

Approved by

Rector, Full Professor

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Lesya Ukrainka Volyn National University.

Ministry of Education and Science of Ukraine

REGULATIONS

ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS AT THE FIRST (BACHELOR’S) AND THE SECOND (MASTER’S) LEVEL AT LESYA UKRAINKA VOLYN NATIONAL UNIVERSITY

1. General principles

1.1. Regulations on the organization of the educational process the Lesya Ukrainka Volyn National University (hereinafter – the Regulations) are designed to improve the organization of the educational process at the Lesya Ukrainka Volyn National University and adapt the legal framework to the requirements of the European Credit Transfer and Accumulation System (hereinafter – ECTS).

1.2. Regulations developed in accordance with the Constitution of Ukraine, Laws of Ukraine “On Education”, “On Higher Education”, legal documents on the organization of the educational process, approved by the Ministry of Education and Science of Ukraine, the Cabinet of Ministers of Ukraine, the Academic Council of the University.

2. University regulatory framework for the organization of the educational process

- Regulations on the electronic course of the discipline at the Lesya Ukrainka Volyn National University.
- Regulations on electronic educational resources of Lesya Ukrainka Volyn National University.
- Regulations on the organization and conduct of certificate courses at Lesya Ukrainka Volyn National University.
- The procedure for forming a student performance rating for the appointment of academic scholarships at the Lesya Ukrainka Volyn National University.
- Regulations on the internship of students of Lesya Ukrainka Volyn National University.
- Regulations on the procedure for exercising the right to academic mobility of participants in the educational process of Lesya Ukrainka Volyn National University.
- Regulations on the procedure for transferring students who study on a contractual basis with payment from the local budget, line ministries, departments, enterprises, organizations, institutions and individuals to study at the expense of the State Budget at Lesya Ukrainka Volyn National University.
- Regulations on studying at Lesya Ukrainka Volyn National University to obtain the first (bachelor's) degree on the basis of previously obtained educational qualification level "junior specialist", educational degree "professional junior bachelor".

- Regulations on the procedure for recommending educational, practical, reference, cartographic publications, teaching aids and educational equipment for use in the educational process of Lesya Ukrainka Volyn National University.
- Regulations on current and final assessment of knowledge of students of Lesya Ukrainka Volyn National University.
- Regulations on the faculty / educational and research institute of Lesya Ukrainka Volyn National University.
- Regulations on the recognition of learning outcomes obtained in formal, non-formal and / or informal education at Lesya Ukrainka Volyn National University.
- Regulations on training students at Lesya Ukrainka Volyn National University using the dual form of education.
- Regulations on the procedure for transferring, renewing, expelling students and granting them academic leave at Lesya Ukrainka Volyn National University.
- Procedure for ordering, issuing and accounting for documents on higher education, academic certificates, student tickets, individual curricula (test books) and duplicates of these documents at Lesya Ukrainka Volyn National University.
- Requirements for the design of educational publications for internal use at the Lesya Ukrainka Volyn National University.
- Memo on the procedure for filling in and storing test and examination information.

- Rules for awarding scholarships to students, graduate students, doctoral students of Lesya Ukrainka Volyn National University.
- Memo on planning the workload of full-time research and teaching staff and employees working part-time and / or hourly pay.
- Methodical recommendations on the organization and conduct of psychological pedagogical practice at Lesya Ukrainka Volyn National University.
- Regulations on the Department of Lesya Ukrainka Volyn National University.
- Syllabus of psychological and pedagogical practice.
- Methodical recommendations on the organization and conduct of psychological pedagogical practice at Lesya Ukrainka Volyn National University.
- The order of formation of educational programs and curricula for training specialists at the first (bachelor's) and second (master's) levels of full-time and part-time forms of study at Lesya Ukrainka Volyn National University.
- Explanatory note to the syllabus of the discipline
- Example of formation of educational-professional / educational-scientific / educational-creative program.
- Regulations on the organization of the educational process by correspondence at the Lesya Ukrainka Volyn National University.
- Regulations on the state examination commission for attestation of persons receiving the first (bachelor's) and second (master's) levels of education.
- Regulations on final qualifying works (projects).
- Regulations on the organization and conduct of final control in the form of computer testing at Lesya Ukrainka Volyn National University.

3. Glossary

Autonomy of a higher education institution – independence, autonomy and responsibility of a higher education institution in making decisions on the development of academic freedoms, organization of the educational process, research, internal management, economic and other activities, independent selection and placement within the limits established by law;

Academic integrity is a set of ethical principles and rules set by law, which should guide the participants in the educational process during training, teaching and conducting scientific (creative) activities in order to ensure confidence in learning outcomes and / or scientific (creative) achievements;

Academic freedom – independence and autonomy of participants in the educational process during pedagogical, scientific-pedagogical, scientific and/or innovative activities based on the principles of freedom of speech and creativity, dissemination of knowledge and information, research and use of their results and implemented subject to restrictions established by law;

Higher education is a set of systematized knowledge, skills and practical skills, ways of thinking, professional, ideological and civic qualities, moral and ethical values, other competencies acquired in a higher education institution (scientific institution) in the relevant field of knowledge for certain qualifications at higher education levels, which are higher in complexity than the level of complete general secondary education;

The guarantor of the educational program is a scientific-pedagogical or research worker who works at the main place of work, is responsible for the quality of the educational program, has a scientific degree and / or academic title in a relevant or related specialty, or relevant work experience in the field. The appointment, rights and responsibilities of the guarantor of the educational program belong to the autonomy of

higher education institutions. This employee can only be the guarantor of one educational program. The guarantor of the educational program can work at the relevant department or in any other university department;

Higher education institution – a separate type of institution that is a legal entity of private or public law, operates under a license to conduct educational activities at certain levels of higher education, conducts scientific and technical, innovative and / or methodological activities, organizes the educational process and obtaining higher education, postgraduate education, taking into account their vocations, interests and abilities;

The European Credit Transfer and Accumulation System (ECTS) is a credit transfer and accumulation system used in the European Higher Education Area to provide, recognize, validate qualifications and educational components and to promote the academic mobility of higher education seekers. The system is based on determining the study load of the higher education student, necessary to achieve certain learning outcomes, and is accounted for in ECTS credits;

Applicants for higher education – persons who study at a higher education institution at a certain level of higher education in order to obtain the appropriate degree and qualification;

Qualification – the official result of assessment and recognition, which is obtained when the authorized institution has established that the person has achieved competencies (learning outcomes) in accordance with the standards of higher education, as evidenced by the relevant document on higher education;

Competence – the ability of a person to successfully socialize, learn, conduct professional activities, which arises on the basis of a dynamic combination of knowledge, skills, abilities, ways of thinking, views, values, other personal qualities;

Compensation courses are offered to applicants for higher education when they change the trajectory of their own education, or when their initial preparation for study in a particular higher education institution is insufficient. For example, in the transition from one freelance program to another, in the application of cross-entry to a master's program, in the recognition of insufficient level of Ukrainian or foreign (English) language, the freelancer aims to “align” the level of prior training of students;

Credit Transfer and Accumulation System (hereinafter ECTS credit) – a unit of measurement of the amount of study load of the higher education seeker, necessary to achieve certain (expected) learning outcomes. The volume of one ECTS credit is 30 hours. The workload of one full-time academic year is usually 60 ECTS credits;

Licensing – the procedure for recognizing the ability of a legal entity to conduct educational activities in accordance with the licensing conditions of educational activities.

The educational process is a system of organizational and didactic activities aimed at implementing the content of education at a certain level of education. It covers the following components of learning: participants in the learning process (teachers, students), tools, forms and methods of learning.

Curriculum is a normative document of a higher education institution, which is compiled in accordance with the Standards of Higher Education and determines the list and scope of educational components, sequence of their study, specific forms of training and their scope, schedule, forms and means of current and final control.

Throughout the term of study, the student studies according to the curriculum that was in force at the time of his admission to the University.

Scientific integrity – the conduct of scientific research in a way that allows others to have confidence in the methods used and the results obtained, as well as adherence to professional standards;

National Qualifications Framework – a systematic and competency-based description of qualification levels;

Educational (educational-professional, educational-scientific or educational-creative) programa is a single set of educational components (disciplines, individual tasks, practices, control measures, etc.) aimed at achieving the learning outcomes provided by such a program, which gives the right to obtain certain educational or educational and professional qualifications. The educational program may define a single specialization within it or not provide for specialization;

The educational process is an intellectual, creative activity in the field of higher education and science, which is carried out in a higher education institution (scientific institution) through a system of scientific and methodological and pedagogical activities and aimed at transferring, mastering, increasing and using knowledge, skills and other competencies. students, as well as the formation of a harmoniously developed personality.

Learning outcomes – knowledge, skills, abilities, ways of thinking, views, values, other personal qualities that can be identified, planned, evaluated and measured and which a person is able to demonstrate after completing an educational program (program learning outcomes) or individual educational components;

The working curriculum is formed by the educational department of the University on the basis of the curriculum for specification and planning of the educational process for each academic year, approved by the dean of the faculty (institute) and approved by the Vice-Rector for Academic Affairs and Recruitment.

The original working curriculum is stored in the dean's office of the faculty (institute).

Specialization – a component of the specialty, which may be determined by the institution of higher education and provides one or more specialized educational programs of higher or postgraduate education.

Specialty – harmonized with the International Standard Classification of Education subject area of education and science, which combines related educational programs that provide common requirements for competencies and learning outcomes of graduates;

The standard of higher education is a set of requirements for educational programs of higher education, which are common to all educational programs within a certain level of higher education and specialty;

The student-centered approach views the applicant as an entity with its own unique interests, needs and experiences, able to be an independent and responsible participant in the educational process. Student-centered approach involves mutual respect between student and teacher, real selectivity of disciplines, student participation in the system of internal quality assurance and free accreditation of educational programs, the availability of procedures for responding to student complaints, etc.;

A syllabus is a document that explains the mutual responsibilities of a teacher and a student. It presents procedures (including deadlines and evaluation principles), policies (including academic integrity policies) and course content, as well as a calendar of courses. In the syllabus, the measurable goals that the teacher sets for his discipline must be announced. The syllabus outlines the conceptual transition from “acquiring knowledge” and “gaining practical skills” to competencies that a student can learn while studying this course. The syllabus includes an annotation of the

course, purpose (competencies), a list of topics, reading materials, rules for crediting missed classes.

Quality of higher education – compliance of educational conditions and learning outcomes with the requirements of legislation and standards of higher education, professional and / or international standards (if available), as well as the needs of stakeholders and society, provided by internal and external quality assurance procedures.

4 General characteristics of the educational process

4.1. Levels of higher education

4.1.1. Lesya Ukrainka Volyn National University trains applicants for higher education at the following levels of higher education:

- first (bachelor's);
- second (master's).

The first (bachelor's) level of higher education corresponds to the sixth level of the National Qualifications Framework and the first cycle of higher education of the Qualifications Framework of the European Higher Education Area.

The second (master's) level of higher education corresponds to the seventh level of the National Qualifications Framework and the second cycle of higher education. The Qualifications Framework of the European Higher Education Area

4.1.2. Obtaining higher education at each level of higher education involves the successful implementation of the relevant educational (educational-professional, educational-scientific, educational-creative) programs, which is the basis for awarding the appropriate degree of higher education:

– Bachelor;

– Master.

A bachelor's degree is a degree obtained at the first level of higher education and awarded by a higher education institution as a result of the successful completion of a higher education program of 180–240 ECTS credits. In order to obtain a bachelor's degree on the basis of a bachelor's degree or on the basis of professional higher education, a higher education institution has the right to recognize and remit ECTS credits, the maximum amount of which is determined by the higher education standard.

A master's degree is an educational degree obtained at the second level of higher education and awarded by a higher education institution as a result of the successful completion of the relevant educational program by the higher education institution. The master's degree is obtained by educational-professional or educational-scientific program. The volume of the educational-professional master's program is 90–120 ECTS credits, the volume of the educational-scientific program is 120 ECTS credits. The master's educational and scientific program must include a research (scientific) component of at least 30 %.

The master's degree in medicine and pharmacy is obtained on the basis of a complete general secondary education or a bachelor's degree, a junior bachelor's degree, a junior specialist's qualification level in a relevant specialty and is awarded by a higher education institution. if the master's degree in medicine and pharmacy is obtained on the basis of complete general secondary education, is 300–360 ECTS credits. To obtain a master's degree in medicine or pharmacy on the basis of a bachelor's degree or on the basis of professional higher education, a higher education institution has the right to recognize and remit ECTS credits, the maximum amount of which is determined by the higher education standard.

4.2 Specialties and educational programs for which higher education students are trained

4.2.1. The list of specialties and educational and professional programs for the relevant levels of higher education, for which the University provides training, is defined in the Rules of Admission to the Lesya Ukrainka Volyn National University.

The list of specialties is determined by the license for the provision of educational services related to higher education at the appropriate levels, issued by the Ministry of Education and Science of Ukraine and published on the website of the University.

4.2.2. The licensed scope of educational and professional programs is approved by the decision of the Academic Council of the University within the licensed scope of the relevant specialty.

4.2.3. Educational programs are developed within the specialty. The development of educational programs is regulated by the “Procedure for the formation of educational programs and curricula for training specialists in the first (bachelor’s) and second (master’s) levels of full-time and part-time education at Lesya Ukrainka Volyn National University”.

Applicants for higher education (through student self-government bodies), stakeholders, graduates (MA), and teachers are involved in the development of educational programs, the curriculum for the formation of goals and program learning outcomes. The guarantor of the educational program, the graduating department are responsible for the development, monitoring and periodic review of educational programs and, if necessary, making changes to the curriculum, their approval in the manner prescribed by the University.

Each educational program at each level of higher education in the prescribed manner provides for accreditation – evaluation of the educational program for compliance with the standard of higher education, the ability to meet the requirements of the standard and achieve the stated learning outcomes.

4.2.4. The normative number of credit units for bachelor's degree preparation is 240 credits, master's degree – 90-120 credits.

4.2.5. The total period of study at the first (bachelor's) level for full-time education is 3 years and 10 months. For part-time form, the duration of study may exceed the period of full-time study by 25 % (1 academic year).

The term of study at the educational level “master” in the educational-professional training program is 1 year 4 months (90 credits) for full-time and part-time forms of study; according to the educational-scientific training program – 1 year 10 months (120 credits) for full-time and part-time forms of education. The normative term of study under the educational-professional bachelor's program for persons who have the educational-qualification level “junior specialist”, educational degree “professional junior bachelor”, for obtaining the degree “bachelor” is determined by the standard of higher education (if any) or may be reduced to two years – in the absence of standard.

4.3. Types of education

4.3.1. A person exercises his or her right to lifelong learning through formal, non-formal and informal education.

Formal education is education that is obtained through educational programs in accordance with statutory levels of education, fields of knowledge, specialties (professions) and involves students achieving educational standards defined by

educational standards of learning at the appropriate level of education and qualifications recognized by the state.

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

Types of non-formal education: vocational courses / trainings, civic education, online education, professional internships, etc.

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

This education is purposeful and planned, but not institutionalized, ie less organized than formal and non-formal education.

Issues of settlement of relations with applicants for higher education on the recognition of learning outcomes obtained in these types of education are determined by the “Regulations on the recognition of learning outcomes obtained in formal, non-formal and / or informal education at the Lesya Ukrainka Volyn National University”.

4.4. Forms of education

4.4.1. Education at the University is carried out on a full-time and part-time basis. A combination of these forms of learning is also possible.

The main form of obtaining a certain educational degree is full-time education, which is carried out in isolation from production.

Applicants for higher education in full-time education are required to attend all classes according to the schedule and timely complete educational tasks in accordance with the individual curriculum and syllabi of academic disciplines, pass exams (tests) within the schedule.

For full-time students it is possible to study using the dual form of education.

Dual form of education – a method of obtaining education, which combines training of persons in educational institutions with training in the workplace at enterprises, institutions and organizations to acquire certain qualifications on the basis of relevant agreements. The order of implementation is regulated by the “Regulations on the training of students at the Lesya Ukrainka Volyn National University with the use of elements of dual education”¹

Distance learning is a form of obtaining a certain educational degree or qualification without separation from production. The main form of organization of the educational process is independent work (self-study) of the applicant in higher education in combination with relatively little personal contact with research and teaching staff of the University. Distance learning involves more active use of information and communication technologies by students and is characterized by stages².

4.4.2. It is allowed to use distance learning technologies in the educational process as a method of conducting classes in any form of education, if it is provided

¹ Regulations on training students at Volyn National University named after Lesya Ukrainka with the use of elements of dual education

² Regulations on the organization of the educational process by correspondence at the Lesya Ukrainka Volyn National University

by the syllabus of the discipline, provided that there is appropriate technical and educational support³.

4.4.3. Licensed volume of educational programs is approved by the decision of the Academic Council of the University within the licensed volume of the specialty.

4.4.4. Admission to all levels and forms of education at the University is carried out through the admissions committee, in accordance with the rules of admission to higher education institutions of Ukraine, the Rules of admission to the University

4.5. Forms of organization of educational process and types of educational occupations

4.5.1. The educational process in higher education institutions is carried out in the following forms: classes, individual tasks, independent work of students, practical training, control measures.

4.5.2. The main types of educational classes in higher educational institutions are: lecture, laboratory, practical / seminar, individual lesson, consultation. Other types of training are determined in the manner prescribed by the University.

4.5.3. Forms and methods of teaching and learning should contribute to the achievement of the stated goals of the educational program and program learning outcomes, meet the requirements of a student-centered approach and the principles of academic freedom. All participants in the educational process should be provided with timely information on the goals, content and program learning outcomes, procedures and evaluation criteria within individual educational components (in the form of a syllabus or otherwise). The university provides a combination of training and research

³ Regulations on distance learning at the Lesya Ukrainka Volyn National University

during the implementation of the educational program in accordance with the level of higher education, specialty and objectives of the educational program.

4.5.4. Classes are held according to a schedule drawn up and approved by the dean (director) of the faculty (institute).

4.6. Scientific and methodological support of the educational process

4.6.1. According to the Law of Ukraine “Higher Education”, scientific and methodological support of educational activities must meet the standards of higher education, which provides for the use of educational and methodological documentation, educational and scientific literature.

Accreditation standards and requirements for the provision of educational services provide for the availability of educational and methodological and informational support for higher education - educational and reference publications.

4.6.2. Scientific and methodological support of the educational process includes standards of higher education; curricula; syllabi of academic disciplines, syllabi of practices; textbooks and manuals; instructional and methodical materials for practical (seminar) and laboratory classes; individual educational and research tasks (if any in the syllabus of the discipline); assignments for seminars, practical and laboratory classes; text and electronic versions of tests for current and final assessment; methodical materials for students on the issues of independent elaboration of professional literature for writing term and final qualification works (projects).

4.6.3. The University has developed “Requirements for the design of educational publications for internal use at Lesya Ukrainka Volyn National University”, which defines the types, structure and scope of educational publications for internal use and the mechanism of their recommendation for printing and use in the University.

Recommended for printing and use in the educational process can be: guidelines (guidelines), practical guide, manual, workbook, textbook, visual aid, textbook, workshop, encyclopedic dictionary reference book), reference book, atlas, map, album, lecture notes⁴.

4.6.4. Official recognition of conformity of educational, practical, reference, cartographic publications, teaching aids and educational equipment is implemented through the procedure recommended by the Academic Council of the University for use in the educational process and approved by order of the Rector. The procedure for its implementation is regulated by the “Procedure for recommending educational, practical, reference, cartographic publications, teaching aids and training equipment for use in the educational process of Volyn National University named after Lesya Ukrainka”⁵.

Approved by the order of the rector for use in the educational process may be: educational publications; production and practical publications; reference publications; cartographic publications; teaching aids and training equipment.

4.6.5. The University establishes two types of recommendations for educational, practical, reference, cartographic publications and teaching aids and educational equipment for use in the educational process: stamp “Recommended by the Academic Council of Volyn Volyn National University named after Lesya Ukrainka” and “Approved by the Academic Council of Volyn National University named after Lesya Ukrainka Volyn National University”. The stamp “Recommended” is given to educational, practical, reference, cartographic publications, teaching aids and educational equipment planned for testing and monitoring research in higher

⁴ Requirements for the design of educational publications for internal use at the Lesya Ukrainka Volyn National University

⁵ Regulations on the procedure for recommending educational, practical, reference, cartographic publications, teaching aids and educational equipment for use in the educational process of Lesya Ukrainka Volyn National University

education institutions. Validity of the stamp “Recommended” – 2 years from the date of official approval of the decision.

The stamp “Approved...” is given to educational, production-practical, reference, cartographic publications, teaching aids and educational equipment with the status “Recommended...”, and for 2 years have been tested and monitored in higher education institutions. Validity of the stamp “Approved...” – 5 years from the date of official approval of the decision. For ESD – 2 years from the date of official approval of the decision.

4.6.6. The decision to approve the stamps is made quarterly at a meeting of the Academic Council of the University by open ballot by a simple majority of votes and confirmed by order of the Rector.

4.6.7. After the expiration of the vulture, the educational production practical, reference, cartographic publication or teaching aid must go through the procedure of confirming their compliance with the requirements of state educational standards and extend the validity of the vulture.

4.7. Language of instruction

Language of instruction at the university is the state language. In order to create conditions for international academic mobility, improving the professional level, the faculty (institute) may decide to teach one or more subjects in English and / or other foreign languages, or create separate groups to study in a foreign language.

For foreign nationals, stateless persons wishing to obtain higher education at the expense of individuals or legal entities, the teaching of disciplines may be in English and / or other official languages of the European Union, forming separate groups. At the same time, such persons study the Ukrainian language as a separate academic discipline.

At the request of higher education students, the University creates opportunities for them to study foreign languages, to the extent that allows them to conduct professional activities in the chosen field using this language.

5. Types of training sessions

5.1 Types of disciplines

5.1.1. The content of the educational program has a clear structure; The educational components included in the educational program constitute a logically interconnected system and together allow to achieve the stated goals and program learning outcomes.

The interconnectedness of educational components means that they are subject to a certain logic of teaching and learning. Compulsory educational components included in the educational program must together lead to the achievement of program learning outcomes.

The structure of the educational program provides for the possibility of forming an individual educational trajectory, in particular through the individual choice of higher education disciplines in the amount provided by law.

The educational program and curriculum provide practical training for higher education, which provides an opportunity to acquire the competencies needed for further professional activity.

5.1.2. The curriculum of the educational-professional program contains the following disciplines:

- cycle of general training;
- cycle of professional training;
- cycle of elective courses – not less than 25 % of the total ECTS credits.

The distribution of credits of educational components (academic disciplines) by cycles is carried out in accordance with the competencies defined in the standard of higher education specialty (if any). The mandatory rate is 25 % for the cycle of elective courses. Procedures for selecting elective subjects by higher education students are defined in the “Regulations on the procedure for forming the individual trajectory of students of Lesya Ukrainka Volyn National University⁶.”

For the development of educational (educational-professional / educational-scientific / educational-creative) programs, curricula of specialties at the University developed and approved “Procedure for the formation of educational programs and curricula for training specialists in the first (bachelor’s) and second (master’s) levels studies at Lesya Ukrainka Volyn National University”⁷

5.3. Organization of training sessions

5.3.1. Lecture – one of the main types of training in higher education, designed to master the theoretical material.

The didactic task of the lecture is not only to acquaint students with the main content, principles, patterns, main ideas, but also to prepare for further independent work of students.

Methodologically, the lecture must meet the following basic requirements: be at the current level of development of science, be complete (coverage of a particular topic), be internally convincing (argumentation, arouse students’ interest in science),

⁶ Regulations on the procedure for forming the individual trajectory of students of the Volyn National University named after Lesya Ukrainka.

⁷ The order of formation of educational programs and curricula for training specialists at the first (bachelor's) and second (master's) levels of full-time and part-time forms of study at the Lesya Ukrainka Eastern European National University

contain well-thought-out illustrative examples, direct students to independent work. be available and understandable.

The following types of lectures are common in high school practice: lecture-conversation, lecture-discussion, lecture with analysis of specific situations, lecture with feedback, lecture-consultation, problem lecture.

It is possible to give individual lectures on issues related to a particular discipline, but not covered by the curriculum. Such lectures are given by leading scientists or specialists.

Lectures are given by lecturers – professors and associate professors (teachers) of the University, as well as leading scientists or specialists invited to give lectures. In some cases, the decision of the Academic Council of the University allows reading a lecture course to the assistant.

Lectures are held in appropriately equipped rooms – classrooms for one or more academic groups of students.

Lecture flows are usually formed from students of a certain course in one field of knowledge (specialty). If necessary, several lecture streams can be combined into one or, conversely, large streams can be divided into smaller ones.

The teacher may be obliged by the head of the department to give trial lectures under the following conditions:

- if he is instructed to read a lecture course for the first time;
- in the case of replacement of the position of associate professor or professor;
- in the case of introducing a lecture course on an educational component that has not been taught before.

5.3.2. Practical lesson – is a type of educational lesson, during which the teacher organizes a detailed consideration by students of certain theoretical provisions of the educational component and forms the skills and abilities of their practical application. The main didactic purpose of the practical lesson is to expand, deepen and detail the scientific knowledge gained by students in lectures and in the process of independent work and aimed at improving the assimilation of educational material, inculcation of skills, development of scientific thinking and oral speech.

Practical classes are usually held with an academic group. From separate academic disciplines, according to the peculiarities of their study and the requirements of life safety, the division of the academic group into subgroups is allowed. In the case of small groups, it is allowed to combine several academic groups into one.

In art and creative specialties, practical classes in professional disciplines can be conducted with two or three students or individually with one student.

Practical classes are held in classrooms or training laboratories equipped with the necessary technical means of learning, computer technology.

For the practical lesson the teacher prepares methodical materials: tests to identify the degree of mastery of students of the necessary theoretical provisions; a set of practical tasks of varying complexity for students to solve in class and the necessary teaching aids.

The practical lesson includes preliminary control of students' knowledge, skills and abilities, statement of the general problem by the teacher and its discussion with the participation of students, solving problems with their discussion, solving control tasks, their verification, evaluation.

The quality of students' preparation for classes and their participation in solving practical problems are assessed by the teacher and taken into account when setting the current and final scores on the educational component.

5.3.3. Seminar is a type of study in which the teacher organizes students' discussions on issues pre-determined by the syllabus of the discipline.

Seminars can be classified as:

- 1) depending on complexity, volume and requirements: proseminars (preparatory); actual seminars; interdisciplinary seminars;
- 2) depending on the purpose: seminar-repetition and systematization of knowledge; seminar on learning new material; mixed (combined);
- 3) in the form of: seminar-conversation; seminar-discussion (abstract); annotated reading; dispute; problem solving; combined; interdisciplinary seminar and its variety – seminar-conference.

Seminars are held in the form of conversations (proseminars), reviewing and discussion of abstracts and reports, discussions, etc.

A special type of seminar is a special seminar, which is practiced in senior courses in professional educational components and disciplines of specialization. It is designed to combine the theoretical training of future professionals with their participation in research.

Seminars are held in classrooms or classrooms with one academic group.

At each seminar, the teacher evaluates the essays prepared by students, their speeches, activity in the discussion, the ability to formulate and defend their position and more. Seminars can be held in the form of a business game.

Business game is a type of educational activity and at the same time a method of learning to choose consistent, optimal solutions in conditions that mimic real production practice. The main difference between the business game and other methods is that it contains materials that are consistently created and solved by the joint efforts of the participants in the game situations, models of professional activity are reproduced. Business game is characterized, first of all, by the typicality of tasks and procedures that make up its essence, which are regularly repeated in a certain combination with different logical meanings. The teacher, preparing for the business game, distributes «roles» among the students of the group. In the class itself, students demonstrate knowledge and skills to solve professional problems in conditions as close as possible to the real future professional activity. Knowledge and correctness of the made decisions are estimated.

The final scores for each seminar are entered in the journal of the academic group and are taken into account when setting the final scores from the educational component.

5.3.4. Laboratory lesson – a form of study in which the student under the guidance of the teacher personally conducts field or simulation experiments or experiments to practically confirm certain theoretical positions of the educational component, acquires practical skills with laboratory equipment, equipment, computers, measuring instruments and experimental methods research in a specific subject area.

Laboratory classes are conducted with students, the number of which does not exceed, as a rule, half of the academic group. In some cases (safety requirements, limited number of jobs, etc.) it is allowed to conduct laboratory classes with a smaller number of students (7–10 people).

The stages of the laboratory lesson are: preliminary control of students' readiness to perform specific laboratory work; performance of specific tasks in accordance with the proposed topics; preparation of an individual report; evaluation of student performance by the teacher.

In the case of laboratory work related to the possible danger to the health and life of students, the obligatory stage of its preparation and implementation is the instruction on safety rules and control over their observance. The points obtained by the student for laboratory work are taken into account when setting the final grade for the educational component.

5.3.5. Individual classes are organized in art specialties on a separate schedule and are conducted with individual students in order to increase their level of training and disclosure of individual creative abilities.

Types of individual training sessions, their scope, forms and methods of conducting, forms and methods of current and final control (except for state certification) are determined by the syllabus of the discipline.

5.3.6. Consultation is one of the types of training sessions. It is conducted in order to provide students with answers to certain theoretical or practical questions and to explain theoretical provisions or aspects of their practical application.

The consultation can be individual or for a group of students, depending on whether the teacher advises students on issues related to individual tasks or on theoretical issues of the educational component.

The amount of time allocated to the teacher to conduct consultations on the component is determined by the working curriculum.

Individual consultations on preparation of course, final qualifying works (projects) are spent in extracurricular time according to the separate schedule approved by the head of department and the dean of faculty (institute).

5.4. Practical training

5.4.1. Student internships are a mandatory component of the educational-professional program for obtaining an educational degree and are aimed at acquiring professional skills and abilities by the student.

General issues of organization, conduct and summarization of training and internships of full-time and part-time students of all specialties (educational and professional programs) at the University are defined in the «Regulations on internships for students of the Lesya Ukrainka Volyn National University». ^{8 9}

5.4.2. The list of all types of practices for each full-time and part-time educational program, its types, duration and timing are defined in the curriculum.

5.4.3. The content of practice is determined by the syllabus of practice. ¹⁰

5.4.4. Organizational measures to ensure the preparation and conduct of the practice are:

- 1) appointment of heads of practice from the departments (for full-time and part-time students);
- 2) development of syllabus of student practice;
- 3) compilation of individual tasks for practice (for full-time and part-time students);

⁸ Regulations on the internship of students of Volyn National University named after Lesya Ukrainka

⁹ Methodical recommendations on the organization and conduct of psychological and pedagogical practice at Volyn National University named after Lesya Ukrainka

¹⁰ Syllabus of psychological and pedagogical practice

4) preparation of forms of reporting documentation based on the results of internships and notification of students about the reporting system (submission of written reports, individual assignments, preparation of reports, messages, speeches, etc.) (for full-time and part-time students);

5) determination of practice bases (for full-time and part-time students);

6) distribution of students on the basis of internships (for full-time and part-time students).

Full-time students (not more than 20%) can independently, in agreement with the head of practice from the department, the University, determine for themselves the basis of industrial (pedagogical) practice and offer it for use;

7) formation of a package of documents for industrial (pedagogical) practice (for full-time students):

- concluding agreements on internships between the University and enterprises, organizations, institutions of Lutsk;

- drafting estimates for the cost of the internship.

8) issuance of an order on the University (for the organization of industrial practice of full-time students);

9) conclusion of an employment agreement between the University and the head of the practice base (in the organization of internships for full-time students);

10) issuance of a certificate of direct management of student practice on the basis of practice in accordance with the number of students specified in the employment agreement (for the organization of industrial practice of full-time students).

5.5. Independent work of student

5.5.1. Student's independent work is the main means of mastering the study material in free time from compulsory classes.

The teacher determines the content of independent work, coordinates it with other types of educational activities, develops methodological tools for current and final control, diagnoses the quality of independent student work, analyzes its results.

Independent work may include:

- elaboration of theoretical bases of lecture material;
- study of certain topics or issues that are not considered in the course of lectures;
- preparation for speeches at seminars;
- preparation for practical, laboratory classes;
- translation of texts;
- solving and writing problems, diagrams, charts, maps, etc. ;
- systematization of the studied material before the exam and other types of work.

5.5.2. The student's independent work is provided by a system of teaching aids provided for the study of a particular discipline (textbook, teaching and methodological manuals, lecture notes, workshops, etc.).

Methodical materials for independent work of students should provide for the possibility of self-control (tests, a package of control tasks, etc.).

Relevant scientific and professional monographs and periodicals are also recommended for independent work.

The student's independent work on mastering the educational material on the educational component can be performed in the library, classrooms, computer classes (laboratories), as well as at home.

If necessary, this work is carried out in accordance with a pre-arranged schedule, which guarantees the possibility of individual access of the student to the necessary teaching aids. The schedule, agreed by the head of the department and the dean of the faculty (institute), is brought to the notice of students at the beginning of the current semester and published on the bulletin board.

Cooperation between teacher and student is necessary when organizing independent work of students using unique equipment and facilities, complex systems of access to information (computer databases, computer-aided design systems), etc.

The educational material of the component, provided by the working curriculum for mastering by the student in the process of independent work, is submitted for final control along with the educational material, which was developed during the training sessions.

5.6. Individual student work

5.6.1. Individual student work is a form of organization of the educational process, which involves creating conditions for the fullest realization of creative opportunities of students through individually directed development of their abilities, research and creative work. Individual work in junior courses is aimed mainly at in-depth study of students of certain educational components, in senior courses it has a research nature and involves direct student participation in research and other creative tasks.

The individual work of the student includes the performance of an individual educational research task (if this type of work is provided by the syllabus of the discipline).

Individual tasks of students in certain disciplines (complex of disciplines) include the implementation of calculation, graphic, calculation and graphic works, essays, term papers (projects), qualifying works (projects), etc. Individual tasks contribute to a more in-depth study of theoretical material by the student, the formation of skills to use knowledge to solve relevant practical problems.

Individual tasks are performed by students independently under the guidance of teachers. In cases where the tasks are complex, they can involve several students, including students studying at different faculties (institutes), educational and professional programs.

Specific types of individual tasks in certain disciplines are determined by the syllabus of the discipline

5.6.2. Course work (project) is one of the types of individual tasks of educational research, creative or design nature, which aims not only to deepen, generalize and consolidate students' knowledge of the educational component, but also to apply them in solving specific professional tasks and skills work with educational and scientific literature, electronic and computer equipment, laboratory equipment, using modern information tools and technologies.

During their studies at a higher education institution, each student performs 2-3 course works (projects), which are basic for the relevant specialty (educational and professional program), their specific number is determined by the curriculum.

Course projects are performed by students, usually during the study of professional components in higher education institutions that train specialists in

technical, technological, construction, agricultural and other specialties (educational and professional programs).

The topics of term papers (projects) are determined and approved by the departments in accordance with the content and objectives of the educational component. It should be relevant and closely related to the solution of practical professional tasks.

Students are given the right to freely choose the topic of work from the list proposed by the department. Students can also suggest their own topics for writing a term paper (project).

The defense of the course work (project) is carried out before a commission consisting of two or three teachers of the department with the participation of the head of the course work (project).

The results of the defense of the course work (project) are evaluated according to the evaluation scale adopted by the University.

Term papers (projects) are stored at the department for three years, then written off in the prescribed manner and disposed of.