

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
National University
“Yuri Kondratyuk Poltava Polytechnic”

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“Yuri Kondratyuk Poltava
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REGULATIONS
ON THE PROCEDURE FOR IMPLEMENTING THE RIGHT OF
FREE CHOICE OF ACADEMIC DISCIPLINES BY THE HIGHER
EDUCATION APPLICANTS OF THE NATIONAL UNIVERSITY
“YURI KONDRATYUK POLTAVA POLYTECHNIC”

APPROVED:
Academic Council of the National
University “Yuri Kondratyuk
Poltava Polytechnic”
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1. General provisions

1.1. This Provision provides the implementation of the right of free choice of academic disciplines provided by the Law of Ukraine "On Higher Education" (paragraph 15 of the first part of Article 62) for the applicants for higher education of National University "Yuri Kondratyuk Poltava Polytechnic" (hereinafter – the University).

1.2. The Provision provides conditions for determining the following procedures:

- formation and bringing to the notice of applicants for higher education of the list of academic disciplines of free choice;
- implementation of the choice by applicants for higher education of the academic disciplines from the formed list;
- organization of the further study of selected disciplines;
- determination of the learning outcomes in selected disciplines.

1.3. The list of selective academic disciplines is formed during the development of the curriculum for the entire regulatory period of study by working groups including Dean, Director or Deputy, project team, heads and leading specialists of graduating departments with representatives of other departments in order to guarantee academic and qualification needs and capabilities of the individual, regional needs for specialists in a particular specialty, specialization, effective use of capabilities and traditions of the University, taking into account the achievements of scientific schools and the University as a whole.

1.4. Amendments to the list of selective academic disciplines are made during the preparation of working curricula for the next academic year considering the proposals of guarantors of academic programs, student government, the Council of Young Scientists, stakeholders and employers.

1.5. The choice by an applicant for higher education of the selective disciplines in the amount of not less than 25% of the total number of ECTS credits creates conditions for the accomplishing of the following goals:

- to deepen professional qualification within the chosen educational (professional) program and to receive additional professional competencies, which include obtaining professional qualification (if it is provided by the educational program);
- to deepen the knowledge and acquire additional general and general-professional competencies within the specialty or related specialties and field of knowledge;
- to get acquainted with the current level of scientific research in other fields of knowledge and to expand or deepen the learning outcomes in general competencies.

1.6 The amount of the discipline of free choice of a higher education applicant is not less than 3 ECTS credits (90 hours).

1.7. The form of control of academic discipline, which is chosen by applicants for higher education, is determined in accordance with the curriculum.

1.8. The study of selective academic disciplines by applicants for higher education is implemented in accordance with the Provision on the organization of the educational process at National University “Yuri Kondratyuk Poltava Polytechnic”.

1.9. The selective disciplines of free choice of the curriculum can be individual and develop a separate in-depth competence or be combined under a certain specialization or direction in order to form the appropriate complex competence.

2. Methodological fundamentals for the organization of the choice of academic disciplines by higher education applicants and regulatory measures

2.1. Faculties (educational and scientific institutes) and departments are responsible for the quality of teaching and proper methodological support of academic disciplines that are offered to applicants for higher education to exercise their right of free choice. The applicants for higher education are offered a choice of academic disciplines, programs and work programs which have been developed in accordance with the requirements of the Law of Ukraine “On Higher Education”, approved as part of educational programs and curricula implemented at the University (or faculties) and have the necessary elements of the educational and methodological complex of the discipline.

The disciplines of free choice can be chosen by applicants for higher education both separately and in blocks, which are formed on the basis of the possibility of awarding the appropriate qualification or affinity of the acquired competencies.

2.2. In accordance with the objectives set out in paragraph 1.5, applicants for higher education are offered to implement their choice by:

2.2.1. The choice of academic disciplines from the selective component of the curriculum of the educational (professional) program, according to which an applicant of higher education studies:

2.2.1.1. The choice of a specialized (profiled) block (package) of disciplines, which includes mainly professional disciplines that determine the specialized training of higher education within the selected or related educational program, and aims to improve the ability of a higher education applicant to employ in the chosen specialty.

2.2.2. The choice of academic disciplines in another institution of higher education in the implementation of the right of academic mobility.

2.3. The implementation of the choice of a higher education applicant may be denied and the applicant may be offered to make a new choice in the following cases:

2.3.1. If the number of applicants for higher education who have chosen an academic discipline or a block (package) of academic disciplines exceeds the maximum number set by the relevant faculty (educational and scientific institute) or by the department. In this case, preference is given primarily to applicants for higher education who study in the same specialty, at the same faculty (educational and

scientific institute), and then to those applicants for higher education who have recorded their choice before;

2.3.2. If the number of applicants for higher education who have chosen a block of academic disciplines (subsection 2.2.1.1) is less than the minimum set at the University: 20 people for the junior bachelor level, bachelor and 15 people for the master's level.

2.4. If the choice of a higher education applicant is denied for the reasons indicated in paragraph 2.3, the applicant is given the opportunity to re-select from a list of disciplines (blocks or packages of disciplines), academic groups for which are already formed in accordance with the minimum requirements for the number of applicants for higher education in academic groups, and where there is no excess of the maximum set by the faculties (educational and scientific institutes) and departments, as well as which will not lead to repeated rejection for the reasons set out in subsections 2.3.1 - 2.3.2.

2.5. The disciplines chosen by the applicant (blocks or packages of disciplines) are approved by the dean of the faculty (director of the educational and scientific institute), where the applicant studies, as an integral part of the individual curriculum of the applicant. Failure of any of the issues of the individual curriculum is an academic debt. The change of the choice of the higher education applicant after its approval is possible only with the written permission of the dean of the faculty (director of the educational and scientific institute); at the same time the change of the chosen academic disciplines (blocks or packages of disciplines) after the beginning of the academic semester in which they are taught, is not allowed.

2.7. To form academic groups for the next academic year which will study selective disciplines, higher education applicants who will study in the 2nd, 3rd, 4th year of bachelors (students of the first year of bachelors study only compulsory subjects), Doctors of Philosophy and the ones who will study in the 1st and 2nd courses of masters must register (submit a written application) in the dean's office of the faculty or in the directorate of the institute (additional registration for applicants for higher education who were enrolled in junior specialist (junior bachelor) degree, graduate school degree and master's degree after graduation from another higher education institution in the process of professional tests before the beginning of the academic year) by June 1.

If the applicant for higher education has not exercised his/her right to choose academic disciplines (blocks or packages of disciplines) within the established terms without good reasons, the relevant positions of his/her individual curriculum are determined by the proposals of the graduating department (project group) or the faculty (educational and scientific and institute) where he/she studies and are approved by the order of the dean (director of the educational and scientific institute). The refusal of the applicant to follow the curriculum formed in such way is a severe violation of academic discipline. In this case, the applicant is expelled from the University for non-compliance with the curriculum.

2.9. Regardless of the ways of exercising the right of free choice of academic disciplines, the total amount of compulsory and selective components of the individual curriculum of a higher education applicant must correspond to the one specified in the educational (professional) program for which the higher education applicant studies.

3. The order of the choice of academic disciplines by higher education applicants

3.1. The terms of the choice of academic disciplines by applicants for higher education is determined by the need of the formation of the contingent of higher education applicants in academic groups and flows on time (paragraph 2.7) (in order to plan and organize the educational process and its methodological providing and staffing); the appropriate schedule is approved by order of the University.

3.2. The procedure of the choice of academic disciplines by higher education applicants consists of six stages.

3.2.1. The first stage is the acquaintance of higher education applicants with the procedure, terms and features of registration and formation of academic groups which will study free choice disciplines at the University. For full-time higher education applicants, the activities of the first stage are organized during the first two weeks of study in the relevant spring semester; for applicants for higher education who study by correspondence, they are organized no later than the instructional session.

3.2.2. The second stage is the acquaintance of applicants for higher education with the lists of academic disciplines and blocks (packages) of free choice, which are offered both for the program in which they study and for other programs. The acquaintance is conducted by organizing meetings with representatives of departments (project groups) with the help of an information packages on the website of the University and the websites of faculties (institutes). Acquaintance of the applicants for higher education with the lists of academic disciplines and blocks (packages) of free choice is organized within three weeks.

3.2.3. The third stage is the registration of higher education applicants for the study of academic disciplines (packages, blocks, etc.). For full-time higher education applicants, it is conducted simultaneously at the University according to the approved schedule. For applicants for higher education who study by correspondence, it is conducted according to schedules approved by the faculties within the terms set by the University schedule. The duration of this stage cannot exceed two weeks. After the acquaintance with the list of selective disciplines, the applicants must submit the application about the chosen disciplines to the dean of the faculty (director of the educational and scientific institute) where they study by April 1.

The list of disciplines selected by the applicants is determined by the appropriate order of the dean of the faculty (director of the educational and scientific institute).

3.2.4. The fourth stage includes the processing of the applications of the applicants for higher education by faculties (educational and scientific institutes), checking of the contingent of applicants for higher education and prior formation of academic groups. As a result of the stage, applicants for higher education, whose choice cannot be satisfied for the reasons listed in paragraph 2.3, are notified of the refusal (indicating the reason) and are invited to make a choice from the adjusted (see paragraph 2.4) list. The duration of the stage must not exceed 5 working days.

3.2.5. The fifth stage is the re-registration of higher education applicants for studying the selected academic disciplines (packages, blocks, etc.). It is conducted at the University according to the rules given in subsection 3.2.6 for full-time students. The duration of the stage must not exceed a calendar week.

If the minimum number of higher education applicants for a separate educational selective discipline has not been formed, the dean's office informs the higher education applicants of the need to choose another block of educational disciplines which has (or will have) a quantitatively sufficient group of higher education applicants.

A student of higher education who has not chosen a block of selective academic disciplines for a good reason (illness, academic mobility, etc.), has the right to choose during the first working week after he has appeared for studies.

An applicant for higher education cannot unilaterally refuse a free choice of academic disciplines. Spontaneous refusal to study the course entails academic debt, which may be the reason for the student to be expelled from the University.

3.2.6. The sixth stage is the final processing of the applications of higher education applicants by faculties (institutes), decision-making regarding higher education applicants who did not exercise the right of free choice (clause 2.7), checking of the contingent of higher education applicants and the formation of academic groups according to a specialization (profile), as well as mobile groups to study selective academic disciplines. It is conducted by responsible employees of the faculty (educational and scientific institute). The lists of groups of specializations (profiles) and mobile groups are submitted for approval to the dean (director of the educational and scientific institute).

The deans of faculties (directors of educational and scientific institutes) together with the heads of graduate departments form or academic groups or flows for the study of selective academic disciplines (specializations) by applicants of a certain specialty and submit proposals to the educational department within the specified time in order to make a schedule.

Selected academic disciplines are included in the working curricula of specialties and determine the educational load of departments and a specific lecturer, which is calculated before the beginning of the academic year for curricula and educational programs for bachelor's degree holders and from the 10th working day after the beginning of the first semester for the "master" educational degree and

“doctor of philosophy” educational and scientific degree. The duration of the stage must not exceed a calendar week.

3.3. After the final formation and approval of academic groups for the study of selective academic disciplines, the information about them is included in the individual study plan of an applicant for higher education.

4. Final provisions

4.1. The applications of higher education applicants regarding their free choice and the orders on the formation of academic groups are kept throughout the entire period of study of the higher education applicant at the appropriate degree.

4.2. The dean of the faculty (director of the educational and scientific institute) upon the written application of the applicant for higher education and the consent of the head of the project group (guarantor of the educational program) may allow students who are participants in academic mobility programs to count optional academic subjects that they have taken at another partner university, but not provided by the curriculum of the appropriate specialty in the University.

4.3. In the case of renewal, transfer of an applicant for higher education, admission to study after the end of an academic leave or registration for obtaining a “bachelor” educational degree on the basis of a “junior specialist” degree with a shortened period of study upon a written application of the student of higher education and the consent of the head of the project group (guarantor of the educational programs), the re-enrollment of selective disciplines at the expense of actually studied educational disciplines of free choice is possible.

4.4. The changes of the procedure for the implementation of free choice of academic disciplines by applicants for higher education can be made only with the consent of the student self-government bodies and the Council of Young Scientists of the University.