

THE EXCERPT FROM THE REGULATIONS on non-formal and informal education of participants in the educational process at Ivano-Frankivsk National Medical University

1. GENERAL PROVISIONS

1.1. Regulations on non-formal and informal education (hereinafter - the Regulations) at Ivano-Frankivsk National Medical University (hereinafter - the University)

1.2. According to the Law of Ukraine "On Education":

- Non-formal education is education that is usually obtained through educational programs and does not involve the award of state-recognized educational qualifications by the level of education, but may end with the assignment of professional and / or partial educational qualifications;

- Informal education (self-education) is an education that involves a self-organized acquisition of certain competencies by a person, in particular, during daily activities related to professional, social or other activities, family or leisure.

Learning outcomes obtained through non-formal and / or non-formal education are recognized in the formal education system in the manner prescribed by law.

1.3. Types of non-formal education include:

- professionally oriented and general cultural training courses in educational centers, at various intensive training courses, seminars, master classes;

- the form of programs of non-academic exchanges, internships, short-term courses, conferences, seminars, Olympiads, practical classes, summer or winter schools, business schools, trainings, courses, etc.

The main feature of non-formal education is voluntariness and a sincere interest in the subject.

1.5. Types of informal education include:

- individual cognitive activity that accompanies everyday life, is realized through their own activity in the surrounding cultural and educational environment, while a person turns the educational potential of the society into effective factors of its development;

1.6. Types of qualification confirmation for training in non-formal education:

- training with certification (according to international assessment standards), for example, knowledge of foreign languages;

- training in the academic cooperation with higher partner educational institutions;

- short-term courses aiming the professional development through non-formal education in various fields.

1.7. Non-formal and informal education of the participants of the educational process can be carried out on the basis of intergovernmental agreements on the cooperation in the field of educational programs and projects, agreements on cooperation between higher education institutions of Ukraine or their structural units on the basis of agreed curriculum, personal initiative of participants.

2. PLACE AND ROLE OF NON-FORMAL AND INFORMAL EDUCATION AT THE UNIVERSITY

2.1. The University is an active participant in the provision of non-formal and informal education services, as well as the recognition of the results of these types of training

obtained in other institutions, establishments, etc.

2.3. The set of acquired knowledge, skills through non-formal and informal education play primarily the role of expanding, supplementing and improving the competencies acquired in the formal educational process at the University.

2.5. The university uses non-formal and informal education for the formation and developing soft social skills.

3. ORGANIZATION OF THE UNIVERSITY'S ACTIVITIES IN THE FIELD OF NON-FORMAL EDUCATION

3.1. The university, in addition to the main activity - formal education, can provide other educational services in the field of non-formal education.

3.2. The following structural subdivisions are engaged in the organization of non-formal education at the University:

- scientific department
- educational department
- ECTAS and Education Quality Monitoring Department
- deans of faculties
- educational and scientific institute of postgraduate education
- professional medical college
- Society of Young Scientists
- student government organizations
- international department
- information and analytical support department

3.4 Types of non-formal education at the University:

- training courses for scientific and pedagogical and pedagogical workers;
- training in the program "Foreign languages for professional communication", which has an international certification;
- courses "Fundamentals of academic integrity"; educational activities conducted by student organizations: the project "Kodon", a school for young scientists, activities from the European Medical Students' Association (EMCA), Ukrainian Medical Stomatological Academy (UMSA), American College of Cardiology (ACC); scientific and practical conferences, symposia;
- master classes;
- scientific and methodical conferences;
- webinars

3.5. The content of non-formal education programs at the University, forms of their mastering, duration of training and forms of control of learning outcomes under these programs are determined by the University with the direct participation of organizational units, teachers involved in their creation and are consumers of educational services.

4. THE RECOGNITION AND THE PROCEDURE OF CREDITING OF THE RESULTS OF NON-FORMAL AND INFORMAL EDUCATION OF PARTICIPANTS OF FORMAL EDUCATIONAL PROCESS AT THE UNIVERSITY

4.1. The right for the recognition of learning outcomes in non-formal and informal education extends to all participants in the educational process.

4.2. Non-formal and informal education is provided at the own request of students. Participants of the educational process, taking into account the results of self-assessment of competencies and professional needs, independently choose specific forms, types, directions and subjects of providing educational services in the field of non-formal and informal education.

4.3. The Recognition of learning outcomes obtained in non-formal and informal education extends to the normative and selective educational components of the Educational Process (EP) exclusively from the list of educational components proposed by the University.

4.4. The following structural subdivisions are directly involved in the functioning of mechanisms of recognition and enrollment (rules and procedure) of results of non-formal and informal education of participants of the educational process of the University: deans of faculties, directorate of professional medical college, directorate of the Educational and Scientific Institute of Postgraduate Education (ESIPE), department of international relations, scientific department, educational department.

4.5. Rules, procedures for recognition and crediting of results obtained in non-formal and informal education of the formal educational process of the University.

Stages:

1) determination of learning outcomes obtained through non-formal and informal education - knowledge, skills, abilities that can be identified, evaluated, measured and which the applicant is able to demonstrate;

2) documentary confirmation of learning outcomes (if there is any);

3) assessment of learning outcomes;

4) documentation of credited learning outcomes;

5) consideration of the applicant's complaint by the appeal commission in the case of non-recognition of learning outcomes obtained in non-formal and informal education in the formal educational process.

4.6. The University may recognize the learning outcomes of students of different levels of education received in non-formal and informal education in the amount that usually does not exceed 1 ECTS credit (30 hours) within one academic year for all levels of education.

4.10. Applicants of the third level of higher education have the right to recognition and enrollment of learning outcomes in non-formal and informal education when working out missed classes of basic and elective disciplines for the semester, in the amount of not more than 10% of the missed classes within the time specified in the Regulations on the organization of completion of missed classes by students at the Ivano-Frankivsk National Medical University.

4.12. The process of recognizing learning outcomes acquired in non-formal and informal education is as follows:

For the recalculating the learning outcomes obtained in non-formal education, the applicant submits to the dean of the faculty (director of a professional medical college, director of ESIPE, head of the department of postgraduate and doctoral studies):

- 1) application;
- 2) duly certified copies of documents confirming the applicant's participation in the non-formal education event (certifications, certificates, diplomas, etc., confirming the knowledge and skills acquired by the applicant during training). In the case of submission of the mentioned documents in a foreign language, the applicant shall provide their translation;
- 3) description of the non-formal education event (information letter, invitation, program, etc.);
- 4) presentation of the results of non-formal and informal education.

4.13. The application for re-enrollment of the results of non-formal and informal education in academic disciplines should be submitted by the applicant within 10 working days from the moment of completion of this training (except for items 4.8. - 4.10.).

4.14. In the case of the re-enrollment from 1 to 8 academic hours on the discipline during the semester, or the recognition and the enrollment as individual work (from 1 to 12 points) on the discipline, the applicant applies to the head of the department of the relevant discipline having a signed application, supporting documents and a positive resolution of the dean, director of the professional medical college, ESIPE, head of department postgraduate and doctoral studies with him or her.

4.15. In all other cases, at all levels of education of the University, the recognition and the re-enrollment of learning outcomes acquired in non-formal or informal education is carried out by the Professional Commission, which is created at the University by order of the Rector.

4.19. The professional commission within two calendar weeks carries out the enrollment of learning outcomes obtained through non-formal and / or informal education in formal education in a predetermined form of control.

4.20. The professional commission may recommend: full, partial enrollment or refuse in enrolling the results obtained in non-formal / informal education.

4.23. If the applicant has a certificate in a foreign language at the level of B2 and above (in the case of study at the educational curriculum EC - C1) he may be re-enrolled in the relevant discipline of EP according to the Regulations on the re-enrollment of disciplines (individual curricula) and determine the academic difference in IFNMU.