



UKRAINE
MINISTRY OF HEALTH OF UKRAINE
IVANO-FRANKIVSK NATIONAL MEDICAL
UNIVERSITY

APPROVED

By the order of the Rector of IFNMU

№ 1404-d dated 19.11.2019.

Regulations on the foreign citizens training faculty

Edition 2019-01

Ivano-Frankivsk

1. GENERAL TERMS

- 1.1 Regulations on the Faculty of Foreign Citizens Training of Ivano-Frankivsk National Medical University (hereinafter - the Regulations) are developed in accordance with the Law of Ukraine "On Higher Education" and the Charter of Ivano-Frankivsk National Medical University.
- 1.2 The Faculty of Foreign Citizens Training of Ivano-Frankivsk National Medical University (hereinafter - the Faculty) is the main organizational and educational structural unit of Ivano-Frankivsk National Medical University (hereinafter - the University).
- 1.3 The Faculty of Foreign Citizens Training was established by the decision of the Academic Council of Ivano-Frankivsk State Medical University in accordance with the order № 3440-d dated 18.10.2005.

2. MAIN FUNCTIONS AND TASKS

The main functions of the Faculty are:

- 2.1 The formation and keeping of student study cards and lists of student groups;
- 2.2 Records for the contingent, group movement and academic success of students;
- 2.3 Provision of information (within the limits of authority) in order to form a base for ordering student tickets, providing academic and other information;
- 2.4 Obtaining from research and teaching staff correctly completed credit-examination and certification information;
- 2.5 Giving permission to students to postpone the deadline for taking tests and exams, re-taking them, providing an individual schedule of attendance and exam session;
- 2.6 Preparation of drafts of orders of the rector on graduation, course progression, academic leave permission;
- 2.7 Admission to the defense of qualifying works, graduation of students;
- 2.8 Organization of control over the implementation of the schedule of the educational process, educational and working curricula, schedules of classes and sessions, schedules of consultations, holding meetings of Examination Commissions, students' mastering of educational programs;
- 2.9 Informing students about their rights and responsibilities, the results of exam sessions;
- 2.10 Coordinating lists of student for accommodation in the dormitory and promoting the student household and leisure;
- 2.11 Organization (together with other departments) of educational, scientific, social events;
- 2.12 Control (together with other departments) over the observance by students and employees of the Rules of Procedure of IFNMU and the student dormitory;
- 2.13 Preparation of dean's orders;
- 2.14 Organization of work of curators and heads of student groups, and also carrying out working meetings of employees of dean's office with students and scientific and pedagogical workers of faculty.

The main tasks of the faculty are:

- 2.15 Organization of the educational process at the levels of higher education;
- 2.16 Development of high-quality educational and methodical support for teaching disciplines of educational and scientific programs;
- 2.17 Monitoring the quality of the educational process at the faculty.

3. RIGHTS AND DUTIES

The rights of the faculty are realized through the rights of its dean.

The Dean of the Faculty has the right:

- 3.1 to issue orders on the activities of the faculty, which are mandatory for all participants in the educational process of the faculty and may be revoked by the rector if they contradict current legislation, the Charter or harm the interests of IFNMU;
- 3.2 to make proposals to the Rector, the Academic Council of IFNMU, the Central Methodical Council to improve curricula and programs, educational and research processes;
- 3.3 to make control over all types of training sessions, exams, tests;
- 3.4 to approve in some cases individual deadlines for exams and tests for individual students;
- 3.5 to allow students if there are good reasons to retake exams during the exam session;
- 3.6 to create and approve examination commissions and schedules for retaking semester exams according to curricula;
- 3.7 to carry out in the established order recalculation of the list of disciplines and transfer of applicants of higher education from other higher educational institutions on the basis of the academic certificate;
- 3.8 to organize meetings on the questions of the work of the faculty and its structural units;
- 3.9 to submit in accordance with applicable regulations, in particular, the Charter of IFNMU, Rules of Procedure, petitions for encouragement of research and teaching staff, students or staff, or the application of disciplinary or social measures, as well as other measures provided by applicable law and Rules of Procedure;
- 3.10 to require applicants for higher education, research and teaching staff and employees to comply with the Rules of Procedure, job descriptions, employment agreement (contract), this Regulation;
- 3.11 to participate in the work of all structural units and governing bodies of IFNMU, where they discuss and resolve issues of the faculty;
- 3.12 to receive information that is necessary to perform the tasks assigned to him;
- 3.13 to make proposals for the improvement and refinement of information support activities and document flow;
- 3.14 to involve specialists of the dean's office of the faculty of training foreign citizens to perform their tasks and functions;
- 3.15 to get acquainted with the draft management decisions related to the activities of the dean's office.

Duties:

- 3.16 Compliance with current legislation of Ukraine, State Standards of Ukraine, the requirements of the Statute of the University and this Regulation, the Rules of internal labor regulations, the implementation of orders and directives of the Rector of the University.

4. MANAGEMENT AND STRUCTURE

- 4.1 The staff of Foreign Students Training Faculty is approved by the Rector based on the conditions and features of IFNMU.
- 4.2 The faculty unites the preparatory department and the departments that carry out educational, methodical and scientific work in one or more related specialties. The list of departments that are part of the faculty is approved by order of the rector.
- 4.3 The dean has a dean's office, which is a working unit of the university and operates in order to quickly address current issues of its activities for the effective organization of educational, scientific and educational work at the faculty. The Dean's Office operates on the basis of the Regulations approved by the decision of the Academic Council, and put into effect by order of the Rector.
- 4.4 The work of the dean's office is guided by the Constitution of Ukraine, the Laws of Ukraine "On Higher Education", "On Education" by regulations of the Ministry of Education and Science of Ukraine, the Ministry of Health of Ukraine, decisions of the Academic Council of the University.
- 4.5 The management of the faculty is carried out by the dean, who is elected by the decision of the Academic Council of the university and reports directly to the rector.

4.6 In the absence of the dean, the duties of the dean are performed by one of the deputies appointed in the manner designed by law.

4.7 For the purpose of the operative decision and control of questions concerning educational and methodical work of chairs, optimization of educational process at faculty the methodical commission of faculty is created.

5. COOPERATION WITH OTHER UNIVERSITY STRUCTURAL UNITS

5.1 Performing its functions, the faculty interacts with:

the departments subordinated to the faculty - on the issues of organization of all directions of activity;

other departments of IFNMU - on issues of providing them with teachers of the educational process at the relevant faculty;

other faculties - on the study of work experience, exchange of experience, implementation of interdepartmental research, joint educational, cultural and other activities;

the educational department, administrative and economic divisions, scientific library and other services in connection with the performance of the functions assigned to the faculty;

5.2 The Faculty interacts and regulates its relations with other structural units in accordance with the organizational and administrative, regulatory documents of the Rector's Office and the Charter of the University.

5.3 In relations with the specified divisions the dean's office of faculty receives and provides the information provided by regulations of work of faculty and the schedule of performance of constant assignments.

The Dean of Faculty
Of Foreign Citizens Training

Solomchak D. B.

ПОГОДЖЕНО:

position	name, surname	signature
The first Vice-Rector	G.M. Ersteniuk	
Head of the Legal Department	O.Ya. Soroka	
Head of the Staff Department	G.M. Tretiak	
Head of the Educational Department	M.O. Ivantsiv	