providing other paid services by state and municipal educational institutions, approved by joint order of the Ministry of Education, the Ministry of Economy and the Ministry of Finance dated July 23, 2010 No. 736/902/758;
- Tax Code of Ukraine dated 02.12.2010 No. 2755- VI (as amended);
- Other current regulatory legal acts that regulate the activities of higher educational institutions.

1.3. Education at the University is paid for by all students.

### **2. Types of paid services**

2.1. The University provides paid services in the following areas:

- in the field of educational activities;
- in the field of scientific and scientific and technical activities;
- in the field of international cooperation;
- in the field of healthcare, recreation, leisure, health improvement, tourism, physical culture and sports;
- in the field of household services;
- in the field of housing and communal services;
- in the field of other services.

2.2. Types specific paid services that provides University , approved by orders of the University.

### **3. Requirements for the organization of the provision of paid services**

3.1. Paid educational and other additional services are provided in accordance with agreements (agreements, contracts) with legal entities and individuals (Customers), orders and instructions of the University or on the basis of an application from an individual (Customer).

3.2. Agreement (agreement, contract) or statement between the Customer and the University must contain :

- subject (type) of paid service;
- procedure for providing a paid service;
- the amount and terms of payment for its provision;
- conditions for the return (non- return ) of funds and their size in case failure University and university ordered paid services ;
- reimbursement of the University's expenses in the event of violation of the terms of the agreement (agreement, contract) by the Customer.

3.3. The University undertakes to provide the Customer, free of charge , with complete, accessible and reliable information regarding the procedure and conditions for providing a specific paid service, its cost, procedure and payment term.

3.4. The University publishes the cost of a paid service determined in accordance with the established procedure.

### **4. Procedure for setting the cost of paid services**

4.1. The amount of tuition fees, additional educational and other services is determined by calculations of the planning and economic department on the basis of economically justified costs for ensuring the educational process, the functioning of the University, on the basis of state and local regulations, based on the general economic situation in the State and the University. The University may differentiate the amount of fees for the provision of paid educational services, based on the licensed volume, the ratio of demand and supply in specific areas (specialties). The amount of fees for the provision of educational services may change annually, taking into account the inflation index for the previous year. The amount of fees for the provision of other paid services is based on the cost of each specific service , which is established for the entire period of its provision in full.

4.2. The amount of tuition fees and additional services is regulated by orders of the University.

4.3. For each type of paid services consists of appropriate calculation, as is approved President of the University.

The components of the cost of expenses are :

- costs of employee remuneration;
- accrual to the payroll fund in accordance with the legislation;
- direct costs and payment for services of other organizations;
- overhead costs ;
- capital expenditures;
- wage indexation ;
- other expenses in accordance with current legislation.

4.4. The customer has the right to set a contractual tuition fee and provide a deferral of tuition fees. The amount, terms of contractual payment and deferral are provided on the basis of applications, letters, and orders of the University.

## **5. Procedure for making payments for tuition**

5.1. The Customer / Student makes a payment for education to the Contractor's current account once (the entire amount), for one year of study or per semester no later than 10 (ten) days before the start of each semester and in accordance with the study contracts. With the written consent of the Contractor, payment for educational services may be made by the Customer / Student on a monthly basis.

5.2. The University has the right to unilaterally change the cost of educational services (tuition fees), but not more than once a year and not more than by the officially determined inflation rate for the previous calendar year in accordance with the relevant order of the University.

5.3. When resuming studies after expulsion, the Student concludes a new Study Agreement with the Contractor in accordance with the current tariffs of the current year in which the Student resumes studies.

5.4. In some cases, when resuming a second course of study for students who have not passed the STEP, the cost of paid educational services for such students may be set at the level of the previous contract for the provision of paid educational services.

5.5. For untimely payment for the provision of educational services in favor of the Contractor, in addition to the amount of debt, the debtor shall pay a penalty for each day of delay in payment in the amount of 0.5% of the amount of debt. In the event of arrears in payment for the current semester for more than one month, the Customer - Student, based on the appeal of the Financial Director, is not allowed to attend classes, is warned of a possible deduction, and may be expelled based on a submission to the Dean's Office.

## **6. Paid classes**

6.1. The University has implemented an electronic system for making up missed classes by students. All users of the electronic system (students, employees of faculties, departments and divisions of the University) use exclusively corporate email addresses of the domain @kmu.edu.ua when working with the system. Each user / group of users has personalized access to the elements of the system and can edit only those fields that are within their competence.

6.2. To obtain the opportunity to make up a missed practical lesson, the student fills out an electronic form-application for making up and uploads a scan or photocopy of a document stating a valid reason or payment receipt to the electronic system. (User instructions for students - Appendix No. 1).

6.3. The student makes payment for missed classes in a non-cash form to the University's account through banking institutions.

6.4. In response to the completed application form, the student receives an email from the dean's office with a referral for work, which the student provides/sends to the teacher of the relevant department, after which he or she completes the missed lesson.

6.5. Dean's office employees and teachers process the information provided by the student through the electronic application form (User Instructions for the above-mentioned users - Appendix 2).

6.6. An employee of the planning and economic department ensures control over the student's payment for the work and enters the necessary information into the electronic system (User Instructions for the Planning and Economic Department - Appendix 3).

6.7. Practical classes missed without good reason may be made up according to an individual schedule.

6.8. A student must make up missed classes within the established deadlines to the scientific and pedagogical employee of the relevant department, during free time or during school hours with the permission of the dean's office, daily on working days according to the relevant schedule of classes of the department, which is approved in the established manner. The term of making up may be extended, taking into account objective reasons and agreed with the head of the relevant department, the dean of the faculty where the student studies.

6.9. Under quarantine conditions, students can make up for missed classes remotely using the electronic system for making up for missed classes.

6.10. The lesson is considered completed after the student receives a positive grade and makes a corresponding entry in the department journal.

### **7. Eliminating academic differences**

7.1. Upon renewal or transfer, including from another higher educational institution for study, specialists of the Department of Analysis of Educational Documents shall verify the compliance of the academic disciplines studied by the student and their volume in hours, as indicated in the student's academic certificate, with the curriculum in force at the University. The identified difference shall be submitted to the Admissions Committee.

7.2. In order for a student to work off the academic gap that arose in the event of a transfer from other universities or for other reasons, according to an individual schedule, the dean's office prepares an order/instruction on working off academic debt with a list of the outstanding number of hours in each discipline.

7.3. In accordance with the order/instruction, the planning and economic department calculates the cost of working off the academic difference and provides the calculations to the University's accounting department. and the student.

7.4. The student makes payment for the elimination of the academic difference in a non-cash form to the University's account through banking institutions.

7.5. After paying for the above services, the student is allowed to eliminate the academic difference.

7.6. The student must eliminate the academic difference, as a rule, no later than the end of the semester for which the student was renewed/transferred.

7.7. Under quarantine conditions, the elimination of academic differences is carried out remotely.

7.8. The results of compiling the academic difference are entered into the relevant information that the student receives from the dean's office for the period of compiling the academic difference.

### **8. Payment of teachers for making up missed classes, elimination of academic difference**

8.1. After the end of the acceptance by teachers of students' work-up of classes missed without good reason or academic difference, the head of the department submits a memorandum addressed to the rector (Appendix No. 4) on the accrual of additional salary. The register (Appendix No. 5) is attached to the memorandum.

8.2. The remuneration of teachers who conducted classes is calculated by the planning and economic department of the university, based on 30% of the cost paid by the student for making up missed classes or making up the academic difference for each student.

8.3. Making up and paying for missed classes for valid reasons that arose as a result of

the extension of the enrollment deadlines for foreign students are considered additional classes. Departments form additional groups of the above-mentioned students. The Dean's Office, based on the creation of additional groups, issues an order to conduct classes with students. The Directorate of Education calculates additional hours of teaching workload. Such teachers are paid on a general basis.

8.4. Calculated by the Directorate for Education, the amount pedagogical load teachers for practice classes missed for valid reasons are included in their general pedagogical workload . Pay teachers for working out missed classes within the planned schedule for valid reasons volume is carried out in the general manner. Remuneration of teachers for working out missed classes for valid reasons over planned amount is carried out on the basis of established hourly rate from application coefficient 0.25 .

## **9. Procedure for providing and paying for other educational and additional services**

8.1 . The provision of other paid educational and additional services is carried out in accordance with agreements (contracts), applications, orders, instructions, algorithms in the manner and within the terms stipulated by the above documents.

8 .2 . Payment for the provided service is paid in cashless form to the University's account through banking institutions.

## **10. Responsibility of the parties**

9 .1. The parties are responsible for their obligations within the limits provided for terms of the contract (agreement, agreement) and the applicable legislation Ukraine .

9. 2 . The parties are released from responsibility for one's own obligation in the event of unforeseen circumstances , actions irresistible forces (force majeure) circumstances ).

## **11. Final provisions**

10.1. The regulation is approved by the president of the University, is approved by the Academic Council and put into effect by order of the University.

10.2 Amendments and additions to the Regulations may be made by orders of the University in accordance with the legislation of Ukraine.

Instructions for students on using  
the electronic system

To make up missed classes, the student follows one of the links below to fill out an electronic make-up application form.

For domestic students (link below)

<https://forms.glc/trvEAfo2CdqNifR46>

For international students (link below)

<https://forms.gle/V3HHbzWpbkiewfF48>

The student fills out the form (domestic students - in Ukrainian, foreign students - in the language of instruction of individual subjects). Fields marked with an asterisk are mandatory. Other fields are filled in as needed.

Notes:

One electronic application form can be completed by one student;

In one form, you can specify up to 5 different disciplines with the same reason for missed classes (serious or non-serious). If the discipline is not in the drop-down list, the discipline and hours are indicated in the notes at the end of the application form.

### Instructions for deans and teachers on using the electronic system

1. Employees of the Dean's Office, Planning and Economic Department and teachers are working on information provided by the student through the electronic application form at the link : <https://sites.google.com/krnu.edu.ua/single-wnd/homepage>
2. A separate office has been created for the dean's office employees . table - “ Dean's Office Table ” ( according to the faculty).
3. A separate office has been created for department staff and teachers. table - “ Table teachers ” ( according to the faculty at which student is studying ).

#### 4. Dean's Office Tables

- 4.1. Dean's Office employees check the information provided by the student in columns E - L, V, W, Z, AA, AD, AE, AH, AI, AL, AM and if errors are detected, they are corrected.
- 4.2. Based on received from the student information Dean's office staff fill in (columns M - Q):
  - Column M - “Type of document of reason for admission”;
  - Column N - “ Reference Number / Receipts / 1 Yakaz / Order ”;
  - Column O - “ Effective Date “3” Certificates / Receipts / 1 Yakaz / Order ”;
  - Column P - “ End date actions “PO” certificates ;
  - Column Q - “ Payment amount”.
- 4.3. After checking and filling in the information in columns E - Q , V , VV , Z , AA, AD , AE, AH, AI , AL , AM the dean's office employee puts the appropriate mark in the AO column, which confirms the correctness of the information added in the previous columns.
- 4.4. In the column AR The Dean of the Faculty shall appoint the appropriate mark , presence which with permission for the dean's office employee to form and send the student a referral for work .
- 4.5. Having received permission of the dean, an employee of the dean's office places the appropriate mark in the column AQ , forms sending and sending its student , by selecting the " Generate " item in the " Directions " menu . and send the file".

#### Notes :

- To shape and empower one employee must send ( simultaneous formation and sending referral two or bigger quantity employees the dean's office can cause error and/ or incorrect operation of the program );
- After sending referral the student can pass from several seconds to several minutes until he its will receive ;
- Additional information (if necessary ) separately students employee the dean's office can to enter in a column AN -" Notes ( other )".

#### 5. Tables teachers

- 5.1. In the “Teachers Table” column I indicates the dean’s permission for the assignment. The teacher can accept the assignment only if “ TRUE ” is indicated in this column. The teacher has access to this column only for viewing.

5.2. In the “Teachers Table” in columns J , M, R , S , V Responsible persons at the department enter the full name of the teacher who conducted the work for each individual student to the left of the “Name of discipline” column.

Notes:

In the event that several teachers accepted the work of an individual student , the columns "Teacher of the discipline " indicate: teacher's full name , number of hours worked);

- Column J - Teacher discipline number 1;
- Column M - Teacher discipline number 2;
- Column R - Teacher disciplines No. 3;
- Column S - Teacher disciplines No. 4;
- Column V - Teacher disciplines No. 5;

5.3. With paid working out Responsible persons of the departments enter the teacher's full name in the appropriate columns only in case working out complete volume hours paid by the student.

5.4. Based on data from “ Tables teachers ' head departments forms an official memo for calculating overtime pay missed classes followed by referral to the Planning and Economic department .

Instructions for planning and economic department on using  
the electronic system

In the “ Dean's Table” columns R , T, X, AB , AF , A J filled in by an employee of the planning and economic department (provides control over the student's payment for the work):

- Column R - “Confirmed amount” - an employee of the planning and financial department confirms the receipt of the amount indicated by the dean's office employee in column Q ;
- Column T - “ Paid . Teacher disciplines No. 1”;
- Column X - “Paid. Teacher discipline No. 2”;
- Column AB - “Paid. Teacher discipline No. 3”;
- Column AF - “Paid. Teacher discipline No. 4”;
- Column AJ - “Paid. Teacher discipline No. 5”.

To the Rector of KMU

The \_\_\_\_\_  
 head of the  
 department \_\_\_\_\_

(name of department)

**Official memo**

Please calculate the salary for the lecturer( s ) of the department \_\_\_\_\_  
 \_\_\_\_\_ for conducting

(name of department)

classes with a student (we)

(Student's full name, faculty, course, semester of study)

\_\_\_\_\_, who had debts for  
 \_\_\_\_\_ semester(s) of study and missed \_\_\_\_\_ practical classes, which is  
 \_\_\_\_\_ hours on the course \_\_\_\_\_

(name of discipline)

The student paid \_\_\_\_\_ UAH for the completed classes.

No. s/n	Position	Teacher's full name	Practical classes	Number of hours
1.				
2.				
3.				
4.				
5.				

Head of Department \_\_\_\_\_

(signature)

(surname)

\_\_\_\_\_ 20\_\_\_\_ r.



Head of the department \_\_\_\_\_  
(signature) (surname)

\_\_\_\_\_ 20\_\_ year