

General Terms

1. The preparatory department is a structural subdivision of the Ivano-Frankivsk National Medical University (hereinafter - the University), which prepares foreign citizens for admission to higher educational institutions of Ukraine.
2. The activity of the preparatory department is licensed in accordance with the current legislation and is carried out in accordance with the laws of Ukraine "On Education", "On Higher Education", resolutions of the Cabinet of Ministers of Ukraine, other legislative acts of Ukraine on education, the orders of the Rector of the University, the Statute of the University, orders of the Ministry of Education and science of Ukraine and this provision.
3. The appropriate office space, the training laboratory and the material and technical means of training are allocated to the preparatory department.
4. The Preparatory Department has a stamp entitled "Preparatory Branch for Foreign Citizens" and carries out document circulation in accordance with the Office of Legal Affairs at the University.
5. The training of students is carried out on the basis of agreements on the provision of educational services at the expense of legal entities and individuals.
6. Form of education - day. The term of study is 10 months. The term of study may vary due to different periods of recruitment of foreign citizens (during the year) but must not be less than 8 months with the full implementation of the curriculum and discipline programs.
7. The main document governing the educational process of the preparatory department is the working curriculum, which is compiled in accordance with the Model Curriculum approved by the Ministry of Education and Science of Ukraine. The department's working curriculum is approved by the rector of the University.
8. The preparatory department has a working schedule of the educational process, which is approved by the rector of the University. The work schedules of the academic process of each academic group consist of the head of the preparatory department in the process of forming the contingent of the students.
9. The mode of work of the preparatory department is determined by the Rules of the internal order of the University and the training plan of the department.
10. Foreign citizens are accepted at the preparatory department in accordance with the procedure established by the current legislation.

Main functions and tasks

The preparatory department performs the following tasks and functions:

- 2.1. Implementation of educational activities in preparation for the admission of foreign citizens to institutions of higher education of Ukraine, based on:
 - study of foreign students of Ukrainian (Russian) language and other educational disciplines in non-native language of instruction according to curricula and programs recommended by the scientific-methodical commission for the training of

foreign citizens of the Ministry of Education and Science and approved by the Ministry of Education and Science of Ukraine.

- socio-psychological, socio-cultural, linguistic adaptation of foreigners to the conditions of studying in higher educational institutions of Ukraine.

2.2. Conducting at the present level of educational, methodical, creative and cultural-educational activity.

2.3. Ensuring the execution of a state order and interstate agreements and contracts for the training of foreign citizens for admission to higher education institutions in the chosen direction of study.

2.4. To ensure cooperation with the Dean of the Faculty of Foreign Students Preparation, the organisation of passport and visa registration of foreign citizens, the organisation of medical care and accident insurance for foreign citizens.

2.5. Promoting training of teachers, retraining and retraining of teachers teaching foreign students.

2.6. Improvement of cultural and spiritual development of the individual, education of persons studying in the department, in the spirit of humanism, political correctness and tolerance in relations with citizens of Ukraine and other countries, and respect for the laws and the Constitution of Ukraine:

- conducting educational, cultural and educational work with foreign students;
- familiarizing them with generally accepted norms of conduct, laws of Ukraine, legal acts regulating the legal status of foreign citizens in Ukraine, as well as the Charter and rules of the internal regulations of the University and the rules of residence at the University's student dormitory;

- organisation of rest of foreign listeners during the holidays.

2.7. Work with national associations of foreign citizens.

2.8. Organization and conducting of educational events, educational, professional, scientific-practical, tourist, student exchanges and tourist-excursion trips.

2.9. Participation in carrying out of information and advertising work of the University, including in the production of materials in foreign languages, participation in the functioning of the web-page of the preparatory department for foreign citizens.

2.10. Participation in the communication and information activities of the University to create a unified continuum of education, use of a complex of marketing communications (informational and advertising presentations, conferences, round tables, etc.) in Ukraine and abroad

Rights and responsibilities

Preparatory department:

3.1 To create a data bank of foreign citizens who have come to study at the preparatory department.

3.2 In accordance with the main tasks within the scope of their activities, the staff of the preparatory department for foreign citizens have the right to receive the necessary information for the performance of tasks from other structural units.

3.3 To correspond with other institutions and organizations to ensure their activities.

3.4 Provide relevant references on work related to its activities:

Management and structure:

4.1 The composition and staffing of the preparatory department are approved by the rector of the Institute of Informatics and Computer Science of the IFNMU on the basis of the conditions and peculiarities of the activity of the IFNMU.

4.2 The preparatory department is headed by the head appointed to the position by the order of the rector of the Institute of Physics and Mathematics of the IFNMU.

4.3 The head of the preparatory department is the head of the graduation examination committee of the department.

Interrelations (service links) with other structural units

5.1 For the fulfilment of functions and realization of rights, the preparatory department interacts with all structural subdivisions of the IFNMU, in the framework of the tasks entrusted to it.

Head of preparatory department.

V. I Makovyshyn