

EXCERPT from the Internal Rules and Regulations for students at Ivano-Frankivsk National Medical University (Edition 2019)

The Internal Rules and Regulations were approved by the IFNMU Staff Conference Minute No. 1 of December 23, 2019, approved by the IFNMU Student Government Minute No. 4 of December 3, 2019, and by the IFNMU Students Trade Union Minute No. 15 of December 17, 2019.

1. PURPOSE AND SCOPE

1.1 The Internal Rules and Regulations for students at Ivano-Frankivsk National Medical University (hereinafter - the Rules) determine internal code of conduct at the University for persons studying at Ivano-Frankivsk National Medical University (hereinafter - IFNMU); basic rights and responsibilities of students of higher and professional higher education, as well as the procedure for applying incentives for academic success and bringing to academic responsibility of students studying at IFNMU.

1.2 These Rules apply to all persons studying at the university.

1.3 Persons studying at IFNMU include: students, interns, graduate students, doctoral students, clinical residents, resident doctors, other full-time and part-time students both at the expense of budget funds and for funds of natural or legal persons.

1.4 Unauthorized persons who are temporarily at the premises of the university and on the campus are obliged to comply with the requirements of these Rules in the part concerning the code of conduct at the premises of the university and on the campus.

1.5 For all other employees of IFNMU the Rules are informative.

2. REGULATORY REFERENCES

The Rules are developed in accordance with the current Laws of Ukraine, the Charter of IFNMU, the Regulations on the teaching and learning process.

(...)

5. GENERAL PROVISIONS

5.1 At Ivano-Frankivsk National Medical University, the discipline is based on the responsible and conscientious compliance with all educational obligations by all students and is an essential condition of high-quality education. **Proper compliance with the requirements of the individual curriculum is the first rule of every student.**

5.2 The discipline is provided by methods of persuasion and encouragement to learn. Violators are brought to academic responsibility.

5.3 Any discrimination in the area of education is prohibited, in particular violation of the principle of equality of rights and opportunities, restriction of the students' rights depending on race, colour, political, religious and other beliefs, gender

identity, ethnic, social, foreign origin, age, health status, suspicion or presence of disease, etc.

5.4 All issues related to the implementation of these Rules are considered by the Rector or person authorized by him within the powers granted in agreement with the Students Union Committee.

6. INTERNAL RULES OF PERSONS STUDYING AT IFNMU

6.1 The organization of the teaching and learning process in IFNMU is carried out in accordance with the Regulations on the teaching and learning process, approved by the Rector of IFNMU.

6.2 Study time is determined by the number of time units intended for mastering the educational (academic or scientific) training program at a certain level of education.

6.3 The units of study time of a person studying at the University are an ECTS credit, academic hour, academic day, week, semester, course, year.

6.4 ECTS credit is a unit of measurement of the amount of study load of a person studying at the University, necessary to achieve certain (expected) learning outcomes (the amount of one ECTS credit is 30 hours). Credit includes all types of work of a person studying at the University, provided in the approved individual curriculum: practical, self-guided, training for final certification, passing USQE, licensed integrated exams "Step M", "Step 1", " Step 2 ", " Step 3 ", practically oriented state exam, objective structured clinical exam, internships, course papers and defence of master's (diploma) papers and theses for the degree of Doctor of Philosophy.

6.5 Academic hour is the minimum unit of study time. The duration of the academic hour is 45 minutes. Two academic hours form a class (hereinafter - "a class").

6.6 Classes at the University usually last 95 minutes with a 5-minute break. The duration of classes is regulated by working curricula on disciplines and class schedules.

6.7 Involvement of students in work not related to the learning process is prohibited, unless otherwise provided by law.

6.8 Students education and residence are additionally regulated:

in libraries – by rules for using the library;

in dormitories – by rules for using the student dormitory;

in educational and scientific laboratories – by occupational health and safety regulations, relevant work instructions, etc.

7. RIGHTS OF PERSONS STUDYING IN IFNMU

7.1 Persons studying at the University have the right to:

7.1.1. free choice of form of study upon admission to IFNMU;

7.1.2. safe and harmless learning, working and living environment;

7.1.3. work activities in extracurricular time;

(...) **7.1.5.** free of charge use of libraries, information funds, educational, scientific and sports facilities of IFNMU;

7.1.6. free access to information in accessible formats with the use of technologies that take into account disability due to health reasons (for people with special educational needs);

(...) **7.1.8.** providing a dormitory (...) for the period of study according to the procedure established by legislation;

7.1.9. participation in research, development works, conferences, symposia, exhibitions, competitions, presentation of their own works for publication;

7.1.10. participation in events on academic, scientific, research, sports, artistic and social activities held in Ukraine and abroad, according to the procedure established by legislation;

7.1.11. participation in the group discussion and determination of issues on improving the teaching and learning process, research work, (...) organization of leisure, living environment (...);

(...) **7.1.13.** participation in public associations;

7.1.14. participation in the activities of public self-government bodies, institutes, faculties, departments, academic council, student self-government bodies of IFNMU;

7.1.15. choice of disciplines within the limits provided by the relevant educational program and curriculum, in the amount of not less than 25 percent of the total number of ECTS credits provided for this level of higher education and not less than 10 percent of the total number of ECTS credits provided for educational programs of professional pre-higher education. At the same time, applicants for higher education have the right to choose disciplines offered for other levels of higher education, in agreement with the Faculty or Department Head, and applicants for professional pre-higher education have the right to choose disciplines offered for applicants for higher education. in agreement with the director of the institution of professional pre-higher education;

(...) **7.1.17.** academic mobility, including international;

(...) **7.1.20.** academic leave or a break in studies with the preservation of certain rights of the applicant for higher education, as well as for the resumption of studies in accordance with the procedure established by the central executive body in Education and Science;

7.1.21. participation in the formation of an individual curriculum;

7.1.22. moral and/or financial incentives for success in academic, research and social work, for artistic and sport achievements, etc .;

7.1.23. protection from all forms of exploitation, physical and mental violence;

(...) **7.1.25.** vacation for a period at least eight calendar weeks for an academic year.

8. RESPONSIBILITIES OF PERSONS STUDYING IN IFNMU

8.1 Persons studying at the University are obliged to:

8.1.1 comply with the requirements of the legislation, the Charter and the Internal Rules and Regulations of IFNMU;

8.1.2 comply with the requirements for occupational health and safety, occupational hygiene, fire safety, in accordance with the relevant regulations and instructions;

8.1.3 comply with the requirements of the educational program (individual curriculum), adhering to academic integrity, and achieve the learning outcomes determined for the appropriate level of education;

8.1.4 attend all classes and control activities according to the schedule of the learning process;

8.1.5 inform the dean's office (directorates of the educational and scientific institute of postgraduate education, college, graduate studies) about the impossibility to attend

classes, take final tests, etc. due to valid reasons and provide properly executed documents confirming the valid reason for absence.

8.1.6 It is forbidden to interfere with the learning sessions;

8.1.7 treat IFNMU property (premises, furniture, equipment, inventory, textbooks, books, etc.) carefully.

8.1.8 inform the IFNMU authorities about the facts of bullying (harassment) against students, academic, research and teaching staff or other persons involved in the academic process, which they witnessed personally or about which they received reliable information from other persons.

8.1.9 follow the rules of dress code; wear white medical clothes (white gown and cap) and changeable shoes during practical classes and a white medical gown during lectures at the departments of medical and pharmaceutical orientation; wear white medical clothes (white gown or scrubs, cap) during practical classes and a white medical gown during lectures at the departments of surgical orientation.

9. RULES OF CONDUCT IN THE PREMISES AND ON THE TERRITORY OF IFNMU

Persons studying at IFNMU must follow the following code of conduct:

9.1 to observe the ethics of business communications, speech culture, to prevent the use of expressive and/or obscene words and gestures, inappropriate language, raised voices, etc;

9.2 to adhere to sanitation and hygiene rules and regulations;

9.3 to show respect for personal dignity, national and religious beliefs, to show mutual friendliness, exactingness and respect for people, their cultural, national, spiritual and historical values;

9.4 not to use personal electronic devices (smartphones, tablets, etc.) that interfere with the classes and control activities.

9.5 to arrive to class on time;

9.6 to care for the honour and credibility of IFNMU, to prevent illegal and immoral acts;

9.7 The following is prohibited at the University:

- to conduct any political agitation and call for violations of law and order;
- to use physical violence, psychological abuse, to cause actual bodily harm;
- to bring and/or drink alcoholic beverages, to be in a state of alcohol or drug intoxication; to bring, use and distribute narcotics, psychotropic substances, etc.;
- to smoke on the premises of the university and on the campus;
- to bring and use explosive, flammable, toxic substances, firearms, pneumatic, gas, melee weapons, as well as other objects and means that are dangerous to others;
- to gamble;
- to move furniture, equipment; to take out inventory from laboratories, educational and other premises without permission;
- to damage the property of IFNMU and use it for other purposes;
- to apply any drawings and inscriptions on walls, tables, furniture, etc.;
- to shout and interfere with classes.

10.INCENTIVES FOR ACADEMIC ACHIEVEMENTS

10.1 For achieving high results in education, research, sports, social life of the university, persons studying at IFNMU may be given the following incentives:

- Certificate of appreciation;
- bonuses;
- awarding a diploma, etc.

10.2 Encouragement of students is carried out by the Rector of the University on a submission from the Pro-Rector for Research / Dean of the relevant faculty / Director of the Institute / Director of the College.

10.3 Incentives for students are announced by order of the Rector.

10.4 For violation of these Rules, students may be expelled from the university in accordance with current legislation in agreement with the student government and the student union committee, if they are members of the student union.

10.5 Expulsion of the student from the university is carried out by the order of the Rector. Information on expulsions is recorded into the student's personal file.

10.6 The Rector or a person authorized by him may require the student to provide explanations in writing regarding the violation of these Rules.

11.ACADEMIC INTEGRITY

11.1 Academic integrity a set of ethical principles and rules stipulated by the law, which should be followed by participants of the educational process during study, teaching and implementation of scientific (creative) activities in order to ensure confidence in learning outcomes and/or scientific (creative) achievements.

11.2 Maintenance of academic integrity by students provides for:

- independent performance 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 opportunities);
- Internet resources in case of use of ideas, statements, information;
- compliance with the law on copyright and allied rights;
- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

11.3 Violation of academic integrity is:

- academic plagiarism - publication (partially or completely) of scientific (creative) results obtained by other persons as the results of one's own research (creativity) and/or representation of other authors' published texts (published works of art) without reference to the author;
- self-plagiarism - publication (partially or completely) of one's own previously published scientific results as new scientific results;
- fabrication - making up of data or facts used in the educational process or research;
- falsification - deliberate change or modification of existing data relating to the educational process or research;
- cheating – writing works with the involvement of external sources of information, other than those permitted for use, in particular when evaluating learning outcomes;

- deception - providing knowingly false information about one's own educational (scientific, creative) activities or organization of the teaching and learning process; forms of deception are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and cheating;

- bribery - the provision (receiving) by a participant in the educational process or a proposal to provide (receive) funds, property, services, privileges or any other benefits of tangible or intangible nature with the intention to obtain an undue advantage in the educational process;

- influence in any form (request, persuasion, instruction, threat, coercion, etc.) on academic, research and teaching staff in order to make a biased assessment of learning outcomes.

11.4 For violation of academic integrity, students may be brought to the following academic responsibility:

- re-taking (test, credit test, exam, etc.);
- re-taking the relevant educational component of the educational program;
- expulsion from the university;
- deprivation of academic scholarships;
- deprivation of tuition benefits.

11.5 Every person charged with violation of his/her academic integrity has the following rights:

- to familiarize with all the materials of the inspection to ascertain the fact of violation of academic integrity, to submit comments to them;

- to provide oral and written explanations in person or through a representative or to refuse to provide any explanations; to participate in the examination of evidence of academic integrity violation;

- to be aware about the date, time and place and be present during the consideration of the issue of ascertaining the fact of academic integrity violation and bringing to academic responsibility;

- to appeal against a decision to be brought to academic responsibility to a body authorized to hear appeals or a court.