

Ministry of Education and Science of Ukraine
National Technical University
Kharkiv Polytechnic Institute

REGULATION
on the procedure for exercising by students
of the right to free choice of academic disciplines

APPROVED BY THE SCIENTIFIC COUNCIL
Chairman of the Academic Council

_____ / LL Tovazhnyansky /
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Regulation on the procedure for exercising by students of the right to free choice of academic disciplines at the National Technical University "Kharkiv Polytechnic Institute".

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1. General provisions

1.1 The Regulation on the procedure for students of the National Technical University "Kharkiv Polytechnic Institute" to exercise the right to free choice of disciplines (hereinafter - the Regulation) ensures the use by students of the National Technical University "Kharkiv Polytechnic Institute" (hereinafter - the University) of their right to choose training disciplines provisioned by the Law of Ukraine "On higher education" (paragraph 15 of part 1 of Article 62).

1.2 This Regulation provides the conditions for determining the procedure of:

- formation and delivery to students of the list of free choice disciplines;
- selection by students of educational disciplines from the formed list;
- organization of further study of selected disciplines (formation of mobile groups);
- recognition of learning outcomes in selected disciplines.

1.3 The students' choice of academic disciplines in the amount of not less than 25% of the total number of ECTS credits forms the conditions for them to achieve the following goals:

- to deepen professional knowledge within the chosen educational program and to acquire additional special professional competencies, including award of professional qualification (in case of professional standard availability);
- to deepen knowledge and acquire additional general and professional competencies within a specialty or related specialties in the same 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.

1.4 The following terms are used in these Regulation:

- specialized (profiled) block (package) of disciplines (hereinafter Profiled package) - a set of logically and functionally related disciplines, which includes

professional disciplines that determine the specialized training of the student within the selected educational program, necessary to meet the program requirements, providing special (professional) competencies and aimed at improving the student's ability to work in the chosen specialty.

- Catalog of disciplines - a list of disciplines for students' free choice for a certain level of higher education, aimed at providing general or special (professional) competences, allowing to achieve an in-depth level of knowledge and skills in certain sections of the future profession.
- This Regulation applies to higher education applicants who enrolled from September 1, 2016 and study according to educational programs concluded in accordance with the Law of Ukraine "On Higher Education", the order of the Ministry of Education and Science of Ukraine of January 26, 2015 №47 "On Peculiarities of Forming the curricula for the 2015/2016 academic year", Regulations on educational process organization at the National Technical University "Kharkiv Polytechnic Institute" (Considered and approved by the Academic Council of NTU "KhPI" Protocol № 1 of January 27, 2017).

Cadets, students and trainees enrolled by the state order of the Ministry of Defense of Ukraine have fulfilled their right to freely choose disciplines at the time of admission to the relevant educational programs, whose specialized component of training (in the amounts approved by the Ministry of Defense of Ukraine) is made up by variable components of the program.

2 Methodological support of the organizing the students' choice of educational disciplines and regulatory actions

2.1 The University is responsible for the quality of teaching and proper methodological support of educational components that are offered for students to exercise their right to free choice. Students are offered a choice of disciplines whose work programs were developed in accordance with the Law of Ukraine "On Higher Education" and approved as part of the curriculum and/or included

in the Catalog of disciplines of the National Technical University "Kharkiv Polytechnic Institute".

2.2 In accordance with the objectives set out in paragraph 1.3, students are offered options for choosing disciplines:

2.2.1 From the selective component of the curriculum of the relevant educational program in which the students study:

2.2.1.1 profiled package of disciplines, which includes mainly professional disciplines that determine the specialized training of the student within the selected educational program, and is aimed at improving the student's ability to work in the chosen specialty. If a student has chosen a profiled package, (s)he must study all the disciplines included in this package.

2.2.1.2 simultaneous selection of the specified number of disciplines from the Catalog (the student is offered a list of disciplines from which he chooses one for each semester - for bachelors with a term of study 3 years 10 months – in the 5th, 6th, 7th semesters, for bachelors with a shortened term of study 2 years 10 months – in the 3rd, 4th, 5th semesters), which includes professional (for the selected educational program) disciplines, which enables achieving an in-depth level of knowledge and skills in certain sections of the future specialty and disciplines of the socio-humanitarian cycle.

2.2.2 From the selective component of the curriculum of another educational program:

2.2.2.1 in case a student chooses a profiled package of disciplines from the curriculum of another educational program of the same educational level, the professional (additional) qualification provided by his main curriculum and educational program is not assigned to him/her.

2.2.2.2 in case the student chooses a profiled package of disciplines from the curriculum of another educational program of another educational level, professional (additional) qualification is provided by his/her main curriculum and the educational program is not assigned to him/her.

A necessary condition is the consent of the dean/director of the faculty/institute where the student is studying and the dean/director of the faculty/institute where the curriculum is implemented.

2.2.3 From the Catalog of disciplines offered to the student for the academic year and from which (s)he is to choose one. (Disciplines should have a general erudition or practical orientation without the need for special prior training).

2.2.4 To exercise the right to academic mobility, the students are given the opportunity to choose disciplines at other institutions of higher education.

2.3 The student may be denied his/her choice and offered to make a new choice in the following cases:

2.3.1 if the number of students who have chosen a discipline or a profiled package of disciplines exceeds the maximum number set by the relevant faculty/institute, department. In this case, preference is given, first of all, to students who study in the same educational program, at the same faculty/institute, and then to those students who have fixed their choice earlier;

2.3.2 if the number of students who have chosen a profiled package of academic disciplines (item 2.2.1.1) or disciplines from the Catalog (item 2.2.1.2) is less than the minimum established at the University: for the "Bachelor" education level – 10 people, for the "Master" education level – 5 people. Restrictions do not apply to those cases when a certain profiled package of disciplines is chosen by all students enrolled in the specified program;

2.3.3 if the number of students who have chosen one discipline from the Catalog of disciplines specified in 2.3.2 is less than 20 people. Restrictions do not apply to those cases when a certain discipline from the Catalog has been chosen by all students enrolled in the specified program;

2.3.4 if the relevant training groups in other educational programs have not been previously formed on other grounds (paragraph 2.2.2);

2.3.5 if the consequence of the choice of academic discipline is presumably insufficient for the assignment of academic qualification number of credits of the appropriate educational level (paragraph 2.2.2);

2.3.6 if the choice of academic discipline results in exceeding the established maximum number of academic disciplines that the student can master simultaneously and/or the number of final (semester) forms of control (according to the provisions on the organization of the initial process);

2.3.7 if the choice of academic discipline results in formation of academic debt in connection with the lack of the required level of input knowledge and skills (para 2.2.2).

Notes: restrictions do not apply to those types of student workload, which provide for the implementation of only individual tasks – internships and semester papers/projects;

2.4 If a student is denied a choice for the reasons specified in paragraph 2.3, he is given the opportunity to re-select from the Catalog of disciplines, groups/streams for which are already formed in accordance with the minimum requirements for the number of students in groups/streams, and where there is no exceeding of the maximums established by faculties/institutes, and also which will not lead to repeated refusal.

2.5 The disciplines chosen by the student are approved by the dean/director of the faculty/institute where the student studies, as an integral part of the individual curriculum of the student. Failure to comply with any of the items of the individual curriculum is an academic debt. The change of the student's choice after its approval is possible only with the written permission of the dean of the faculty/director of the institute. It should be noted that the change of the chosen disciplines after the beginning of an academic semester, in which they are taught, is not allowed at all.

Note: when deciding on a student's application to change the choice of discipline, the dean/director of the institute is guided by the restrictions

specified in paragraph 2.3, and takes into account the potential negative consequences of such a change for providing educational services by other students' choice.

2.6 After students have exercised their right of free choice, departments whose disciplines have been chosen by students may, in exceptional cases (e.g. long-term illness of the lecturer responsible for teaching the discipline, etc.) offer students the replacement of one or more subjects, on condition that the decision may be accepted only after obtaining the consent of students who have chosen these disciplines.

Note: making changes may not result in formation of groups and flows in which the minimum requirements for the number of students established at the University are violated.

2.7 If a student does not exercise his/her right to choose a discipline without good reason, the relevant positions of his/her individual curriculum are determined by the guarantor of the educational program of the specialty and approved by the order of the dean/director. The student's refusal to fulfill the curriculum formed in this way is a gross violation of academic discipline and the student is expelled from the University for failure to comply with the individual curriculum.

2.8 Based on the results of the student's right to free choice, his/her individual curriculum should include the types of study load, the total amount of compulsory and optional components together, which (in ECTS credits) allows crediting the implementation of the annual curriculum (60 ECTS credits) and transfer for the next course or admission to certification.

2.9 The total amount of compulsory and elective components of the individual plan of the student, regardless of the ways of exercising the right to free choice of disciplines, must correspond to that specified in the educational program for which the student is studying.

3. The procedure for choosing educational disciplines by students

3.1. The timing of the procedures for students to choose academic disciplines is determined by the need for timely (for planning and organizing the educational process, its methodological and staffing) formation of the contingent of students into groups and flows.

3.1.1. Students exercise their right to choose disciplines during the spring semester, which precedes the academic year during which they are scheduled to study.

3.1.2. For students enrolled in educational programs, according to which the free choice of subjects in the first academic year for the spring semester is planned, namely those who enrolled in the "Master" education level or the abbreviated form of the "Bachelor" education level, the choice is organized during the first two weeks of the autumn semester.

3.1.3. For students enrolled in double degree programs, the procedures for free choice of subjects are organized in the time and in the manner prescribed by the relevant Agreements with partner universities.

3.2. The procedure for students to choose academic disciplines is carried out according to the following scheme:

3.2.1. Acquaintance of students with the order, terms and features of groups formation for studying educational disciplines of free choice at the University, and also with features of professional qualifications assignment according to the educational program on which the students study. For full-time students (except those covered by paragraph 3.1.2) familiarization activities are organized during the first four weeks of study in the spring semester preceding the academic year during which they are scheduled to study, and for part-time students – no later than during the introductory session.

3.2.2. Acquaintance of students with the Catalog of free choice disciplines (para 2.2.1.2) and the profiled packages of disciplines (para 2.2.1.1) which are offered both on the educational program by which they study, and on other educational

programs. The acquaintance takes place through the possibilities of designated website pages of the University, faculties/institutes websites, by organizing meetings with departments' representatives, etc. The acquaintance of students with the profiled packages and the Catalog of disciplines can start from the first days of training on educational programs.

In case of change needed (modification, addition, removal) of disciplines of free choice (item 2.2.1.2):

3.2.2.1 Departments that provide teaching elective courses during the first four weeks of the spring semester preceding the academic year during which they are scheduled to submit to the directorates/dean's offices the list of subjects offered for selection to students for the next academic year, working academic programs and short annotations of these disciplines at all levels of higher education.

3.2.2.2 The Academic Council of the institute/faculty considers and approves the list of elective disciplines proposed by the departments and submits this list to the methodological department of the university, which in turn forms the general university Catalog of disciplines and places it on the university website.

3.2.2.3 The directorate/dean's office of the institute/faculty within two weeks from the moment of publication of the Catalog of disciplines on the site acquaints students with it.

3.3 Students select profiled packages and disciplines from the Catalog by submitting a written application to the director/dean of the institute/faculty within two weeks from the completion of the familiarization procedure. The application shall be marked with the date of its receipt. The application is kept in the directorate/dean's office throughout the student's term of study.

3.4 On the basis of the submitted applications within two weeks from the end of the procedure of their receipt from students, the director/dean of the institute/faculty together with the heads of specialty groups forms academic groups according to the selected disciplines. Based on the results of the

distribution by academic groups of students, whose choice cannot be satisfied for the reasons listed in paragraph 2.3, the refusal is reported (with stating the reason) and it is proposed to make a choice from the adjusted (see paragraph 2.4) list. The duration of the re-selection procedure does not exceed one week.

3.5 Final processing of applications by faculties/institutes, decision-making on students who have not exercised the right to free choice (paragraph 2.7) and final formation of academic groups (mobile groups for the study of elective subjects) takes place within a week of completing the initial distribution procedure (p.3.6). The disciplines chosen by the students are included in their individual curricula. Directorates/dean's offices submit to the educational department the necessary information on forming timetable of classes. Directorates/deans submit to the departments information concerning the workload.

4. Final provisions

4.1 Applications of students regarding free choice disciplines, orders on formation of groups are kept during the whole period of student's study at the appropriate level.

4.2 In agreement with the guarantor of the educational program, the directorate/dean's office of the institute/faculty should allow students participating in academic mobility programs to enroll in elective courses that are held at another university but not provided in the curriculum of the relevant specialty at the university (up to 20 credits).

4.3 In agreement with the guarantor of the educational program, the directorate/dean's office of the institute/faculty must allow re-enrollment of disciplines in case of renewal or transfer of the student (up to 20 credits).

4.4 Recalculation of credits is carried out on account of actually studied disciplines under the condition of identical quantity of credits.

4.5 This Regulation, changes and additions to it become valid following approval at a meeting of the Academic Council of NTU "KhPI".

4.6 Changes and additions to this Regulation are made and approved by the Academic Council of the University in the same manner as the Provision itself.