

“I APPROVE”

Rector Prof. Anatolii Tsos

January 27, 2022 /signature/

Order No. 24 – from January 27,  
2022

/Round Seal: Ministry of Education  
and Science of Ukraine\* Lesya  
Ukrainka Volyn National University\*  
identification code 02125102\* State  
Emblem of Ukraine/

## REGULATION

### on the procedure for forming the individual trajectory of students' learning of Lesya Ukrainka Volyn National University

#### I. General provisions

The Regulation is designed to specify the procedure for forming and filling the Catalog of educational programs of elective disciplines (hereinafter – the Catalog) at Lesya Ukrainka Volyn National University (hereinafter – the University), informing about its content of applicants for higher education, coverage of the algorithm of acquaintance, entry for the study of disciplines from the Catalog of applicants for higher education.

1.1. The provision was developed in accordance with the Law of Ukraine "On Higher Education", in particular paragraph 15 of Art. 62: "... the choice of disciplines within the limits provided by the relevant educational program and the working curriculum, in the amount of not less than 25 percent of the total number of ECTS credits provided for this level of higher education. At the same time, students of a certain level of higher education have the right to choose disciplines offered for other levels of higher education, in agreement with the head of the relevant faculty or department.

1.2. Basic terms and concepts:

– **variable component** of the curriculum (reflected in the Catalog) – these are the disciplines that the University introduces to better meet the educational and qualification requirements of the student to meet the needs of society, effective use of educational institutions, regional characteristics, etc .;

– **individual educational trajectory** – a personal way of realizing the personal potential of the learner, which is formed taking into account his abilities, interests, needs, motivations, opportunities and experience, based on the student's choice of types and forms of education, subjects of educational activities and educational programs, disciplines and the level of their complexity, methods and means of teaching. Individual educational trajectory at the University is reflected in the individual curriculum of the student;

– **individual curriculum** of the student – a document that determines the sequence, form and timing of mastering by the student of educational components of the educational program to implement its individual educational trajectory; developed by the educational institution in cooperation with the student and is the main working document of the student;

– **curriculum** is a normative document of the University, which regulates education at a certain educational level in a certain specialty, educational program and determines the list and scope of compulsory and elective disciplines, sequence of their study, specific forms of training and their scope, schedule of the educational process, forms of current and final control;

– **personal potential of the applicant** – a set of his abilities – cognitive, creative, communicative, research. The process of identifying, implementing and developing these abilities takes place during the educational movement of applicants on individual learning trajectories.

1.3. Elective courses are determined by the University (graduating departments of faculties (institutes)) (unless otherwise provided by the standards of higher education in the specialty) depending on the specifics of professional training and offers students to meet educational and qualification needs, strengthen their competitiveness and demand in the labor market.

1.4. The student makes a free choice of academic disciplines in the amount of not less than 25% of the total amount of ECTS credits provided for the selected degree of higher education.

For the educational-professional program of bachelor's training (3 years 10 months of study) – not less than 60 credits, for the educational-professional programs of master's degree in medical specialties (5 years of study) – 75 credits (5 years 10 months of study) – 90 credits. For the educational-professional master's program (1 year 4 months of study) – not less than 23 credits (with a total educational program of 90 credits) or 30 credits (with a total educational program of 120 credits with a study period of 1 year and 10 months).

1.5. A variable component of the curriculum implements the idea of individual choice, which allows students to:

- build an individual learning trajectory;
- get acquainted with the current level of research in the field knowledge;
- to deepen professional training within the chosen specialty and educational-professional program;
- to obtain additional learning outcomes within the formation of general and/or professional competencies.

1.6. In addition to the choice of disciplines within the elective component of the curriculum, the student can form their individual educational trajectory within the normative component through:

- selection of a section in the discipline "Physical Education" by sport;
- choice of language (English, German, French) in the discipline "Foreign language for professional purposes) ";
- selection of certificate courses announced at the University;
- choosing the place of practice;
- selection of the topic of the final qualification work (project) and supervisor.

1.7. The results of the selection are indicated in the individual curriculum of the student and are mandatory for study.

## **2. The procedure for exercising the right of free choice by students of academic disciplines**

2.1. Measures to organize the study of elective subjects are carried out in the academic year preceding the academic year in which the study of these disciplines is planned, and before the beginning of the current academic year.

2.2. Informing applicants for higher education about elective courses and their content is through the Catalog on the University website until March 1 of the current academic year – for undergraduate students until July 1 – for graduate students.

The catalog contains a description of elective disciplines of all educational and professional programs.

2.3. Formation of the Catalog of elective disciplines of the University:

– a list of elective subjects is created for each educational and professional program and level of higher education;

– the head of the department and the guarantor of the educational program analyze the availability of methodological (syllabi of academic disciplines) and staffing for reading selected disciplines and approve them at the meeting of the department;

The scope and content of disciplines aimed at expanding and deepening special (professional, subject) competencies should take into account the structural and logical scheme of studying compulsory disciplines, the number of credits and forms of control in the semester, semesters defined by the curriculum for the sample of a specific educational and professional program.

The number of proposed elective courses and their diversity should be large enough and not duplicate each other. The list of elective subjects of the relevant educational and professional program may not include disciplines that are similar in content to the compulsory subjects;

– by November 1 of the current academic year, the departments submit to the academic council of the faculty (institute) the list of elective courses with descriptions approved at their meeting. (**Appendix A. Sample description of academic disciplines**).

– by December 15 of the current academic year, the list of elective courses for the next academic year is approved by the Academic Council of the Faculty (Institute);

– approved lists of elective subjects proposed by the faculty (institute), by February 1, the Deputy Dean (Director) for Academic Affairs or another authorized person sends to the training department to fill the Catalog;

– the educational department fills in the Catalog, and also gives the chance to each student to get acquainted and to choose disciplines in the system «PS-Journal of Grades-Web», which is synchronized with the Catalog.

2.4. The catalog is annually reviewed and updated in accordance with modern requirements and within the time limits specified in paragraph 2.2.

2.5. Students exercise their right to choose subjects at the beginning of the spring semester, usually in April-May, which precedes the academic year in which they are studied. For students enrolled in educational and professional programs, where free choice

is planned in the first academic year, the choice is organized during the first two weeks of study.

2.6. The faculties (institutes) in the Catalog attach syllabuses to the disciplines for which specialized groups have been formed for the current academic year before the beginning of their study.

2.7. Elective disciplines can be taught by all departments of the University, provided that there is appropriate personnel, scientific, educational and methodological and information support.

The head of the department is responsible for the content and implementation of the elective discipline in the educational process, which is assigned to teach the relevant discipline.

### **3. Notification of registration of students for the study of elective subjects**

3.1. The Dean's Office of the Faculty (Institute) acquaints students with the procedure, terms and features of the formation of individual trajectory (choice of academic disciplines) and the procedure for forming specialized groups for their study.

3.2. To form a contingent of students for the study of elective disciplines, the department acquaints students with the list of elective disciplines, teaching which they provide, descriptions of these disciplines (according to the previously announced model), assist students in obtaining full information about the elective discipline.

To ensure the principle of competitiveness in the selection of higher education elective disciplines, research and teaching staff of the department in their free time from classes hold appropriate presentation activities (read review lectures, prepare information materials that can be posted on the University website, faculty (university) page, department etc).

3.3. Informing students about the disciplines offered for selection should be:

– for the first (bachelor's) level - March of the current academic year - for the next academic year.

– for students enrolled on the basis of a junior specialist, the study of such disciplines is planned from the first year of study – the first week after enrollment;

– for the second (master's) level - March (for first-year students) for the next academic year;

### **4. Algorithm for recording the study of elective subjects**

4.1. The selection and further enrollment in specialized groups for the study of disciplines from the Catalog by students of the first (bachelor's) and second (master's) (1st year) level is carried out during April-May (selected disciplines will be studied in the next academic year) and consists of the following stages:

– during April-May, full-time and part-time students choose disciplines in the system "PS-Journal of Grades-Web".

The duration of the stage is two weeks.

*To make a choice, the student needs:*

– enter the page of the Catalog of educational programs and elective courses on the website of the University;

- go to the system "PS-Journal of Grades-Web" at the link specified in the Catalog (or choose from the proposed disciplines the desired name, go to its description, which also contains a link to the system "PS-Journal of Grades-Web");
- log in to the "PS-Journal of Grades-Web" system, using your last name as a username and the number of the individual curriculum as a password;
- logging in, the student will receive a message of the following content:

**Attention! In the period from February 14, 2019 to February 21, 2019 23:59:55 there is electronic voting in elective disciplines.**

[Go to elective courses](#)

- having passed to the list of elective disciplines, the student makes a choice which the system saves;
- during the entire period of activity of the message with the terms of electronic voting, the student can re-select (change the list) disciplines that he wants to study.

4.3. During **May**, the educational department and administrator of the PS-Journal of Grades-Web system processes the results of electronic voting (students' choice of disciplines) and forms specialized groups to study them.

The formation of specialized groups takes into account the established minimum number of students in the group (at the first (bachelor's) level – at least 15 people, at the second (master's) – at least 7 people). If the number of students in the academic group is less than the specified number, the study of the chosen discipline from the list of its educational and professional program will take place if at least 50% of students are registered with a reduction in the number of classroom hours.

The number of groups for the study of free choice disciplines may change and is determined annually by order of the Rector (On approval of time norms for planning and accounting of educational work and a list of basic types of methodological, scientific and organizational work of scientific and pedagogical workers on 20\_\_ / 20\_\_ academic year).

4.4. The educational department informs the deans of faculties (institutes) about the selected disciplines and specialized groups for further formation of the workload of departments that provide their teaching, creating a schedule of classes and students who have not yet made a choice or made it in part.

4.5. If it is impossible to form a specialized group (the discipline was "unpopular" and was chosen by an insufficient number of students), such students are given the opportunity to re-select in the system "PS-Journal of Grades-Web" from a list of disciplines for which groups have already been formed.

Students re-choose academic disciplines according to the above algorithm.

4.6. The chosen discipline can be studied by students from one academic group or such specialized groups can be created from students of different academic groups, educational and professional programs.

4.7. The choice of subjects from the Catalog by students of the second (**master's**) level is made for the first year of study during the first week after enrollment and provides a sequence of steps defined for the bachelor's degree.

The master student enters the system "PS-Journal of Grades-Web" using his / her last name as a username and the Individual student curriculum number in the "Password" field. The student can change the personal password after the first login.

4.8. Untimely election (lack of election) by a student of elective subjects is a violation of academic discipline.

In this case, the dean's office (educational department, administrator of the system "PS-Journal of Grades-Web") independently attaches such a student to study elective subjects to one of the formed specialized groups.

4.9. If a student for a good reason could not choose the discipline in time or found a mistake in his expression of will, he applies to the dean's office to enroll in the study of his chosen disciplines, providing documents proving the validity of the reasons. The duration of the stage is one week.

The student cannot unilaterally refuse to study the chosen discipline. Spontaneous refusal to study the course leads to academic debt, for which the student will be expelled from the University.

It is not allowed to change the chosen disciplines after the beginning of the academic semester in which they are taught.

4.10. Applicants for higher education who have resumed their studies or transferred from other institutions of higher education join the formed groups of the faculty and specialty during the first working week after enrollment.

4.11. Lists of specialized groups for the study of free choice disciplines are entered in the gradebook, published on bulletin boards and transferred to the departments that will provide teaching of the chosen discipline.

4.12. Selected disciplines of free choice are included in the work curricula and workload of the respective departments and are reflected in the schedules of classes in the year during which they will be studied.

## 5. Final provisions

5.1. In case of renewal, transfer of a student, admission to classes after graduation or enrollment for a bachelor's degree on the basis of a "junior specialist" it is possible to recalculate elective subjects at the expense of actually studied subjects from the cycle of free choice in the previous educational institution.

5.2. If the specialized group for the study of the elective discipline includes students from academic groups of one faculty (institute), the schedule for the chosen discipline is formed by the dean's office of the relevant faculty (institute). If such groups include students from different faculties (institutes) – the formation of the schedule for the selected disciplines is carried out by the educational department of the University.

Approved by the Academic Council  
Lesya Ukrainka Volyn National University  
Minutes No. 1 of January 27, 2022

Vice-Rector for Academic Affairs and Recruitment  
 Head of the Educational Department

/signature/ Yurii HROMYK  
 /signature/ Liubov ZAIETS

## Appendix A

### Sample description of the discipline of free choice

Discipline	Elective discipline 1 " _____ "
Level of higher education	
Name of specialty / educational-professional programs	
Form of study	
Course, semester, length	
Semester control	
Number of hours (total: including lectures / practical)	
Language of instruction	
Department that provides teaching	
Brief description	
Requirements for the beginning of the study	
What will be studied	
Why it is interesting / necessary to study	
What you can learn (learning outcomes)	
How to use the acquired knowledge and skills (competencies) Information support and / or web-calling	
Make a choice	"PS-Journal of Grades-Web"