

Approved by the Conference  
of the labour collective  
of Ivano-Frankivsk Medical University  
from January 31, 2012

## **INTERNAL CODE OF CONDUCT AT IVANO-FRANKIVSK NATIONAL MEDICAL UNIVERSITY**

### **1. BACKGROUND INFORMATION**

1. Internal code of conduct (*RULES*) governs the behavioral rules of students studying at Ivano-Frankivsk National Medical University (IFNMU) and are mandatory for the implementation on the territory of IFNMU, which includes any premises, regardless of their appropriate use
2. To those who are studying in IFNMU belong students, interns, graduate students, postgraduate students, doctoral students, clinical interns and other persons taking full-time or correspondence course of studying regardless of tuition fees (from budget funds or at the expense of individuals (legal entities).
3. The Rules are mandatory for all persons studying at IFNMU: for those who are enrolled for tuition by the Rector's order as a result of admission to study in accordance with the Rules of admission to IFNMU, for those who were transferred from another educational institution, or renewed for study, regardless of citizenship and form of tuition fees.

### **2. STUDENTS' CLASS TIME**

1. Class time of persons studying at the university is determined by the number of accounting units of time for the implementation of educational and professional training at a certain education and qualification level. Accounting units of time are academic hour, day, week, semester, course, and year.
2. Academic hour is the minimum unit of study time. The duration of the academic hour is usually 45 minutes. Two academic hours form a *class*. Changes of an academic hour are generally not allowed.
3. The academic day is an integral part of the training time, which lasts for no more than 9 academic hours.
4. The academic week is an integral part of the training time, lasting no longer than: for students who are studying in a credit module system of organization of educational process in specialties "General Medicine", "Pediatrics", "Dentistry" – 30 academic hours (1 credit); "Pharmacy" – 36 academic hours (1 credit), students of medical college – no more than 54 academic x hours (1 credit).
5. The academic semester is an integral part of the educational process ending up by the final semester control. The duration of the semester is determined by the syllabus curriculum.
6. The academic year is a study time, consisting of study days, days of final modular controls (examination sessions), weekends, holidays and vacations. As a rule, it starts on the 1-st of September and lasts for 12 months.
7. Academic course is the completed period of studying during the academic year.

8. Training agenda is a document that ensures the implementation of the curriculum in full for conducting training sessions. The schedule of classes is developed by the academic office and approved by the rector (the first vice-rector) of the university.
9. A class at the university lasts 2 academic hours (4 hours for paired classes) with breaks between them and are conducted according to the schedule approved by the rector of the university. The main types of training (class exercises) classes are: lecture, practical, laboratory, seminar and individual classes, consultation.
10. The first class starts at 8.00. The call schedule is approved by the rector (the first vice-rector). During 4 hours paired classes, every 45 minutes 5 minutes break is set.

### **3. THE RIGHTS AND RESPONSIBILITIES OF THE STUDENTS**

1. Students studying at IFNMU have the rights stipulated by the Laws of Ukraine "On Education" and "On Higher Education", the Regulations on the State Higher Educational Institution and these Rules.
2. Persons studying at the IFNMU are required to:
  - to comply with the requirements of the current legislation of Ukraine, to comply with the requirements of the Charter of the 1-st Federal Ministry of Education and Science, the rector's orders, dean's orders, these Rules, to observe legal and ethical rules of cohabitation, to lead a healthy lifestyle;
  - to increase constantly socio-cultural, spiritual level, to master the common cultural values, national culture, history, language, law, traditions of the Ukrainian people;
  - to perform all the tasks specified in the curricula and programs, observe the schedule of the educational process and the discipline, to attend all the training sessions stipulated by the schedule, as well as other compulsory educational and organizational events, and in the case of reasonable missing the classes in a timely manner to inform the deanery or monitor of the group (course);
  - to take the rector's control over the level of knowledge and attend classes on the preparation for the integrated exams "Krok";
  - to comply promptly with all orders of the university leadership, issued within their competence and in accordance with applicable law, and the requirements of the university staff related to their disciplinary control duties;
  - to save passes, student tickets, credit books, and in the case of their loss or damage, to cover expenses of their repeated manufacturing and reissue;
  - to take care of the property of IFNMU, to prevent careless or deliberate damage or destruction of this property; to indemnify the damage according to the current legislation;
  - to be polite, courteous and friendly in communicating with teachers, co-workers, friends and other persons studying at IFNMU;
  - to adhere to the rules of culture of clothing, to dress neatly, in particular:
    - during practical classes at the medical and pharmaceutical departments – to wear white medical clothing (cap and gown) and removable shoes; during lectures – a white medical gown;

- during practical classes at the surgical departments – to wear white medical clothing (gown or surgical scrubs and a cap); during lectures – a white medical gown.
- to stop a disruptive behaviour, ordinance and rules immediately after remarks of persons on duty, administrative members, tutors and other persons responsible for the order at the university;
- students, who signed the agreement with the university are obliged to fulfill the contractual terms and the anticipated duties introduced to them;
- to keep the study spaces, buildings and territories of the university clean and tidy (not to leave litter, crack seeds or no split chewing gums, etc.)
- to keep silence, proper behaviour in the library, reading-halls, computer rooms, museums of the university, do not enter the units in the outer clothing with large packages, etc.);
- to turn off the phones during classes or other events dealing with the educational process;
- routinely undergo medical examination, chest photofluorography, vaccination, etc.);
- to fortify high status of the university on or outside its territory, value and support the reputation of the university.

#### **4. PERSONS STUDYING AT IFNMU ARE PROHIBITED:**

- to miss classes and other compulsory educational or organizational arrangements without a valid reason; to be late for classes;
- to give a pass, student ID or a student's record book to other persons;
- to smoke cigarettes in premises and on the territory of IFNMU, to use alcoholic beverages or drugs;
- to be in a state of alcoholic, narcotic or other intoxication on the territory of the IFNMU regardless of the stage of the educational process (during the semester or the vacation, before, during or after training sessions, etc.);
- to bring and use dangerous items;
- to use obscene vocabulary and obscene gestures, to take part in fights.
- insult students, other persons or otherwise violate public order on the territory of the IFNMU;
- to distribute, advertise and promote information (products) of asocial content;
- to spoil, damage or destroy property of IFNMU, any other material values and green plantings, or to be cruel to animals;
- to spoil work desks, boards, furniture or other property in educational and other buildings or outside them, by any inscriptions or drawings, to use educational equipment for purposes other than intended, to leave behind garbage, dirt, chewing gums, cigarette butts, or otherwise pollute the environment;
- to attend classes that are not related to physical training wearing sports or beach clothes;
- to use tables in lunchrooms and canteens for other purposes than intended;
- to gamble at cards or any other games.

## **5. RESPONSIBILITIES OF PERSONS STUDYING AT IFNMU**

1. One of the following disciplinary punishments may be applied to persons for violations of the rules, discipline, damage / destruction / forgery / repeated loss of test and examination papers or a student card:
  - a reprimand;
  - an expulsion from the university.
2. If the offense is committed for the first time, if it is minor and if it does not harm the interests of the university or other persons studying or working at the university, as an exception, a warning may be given to the offender.
3. Disciplinary sanctions can be applied by the administration to the person who is studying, with the receipt of his or her written explanations. The refusal to provide explanations must be confirmed by the relevant act of refusal of the person to provide such an explanation or the impossibility for certain reasons to obtain it.
4. Disciplinary actions are documented by the Rector's order, and in some cases, as an exception, by the Dean's decree of the corresponding faculty.
5. The imposition of a disciplinary action in the form of expulsion upon a student during his/her illness (confirmed by a doctor's certificate), vacation, academic leave, or maternity leave is prohibited.
6. The student's irreproachable behavior and his/her positive characteristics provided by the teachers and student council may be regarded as extenuating circumstances.
7. Only one disciplinary action may be imposed for any single violation.
8. If within a year since the date of the disciplinary action imposition no other disciplinary action is imposed upon the student, he/she will be regarded as a person who was not the subject to disciplinary action.
9. Factors such as the gravity of the incident, the motivation for underlying behavior, the student's conduct history, precedents in similar cases, educational outcomes, other disciplinary actions imposed upon the student, his/her involvement in the university life, scientific research, student government should be considered when determining the appropriation of disciplinary action.
10. Disciplinary sanctions may be cancelled by the end of the academic year by the administration of the university on its own initiative or upon the request of student government if the student who was the subject to disciplinary action, was not subjected to any other disciplinary action and showed himself/herself as a disciplined, reliable and conscientious student.
11. Persons studying at the university may be expelled from a higher educational establishment:
  - voluntarily;
  - due to the transfer to another higher educational institution;
  - for health reasons, based on the conclusion of the Doctors Advisory Committee;
  - due to academic failure;
  - due to violation of the discipline and internal rules for persons who study at the IFNMU;

- due to non-performance of the curriculum;
- due to non-fulfilment of the contract (training agreement).

12. Expulsion of students from the university is carried out accordingly to the Law of Ukraine "On Higher Education" and the Regulation on the Procedure for Transfer, Expulsion and Readmission to Higher Educational Institutions approved by the order of the Ministry of Education of Ukraine No. 245 dated July 15, 1997.

#### **6. ENCOURAGEMENT OF STUDENTS**

1. For the achievement of high results in academic, scientific and social work, persons studying at the university are awarded with gratitude, diploma, reward and other types of encouragement.
2. The reward is issued by the order of the rector.

**Rector of Ivano-Frankivsk  
national medical university**

**Rozhko M. M.**

**Chairman of students' trade  
union committee**

**Miskiv V. A.**