

I. K. AKHUNBAYEV KYRGYZ STATE MEDICAL ACADEMY

«Approved»

Rector of KSMA, prof.

_____ **Kudaibergenova I.O.**

«_____» _____ **2017**

**PROVISION
ON THE ORGANIZATION AND CONDUCT OF CHOICE COURSES
(ELECTIVE COURSE)**

Bishkek – 2017

1. General provisions

1.1. This Provision on Elective Courses (EC) defines the requirements for the procedure for the formation, approval and conduct of elective courses for students.

1.2. The Provision is developed on the basis of and in compliance with the requirements of the State Educational Standard of Higher Professional Education (SES HPE), on the mandatory inclusion in the main educational programs (MEP) of students' choice subjects and on the obligation of the university to provide students with a real opportunity to participate in the formation of their training program, including the development of individual educational programs.

1.3. The Provision is mandatory for use in all departments of the I. K. Akhunbayev KSMA involved in the process of planning and ensuring the educational process.

1.4. This Provision is in permanent open access in electronic form on the website of the I. K. Akhunbayev KSMA.

1.5. The following regulatory documents were used in the development of this Provision:

- Law on Education of the Kyrgyz Republic No. 92 of April 30, 2003;
- State educational standard of Higher professional Education (SES -3);
- Charter of the I. K. Akhunbayev KSMA;
- Local regulations of the I. K. Akhunbayev KSMA.

2. Purpose and tasks:

2.1 The purpose of studying EC is to form additional knowledge in individual disciplines, blocks of disciplines or disciplines of specializations.

2.2. Tasks of studying EC:

- supplement the basic or specialized training course with material that expands and deepens its content;
- to promote the formation of general medical competence, the active study of subsequent subjects for future medical activity, as well as the professional mobility of medical workers in the new social-economic conditions;
- respond to the requests of employers in a particular region, which will solve the issues of employment of future doctors;
- to promote the project activity of students focused on the future specialty;
- to promote the satisfaction of students' cognitive interests in various fields of professional medical activity.

3. Procedure for registration and approval of elective courses

3.1. The list of EC is formed by the profile educational and methodological committees for specialties (EMPC) on the basis of the proposals of the departments, taking into account the direction of study (specialty), the popularity rating of a separate elective course and the analysis of the wishes of students. Every year, the list is reviewed by the EMPC for specialties, approved

by the Main Educational and Methodological Committee of the KSMA (MEMC) and fixed in accordance with the EMD in the curricula.

3.2. Elective courses are included in the curriculum from the second semester of the first year.

3.3. Each discipline of choice, declared by the department, must necessarily be provided with an educational and methodological complex: an approved working program, methodological recommendations, control tasks, etc.

3.4. The abstract provided to the student when choosing disciplines should contain brief information about the course and specific indications of the impact on the subsequent educational activities of the student.

3.5. The complexity of the development of EC is established on the basis of the requirements of the State Budget and internal regulatory documents.

3.6. As part of the total number of credits allocated for the implementation of the EC of students in the MEP, the list of available EC is drawn up with multiple choice.

3.7. The list of disciplines with multiple choice contains a set of disciplines with the total labor intensity is greater than the budget of loans allocated for the implementation of EC in this section of the MEP. The list of disciplines and the values of their labor intensity should assume that at least one discipline from the list will remain not included in the student's choice.

3.8. The volume of one EC should not exceed 1.5 credits (at the same time, the ratio of classroom hours and SSS is 50/50 or 40/60).

3.9. The control of students' knowledge on EC is carried out in the form of a credit with a rating. The result of mastering the content of the elective course is an entry in the test book, containing the name of the course, the number of hours, the last name, initials of the teacher, the date of the test and certified by the teacher's signature. EC lessons learned during the period of study at the academy are included in the diploma supplement with an indication of the number of hours in the curriculum, the direction or subject of the elective course.

3.10. Students who do not have a credit for the EC in the required amount of hours are allowed to the examination session of the National Assembly.

4. The procedure for choosing EC by students

4.1. The selection of EC by students is carried out in accordance with individual educational needs on a voluntary basis.

4.2. The right to choose is granted to all students, regardless of the form of study and whether they have academic debts.

4.3. The number of academic disciplines chosen by students for the next academic year and their total labor intensity are determined in accordance with the curriculum of the MEP.

4.4. The choice of disciplines is carried out after the students are acquainted with the annotations of the EC programs in the dean's offices.

4.5. Registration for the EC is carried out by filling out an application in the prescribed form and submitting it to the relevant dean's office within the established time frame (Appendix 2).

4.6. The student must complete the registration and submit for approval to the dean's office an application for studying an elective course for the upcoming academic year at the beginning of the first month of the semester.

4.7. The Dean's office is responsible for the timely and correct execution of the student's application for the EC.

4.8 If the student does not fill out and submit an application to the dean's office within the established period the list of EC then he will study the disciplines defined by the dean's office, without the right to make changes.

4.9. For each elective course, the minimum number of students required for the opening of the discipline (more than 10%) of the contingent of students who master the MEP in this course is established, based on economic and organizational capabilities.

4.10. If the number of students enrolled in this EC is less than the minimum set, then the course is not included in the curriculum of training in the specialty for this academic year.

4.11. Students who have signed up for the EC which does not open, will have to study an alternative discipline.

4.12. In the current academic year, changes to the list of EC as a rule, students' contributions are not made.

4.13. Registration for the study of the EC of a student who has been restored, returned from academic leave, enrolled or transferred from another university, from other specialties is carried out in the dean's office after an interview with the student and the choice of the course for which he would like to enroll.

4.14. The Dean's Office is obliged to provide the Educational and Methodological Department with a list of students who have chosen a particular elective course by the end of the first month of the semester.

4.15. Based on the list provided by the dean's Office, the Educational and Methodological Department submits a report to the Vice-Rector for Academic Affairs with the subsequent preparation of a schedule.

5. Interaction.

Organization and implementation of the teaching of elective subjects in the I. K. Akhunbayev KSMA are carried out by:

- * Vice-Rector for Academic Affairs;
- * Educational and Methodological Department (EMD KSMA);
- * Dean-office;
- * Departments.

5.1. Tasks of the Vice-Rector for Academic Affairs:

- * informing the departments of the KSMA about the regulatory documents, recommendations of the Ministries of Health, Education and Science, the I. K. Akhunbayev KSMA;
- * control over the planning of study and organization of elective subjects at the faculties and departments of the Academy.

5.2. Tasks of the KSMA EMD:

- * Organization of the development of regulatory documentation for the organization and implementation of elective disciplines in the areas of training (specialties) of students at the academy;

- * providing methodological assistance to faculties and departments on the organization of the study and teaching of elective subjects.

5.3. The tasks of the dean's office of the faculty:

- * Coordination of the study of EC by students, informing about the procedure for selecting and registering for EC;

- * planning the study of the EC of students at the faculties (including drawing up lists of students in their chosen disciplines) for the academic semester (year) on the basis of data provided by the Educational and Methodological Department;

- * Control of the timeliness, availability and visibility of information about the disciplines of choice;

- * Analysis of the results of current academic performance and intermediate certification of students;

- * monitoring the availability of educational and methodological literature for elective subjects;

- * Control of the activity of departments on the organization of elective subjects.

5.4. Tasks of the departments:

- * Development of working programs and educational and methodological complexes of subjects of students' choice (Appendix No. 1):

- Introduction of modern educational and information technologies in the learning process;

- * Preparation of applications to the library of the academy to provide students with the necessary educational and methodological literature for the study of elective subjects;

- * Analysis of the effectiveness of the study of elective subjects, making adjustments to improve them.

6. Responsibility.

The Vice-Rector for Academic Affairs of the I. K. Akhunbayev KSMA both carries out the direct management of the implementation and implementation of the requirements of this Provision, as well as the control of their implementation, directly and through his subordinates. The responsibility for implementing the provisions of this document in the field and monitoring their implementation is assigned to the deans of faculties and heads of departments of the KSMA.

The teaching staff of the departments plans and develops working programs of elective disciplines)students.

The EMPC of the faculties performs coordinating functions, conducts an analysis of the effectiveness of the implementation of elective disciplines, reviews and approves accounting and reporting documents within its authority.

Sample statement of the cathedral meeting

Statement

from protocol No.... from____._____ . 20_ _

department meeting (name of the department)

ATTENDED

LISTENED TO: Discussion of the EC program for the 20...-20... academic year.

DECIDED: to offer the following elective courses for the 20.. -20... academic year
for consideration of the EMPC

Chairman:

Secretary:

To the Dean (name of the faculty)

From the student (FULL name)

Group _____ course_____

Student's form of study (budget, contract)

APPLICATION

Please enroll me to study EC for _____ semester

№	EC title	Selected EC
1		
2		
3		
4		
5		

Acquainted with the curriculum

« _____ » _____ 20 ____

(signature)

LIST

students _____ faculty,

(name of the faculty)

enrolled in the study of EC:

(name of the discipline)

in the 20__ / 20__ academic year, semester _____

№	Name (full)	Group	Form of training (budj., contr)
1			
2			
3			
4			
5			

Dean _____

(name of the faculty)

(signature)

(date)