

**REGULATIONS**  
**On the foreign citizens training faculty in Ivano-Frankivsk**  
**National Medical University**

**1. GENERAL REGULATIONS**

1.1. The Regulations on the Faculty of Foreign Students Training in Ivano-Frankivsk National Medical University (hereinafter the Regulations) have been developed in accordance with the Law of Ukraine "On Higher Education" and the Statute of Ivano-Frankivsk National Medical University.

1.2. The Faculty of Foreign Students Training of the Ivano-Frankivsk National Medical University (hereinafter the Faculty) is the main organizational and educational structural unit of the Ivano-Frankivsk National Medical University (hereinafter the University).

The faculty of foreign citizens' training was established by the decision of the Academic Council of the Ivano-Frankivsk State Medical University in accordance with the order No. 3440d dated October 18, 2005.

**2. ORGANIZATIONAL STRUCTURE OF THE FACULTY**

2.1. The structure of the faculty of foreign citizens' training was developed at the university and approved by the rector order.

2.2. The faculty combines a *preparatory department* and departments that carry out educational, methodological and scientific work in one or more related specialties. The list of departments, which are part of the faculty, is approved by the order of the rector.

2.3. The faculty has a dean's office, which is the structural unit of the university and has the function to solve current issues of the activities concerning the effective organization of educational, scientific and educational work at the faculty. The dean's

office operates on the basis of the Regulations approved by the decision of the Academic Council, and came into force by the order of the rector.

2.4. In its activities the dean's office is guided by the norms of the Constitution of Ukraine, the Laws of Ukraine "On Higher Education", "On Education" by the normative acts of the Ministry of Education and Science of Ukraine, the Ministry of Health of Ukraine, the decisions of the Academic Council and the University's rectorate, and these Regulations.

2.5 The management of the faculty is carried out by a dean who is elected by the decision of the Academic Council of the University and subordinated directly to the rector.

2.5. The dean issues instructions regarding the activities of the faculty. They are compulsory for carrying out for all faculty members and can be cancelled by the head of the higher educational institution. The head of a higher educational institution cancels the dean's orders, which are contrary to the law, the statute of a higher educational institution or prejudice the higher educational institution interests.

2.6. In case of the dean's absence, one of the dean's assistants will perform the duties of the dean, appointed in accordance with the procedure established by law.

2.7. The methodical commission of the faculty has been established with the purpose of operative solution and control of issues related to the teaching and methodological work of the departments and optimization of the educational process at the faculty.

### **3. MAIN DIRECTIONS OF THE FACULTY ACTIVITY**

The main directions of activity of foreign citizens' training faculty are:

3.1. The training of specialists at the educational-qualification level "specialist" for foreign countries in accordance with an established plan of the enrollment, intergovernmental agreements and students (foreign citizens) of the preparatory department for admission to higher educational institutions of Ukraine.

3.2. Planning and management of educational, methodological and scientific work at the faculty.

3.3. Control over the preparation of teaching-methodical complexes of disciplines taught at the faculty. Control over educational, methodological, research and educational activities of teachers of faculty departments.

3.4. Control over keeping to work discipline by teachers.

3.5. Control over the implementation of work curricula based on typical curriculum.

3.6. Together with the Methodological Commission, the quality control of lectures, practical classes, seminars, training and production practices and other types of educational activities.

3.7. Control over keeping to the schedule of training sessions, rational use of the auditorium fund.

3.8. Submission of suggestions on optimization and improvement of the educational process at the faculty.

3.9. Development and implementation of measures to improve the educational process in order to increase the quality of students' training.

3.10. Organization and control of self-done work of students.

3.11. Control and analysis of the status of educational and work discipline, control over the attendance of educational activities by students.

3.12. Admission of students to the final module control, examination sessions and to the state examinations.

3.13. Organization of students' progress record keeping, completion of examinations registration, maintain educational student documents.

3.14. Organization and control over the students' academic debts reduction.

3.15. Transfer of students from one course to another, from one form of study to another, academic leave, organization of re-training, transfer from one educational institution to another, deduction, renewal, graduation, change of surnames, contingent placement of students, timely preparation of orders.

3.16. Registration of academic references.

3.17. Organization of diplomas, appendices to them, preparation of corresponding documents.

3.18. Organization of the production of student tickets, individual student credit books.

- 3.19. Providing suggestions as for the formation of the subject examination commissions.
- 3.20. Organization of educational work with foreign students, including those living in hostels.
- 3.21. Organization of cooperation with students' self-government and foreign communities at the faculty.
- 3.22. Revival, preservation and promotion of national ties and traditions, cultural and educational activities.
- 3.23. Implementation of international cooperation and partnership on the basis of agreements concluded by the university.
- 3.24. Development and implementation of measures to strengthen the educational and material base of the departments.
- 3.25. Submitting proposals to the rector on encouraging and rewarding students and the staff.
- 3.26. Submission of materials to statistical reports and reports on the work of the faculty.
- 3.27. Maintenance of record keeping and educational-methodical documentation in accordance with the approved nomenclature of cases on the dean's office.
- 3.28. Preparation and delivery of students' personal affairs and other documents to the archive.
- 3.29. Ensuring the proper keeping of all documents, seals and stamps of the dean's office.

#### **4. EDUCATIONAL PROCESS ORGANIZATION**

4.1. The educational process at the preparatory department and the departments of the faculty is organized in accordance with the Typical curricula and programs approved by the Ministry of Health Care of Ukraine, the Ministry of Education and Science of Ukraine and the Regulation on the organization of the educational process at the IFNMMU (approved by the Academic Council and put into effect by the order of IFNMMU № 58-d dated January 31, 2015).

4.2. The main purpose of the educational process at the faculty is to study the achievements of medical science and best practices in health care. During the classes, the main attention is paid to the students' mastering of theoretical foundations and modern methods of diagnosis, treatment and prevention of diseases in the corresponding disciplines.

4.3. The main purpose of the educational process of the preparatory department of the faculty is to study by foreign students the Ukrainian (Russian) language and other general education subjects in a foreign language according to the curricula and programs (depending on the chosen profile), recommended by the Scientific and Methodological Commission for the Preparation of Foreign Citizens of the Ministry of Education and Science of Ukraine, socio-psychological, socio-cultural, linguistic adaptation of foreigners to the conditions of studying in higher educational institutions of Ukraine.

4.4. Training sessions for students and foreign citizens are conducted according to the schedule of classes for faculties and courses approved by the rector of the university before the beginning of the school year.

4.5. The educational process is carried out in the following forms: training sessions, self-done work, control activities.

4.6. The main types of training sessions are: lectures, classroom practicals (seminars), laboratory classes and consultations.

4.7. Classes are held in academic groups. The average number of students in a group is 26-30 people, for the students of the preparatory department - 6-8 people.

4.8. The final formation of the groups is carried out after the formation of the contingent of students and students by the dean's order and approved by the order of the rector of the university. For each academic group of the preparatory department, the curator of the group is appointed.

4.9. The forms of current and final control are:

for students - final modular controls and credits from disciplines and examinations in disciplines included in licensed exams. Krok 1, 2;

for the students of the preparatory department - semester exams (the language is conducted in two forms: written and oral parts), differentiated credits or credits.

4.10. The educational process is based on modern pedagogical science, the implementation of active methods, technical means of training and knowledge control.

**Dean of the foreign citizens training faculty**

**D. B. Solomchak**

**AGREED:**

First Vice-Rector

G. M. Ersteniuk

Head of Law Department

O.Ya. Soroka

Head of ECTS and Education Quality

Monitoring Department

V.V. Kapechuk

Head of Educational Department

M.O. Ivantsiv