

Перекладено з української мови.
Оригінал Положення про порядок
навчання здобувачів вищої освіти за
індивідуальним графіком у СумДУ
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MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Sumy State University

REGULATION

on the Procedure for Training Applicants for Higher Education According to an Individual Schedule

(Version 03)

(The basic version was reviewed and approved by the Academic Council on March 11, 2010 (Minutes No. 8))

1. GENERAL PROVISIONS AND BASIC DEFINITIONS

1.1 “The Regulation on the Procedure for Training Applicants for Higher Education on an Individual Schedule at Sumy State University” (hereinafter – the Regulation) regulates the conditions and procedure for transfer and training on an individual schedule of applicants for full-time education of all levels of higher education.

1.2 The Regulation is applied in the part that does not contradict the provisions of the Laws of Ukraine “On Education,” “On Higher Education,” regulatory legal acts of the Ministry of Education and Science of Ukraine and other authorized state bodies, and other internal regulatory framework.

1.3 The Regulation is placed in the electronic Register of the main current regulatory framework for the quality management system of the university, and is a component of its official website.

1.4 **Individual training** is a form of organization of the educational process, in which, in connection with certain objective conditions, incl. defined by this Regulation, the applicant for higher education is given the opportunity to acquire theoretical knowledge and practical skills in the disciplines of the curriculum according to an individual schedule through the implementation of student-centered learning technologies, including distance learning.

1.5 **An individual training schedule** is a formalized document that determines the procedure for organizing individual training for an applicant for higher education in the disciplines of the curriculum and the timing of monitoring progress in the study of disciplines during the academic term, including in other terms than provided for by the general schedule of the educational process of the university.

2. CONDITIONS FOR PROVIDING THE POSSIBILITY OF INDIVIDUAL TRAINING TO APPLICANTS OF HIGHER EDUCATION

2.1 For individual training according to an individual schedule, an applicant for an educational degree "bachelor", "master", and "Ph.D." in full-time education, who does not have academic debt and

- is engaged in research and experimental work, if this activity coincides with the schedule of classes, and only in those disciplines that correspond to the direction of his scientific activity (transfer to an individual schedule is performed on the basis of the submission of the Head of the department where the corresponding work is performed);
- participates in academic mobility and internship programs, the schedules of which coincide with the schedule of the educational process (transfer to an individual schedule is performed in agreement with the Deputy Director (Dean) in the relevant field);
- participates in competitions of all-Ukrainian and international levels, the schedules of sports training and competition of which coincide with the general schedule of the educational process (transfer to an individual schedule is performed on the proposal of the sports club of the university in agreement with the Vice-Rector for directing activity);
- combining training with work in the specialty and the schedule of his work coincides with the schedule of the educational process (transfer to an individual schedule is performed in agreement with the graduate department);
- is engaged in active public or cultural activities (transfer to an individual schedule is conducted at the request of the cultural and artistic center or student government in agreement with the Vice-Rector in the field of activity);
- is a pregnant woman or has a child (children) under the age of three and is on childcare leave or raising a child with special needs (transfer to an individual schedule is agreed with the Deputy Director (Dean) for educational and organizational work).

2.2 An individualized form of study on an individual schedule may also be introduced for applicants with special educational needs. In other motivated cases, for applicants for educational degrees "bachelor" and "master" – in agreement with the First Vice-Rector on the proposal of the Director of the institute or center (Dean of the faculty), and for applicants for the educational degree of Doctor of Philosophy – with the consent of the Director of the Department for Human Resources and Staff Development.

3. PROCEDURE OF TRANSITION TO INDIVIDUAL TRAINING SCHEDULE

3.1 An individual schedule can be drawn up for a period of not more than one semester from any date upon the occurrence of the grounds specified in paragraph 2.1. Simultaneously, the schedule applies only to that part of the workload of the applicant for higher education that remained for study at the time of its preparation. An individual study schedule is not introduced in a semester in which theoretical training is not provided.

3.2 For registration of training on an individual schedule, an applicant for higher education submits an application according to the template established by Appendix 1 to this Regulation, which indicates the reason for his transfer to an individual schedule of studies. If the basis for the transfer to an individual training schedule is defined in paragraph 2.1 of this Regulation, an application from applicants for educational degrees "bachelor" and "master" is submitted to the Director of the relevant institute (Dean of the faculty); from applicants for the degree "doctor of philosophy" – to the Director of the Department for Human Resources and Staff Development. If the basis for transferring

applicants for bachelor's, master's and doctor's degrees to an individual training schedule are the one specified in paragraph 2.2, the application is submitted to the First Vice-Rector. Documents are attached to the application, which are the basis for the transition to an individual training schedule.

3.3 Within a week after the approval of the application, the applicant for higher education draws up a schedule according to the template established by Appendix 2 (for applicants for bachelor's and master's degrees), or according to the template established in Appendix 3 (for applicants for a Ph.D. degree), and agrees it with every teacher who teaches disciplines in the current semester. The original of the schedule is kept in the Dean's office (in the Department of Doctoral and Post-Doctoral Studies) and a copy is provided to the applicant for higher education for practical use.

3.4 Transfer to an individual training schedule is carried out by order (Appendix 4). The applicant for higher education is responsible for the timely implementation of the individual training schedule. According to the relevant memos of teachers, the Dean's office or the Department of Doctoral and Post-Doctoral Studies can initiate the termination of the order on the granted right to study on an individual schedule to the applicant in case of violations of the deadlines set by him or in case of termination of a ground in paragraphs 2.1–2.3. Termination of the individual training schedule is also possible upon the personal application of the applicant for higher education. A separate order on amending the corresponding order for transfer to training on an individual schedule formalizes the termination of training on an individual schedule. Failure to meet the individual schedule may be the basis for the expulsion of the applicant for higher education from the university.

4. PECULIARITIES OF ORGANIZATION AND EVALUATION OF TRAINING OF HIGHER EDUCATION APPLICANTS ON INDIVIDUAL SCHEDULES

4.1 The individual training schedule assumes the possibility of free (selective) attendance by the applicant of higher education of classroom lessons, independent study of the material of the curriculum of academic disciplines, the performance of all types of compulsory work and reporting on their results to teachers in a timely manner.

4.2 The evaluation of the results of the educational work of the applicant for higher education is performed on the basis of the requirements of the regulations for the control and evaluation of academic disciplines. Simultaneously, the individual training schedule determines the timing of current monitoring and assessment.

The term of the final term control and assessment should coincide with the main schedule of the educational process in this course. In some motivated cases, an individual schedule of final term activities can be established. At the same time, the applicant for higher education retains the right to receive a scholarship until the end of the final control, if at the time of the individual schedule he received a scholarship.

4.3 Teachers consult applicants for higher education, who has an individual training schedule, according to a term schedule of consultations of the teachers of departments or using the capabilities of the distance learning system, or other ways (electronic personal account, e-mail, etc.). The applicant for higher education coordinates the form of communication with each teacher separately when drawing up an individual training schedule. Simultaneously, additional time for consultations is not provided.

5. FINAL PROVISIONS

- 5.1 The Regulation enters into force from the next day after its approval by order of the Rector.
- 5.2 By order of the Rector or by order of the Rector by decision of the Academic Council of the University or the relevant advisory body, the Regulations may be amended and supplemented. In the same order, the Regulations shall be repealed.
- 5.3 University officials are responsible for updating the Regulations and monitoring compliance with its requirements in accordance with their functional responsibilities.
- 5.4 Declare null and void the “Regulation on the Procedure for Teaching Students According to Individual Schedules” (version 02), approved by Order No. 0811-I of 07.11.2019