

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

APPROVED:

by the decision of the Academic
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**THE PROCEDURE FOR THE FORMATION AND
IMPLEMENTATION OF THE SELECTIVE COMPONENT OF
EDUCATIONAL PROGRAMS
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF
ECONOMICS
(new edition)**

Kharkiv
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1. GENERAL PROVISIONS

1.1. The Procedure for the Formation and Implementation of the Selective Component of the Educational Programs of Simon Kuznets Kharkiv National University of Economics (new edition) (hereinafter referred to as the Procedure) has been developed to determine the procedure for the formation of the list, selection and further organisation of the study of selective educational components by students pursuing higher education within the limits provided for by the relevant educational program and curriculum at Simon Kuznets Kharkiv National University of Economics (hereinafter referred to as the – University).

1.2. The Procedure is developed based on:

- Law of Ukraine "On Higher Education" of 01.07.2014, No 1556-VII;
- Law of Ukraine "On Education" of 05.09.2017, No 2145-VIII;
- Resolution of the Cabinet of Ministers of Ukraine "On Approval of the National Qualifications Framework" of November 23, 2011, No. 1341;
- Methodological recommendations for the development of the structure and content of the curriculum for the training of students pursuing higher education at Simon Kuznets Kharkiv National University of Economics (new edition);
- Regulations on the organisation of the educational process at Simon Kuznets Kharkiv National University of Economics (new edition);
- other documents regulating the educational process at the University.

1.3. This Procedure applies to students pursuing higher education of all forms of education who have entered the University and study according to educational programs and curricula of the first (bachelor's), second (master's) and third (educational and scientific) levels of higher education, concluded taking into account the legislation on education and approved by the decisions of the Academic Council of the University.

1.4. The list of educational components in the curriculum consists of two categories: mandatory and selective. The selective component of the curriculum includes academic disciplines with a total volume of at least 25% of the total number of ECTS credits provided for the corresponding level of higher education. For specialties with additional regulation of at least 10%.

1.5. Selective academic disciplines do not fully address the learning outcomes specified in the higher education standard for the relevant level, but can enhance certain aspects of them and develop soft skills.

2. TERMS INTRODUCED AT THE UNIVERSITY TO DETERMINE THE SELECTIVE COMPONENT OF EDUCATIONAL PROGRAMS

2.1. MINOR is the conventional name for a block of four interrelated non-core academic disciplines that prepare students for a bachelor's degree. The essence of MINOR is the development of specific competencies in applicants, which will enhance their professional training in non-standard areas and thereby increase the competitiveness of graduates in the labor market. MINOR is a mandatory component of educational programs.

2.2. FREE MINOR is a conventional term for specific non-core academic disciplines that prepare students for a bachelor's degree. FREE MINOR is a substitute for MINOR in cases where applicants refuse to choose non-core academic disciplines in a block. The peculiarity of the FREE MINOR is the free formation by applicants of their block in specific academic disciplines. FREE MINOR is a mandatory component of educational programs.

2.3. MAG-MINOR is the conventional name for elective academic disciplines that prepare students for the master's degree (MINOR for master's). The essence of MAG-MINOR is the free choice of academic disciplines in such areas that reflect the interests of students pursuing higher education, their preferences and plans for future employment. MAG-MINOR is a mandatory component of educational programs.

2.4. ACADEMIC DISCIPLINES BY DIRECTION - non-core disciplines are chosen by students pursuing higher education from the general list of academic disciplines of the University.

For the general cycle of training students pursuing higher education at the first (bachelor's) level, such disciplines can be:

- selective academic discipline of social and psychological direction;
- selective academic discipline of technological direction (social and natural direction);
- selective academic discipline of entrepreneurial direction;

- selective academic discipline of legal direction;
- etc.

2.5. MAJOR – a discipline chosen by a student pursuing higher education at the first (bachelor's) and/or second (master's) level from the pool of specialty (educational program). It is designed to form an individual educational trajectory. It provides opportunities for a higher education applicant to deepen professional knowledge within the chosen specialty (educational program) and/or acquire additional non-professional competencies.

2.6. SELECTIVE ACADEMIC DISCIPLINE – a discipline chosen by a student pursuing higher education of the third (educational and scientific) level. It is designed to form an individual educational trajectory and provides opportunities for higher education students to deepen their knowledge within the selected topic of dissertation research.

2.7. POOL OF DISCIPLINES – a set of educational components (academic disciplines) united by a specific criterion.

2.8. UNIVERSITY-WIDE POOL OF DISCIPLINES – a list of academic disciplines at the University, which includes: disciplines in the major, minors, free minors, master's minors, and selective academic disciplines.

2.9. POOL OF SPECIALTY (EDUCATIONAL PROGRAM) – a list of educational components of a specialty (educational program), which includes the major and elective academic disciplines.

3. FORMATION OF THE SELECTIVE COMPONENT OF THE CURRICULUM OF THE FIRST (BACHELOR'S) LEVEL OF HIGHER EDUCATION

3.1. The selective component of the curriculum at the first (bachelor's) level of higher education comprises: selective academic disciplines in the chosen direction, minors, and free minors, as well as majors.

3.2. A higher education applicant chooses one minor or up to four free minors from the university-wide pool of disciplines.

3.2. Minor programs, typically, consist of 4 academic disciplines. The volume of each discipline of the minor (free minor) is 5 ECTS credits. As an exception, the

minor can consist of 2 academic disciplines. Then, the volume of each minor discipline is 10 ECTS credits.

3.3. Disciplines of minor (free minor) are taught in one discipline in 3, 4, 5, and 6 semesters for students pursuing higher education in a full-time form of study.

3.4. The form of final control of minor disciplines (free minor) is a test.

3.5. Elective academic disciplines are not mandatory for all first-level educational programs (bachelor's level).

3.6. A student in higher education selects elective academic disciplines only within the direction outlined in their educational program's curriculum.

3.7. The curriculum for the educational program may contain other types of disciplines in the direction.

3.8. A higher education applicant is offered the choice of one discipline in a technological direction (social or natural), one discipline in an entrepreneurial direction, one discipline in a social and psychological direction, and one discipline in a legal direction.

3.9. The volume of each elective academic discipline in the direction is 5 ECTS credits.

3.10. The form of final control over the selective academic discipline of technological direction (social and natural direction) is the test; in the elective academic discipline of entrepreneurial orientation there is a test; in an elective academic discipline of social and psychological direction – a test; in an elective academic discipline of legal direction – a test.

3.11. If there are other types of elective academic disciplines in the curriculum, the form of final control for such disciplines is a test.

3.12. Selective academic disciplines of technological direction (social and natural sciences) and entrepreneurial direction are taught in the 1st or 2nd semester for students pursuing higher education in a full-time form of study. The semester in which the discipline is taught is determined by the curriculum of the educational program.

3.13. Selective academic disciplines of socio-psychological, educational, and legal direction are taught in the 3rd, 4th, 5th, 6th, 7th, or 8th semester for students pursuing higher education in a full-time form of study. The semester in which the discipline is taught is determined by the curriculum of the educational program.

3.14. The volume of the elective academic discipline of the Major is 5 ECTS credits.

3.15. The form of final control for major disciplines is an exam.

3.16. Major disciplines are taught in the 3rd, 4th, 5th, 6th, 7th, and 8th semesters for full-time higher education applicants.

3.17. The curriculum of the educational program determines the number of major disciplines taught in a particular semester.

3.18. For students pursuing higher education through a correspondence form of study, the course (year of study) in which the following will be taught — disciplines in the direction, minors (free minors), majors — is determined by the curriculum of the educational program.

3.19. Types of elective disciplines, forms of control, number of credits, semester (or year) of teaching, etc., can be modified in cases where students are pursuing higher education under the programs of two diplomas or upon justification by the program's guarantor.

4. FORMATION OF THE SELECTIVE COMPONENT OF THE CURRICULUM OF THE SECOND (MASTER'S) LEVEL OF HIGHER EDUCATION

4.1. The selective component of the second-level (master's) curriculum in higher education consists of master's minors and majors.

4.2. The scope of the discipline Master-minor is 5 ECTS credits. The form of final control is a test.

4.3. The total volume of Master-Minor disciplines is 10 ECTS credits.

4.4. Applicants for full-time higher education must choose one discipline in the 1st and 2nd semesters of the first year of study.

4.5. The scope of the Major discipline is 5 ECTS credits. The form of final control is an exam.

4.6. The number of majors and disciplines in a semester (or year) is determined by the curriculum.

4.8. For students pursuing higher education through the correspondence form of study, the major and minor disciplines are taught in the 1st year of study.

4.9. Types of elective disciplines, forms of control, number of credits, semester (or year) of teaching, etc., can be changed in cases where students are pursuing higher education under the programs of two diplomas or upon justification by the program guarantor.

5. FORMATION OF THE SELECTIVE COMPONENT OF THE CURRICULUM OF THE THIRD (EDUCATIONAL AND SCIENTIFIC) LEVEL OF HIGHER EDUCATION

5.1. The selective component of the curriculum at the third (educational and scientific) level of higher education comprises selective academic disciplines.

5.2. The volume of the elective academic discipline is 5 ECTS credits. The form of final control is a test.

5.3. Elective academic disciplines are taught during 1-3 semesters.

5.4. Students pursuing higher education at the third (educational and scientific) level have the right to choose three academic disciplines, each with a total volume of 5 ECTS credits (one discipline from the cycle of general training (university-wide pool) and two disciplines from the cycle of professional training (pool of specialty, or educational program)).

5.5. Students pursuing higher education of the third (educational and scientific) level of higher education have the right to choose academic disciplines offered for other levels of higher education and/or other educational and scientific programs for the preparation of applicants for the degree of Doctor of Philosophy, which are related to the subject of dissertation research, in agreement with their supervisor and the head of the Department of Postgraduate and Doctoral Studies.

6. THE PROCEDURE FOR THE FORMATION OF THE UNIVERSITY POOL AND THE SELECTION OF DISCIPLINES BY STUDENTS PURSUING HIGHER EDUCATION

6.1. At the department meeting, the name and content of elective academic disciplines are determined to be relevant, and, in the event of a positive conclusion, a recommendation is made to include them in the university pool, as indicated in the department's minutes.

6.2. The department meeting, at which elective academic disciplines are discussed and recommended, should be held no later than December 1 of the year preceding the choice of disciplines.

6.3. The Head of the Department provides the Educational and Methodological Department, the Department of Postgraduate and Doctoral Studies, and the Department of Postgraduate Education with an extract from the minutes of the Department's meeting, recommending the inclusion of elective academic disciplines in the general university pool.

6.4. An extract from the minutes of the meeting of the department on recommendations for the inclusion of elective academic disciplines in the general university pool should contain the following information: name of the discipline; type of discipline (minor or free minor, selective academic discipline, selective academic disciplines); PIP of the responsible teacher who will teach the discipline; for which academic year the discipline is offered; for which students pursuing higher education it is recommended (for all or individual educational programs); language of teaching (learning); distribution of hours into lectures, practical, laboratory classes and independent work.

6.5. The responsible teacher provides an electronic syllabus of the academic discipline, including information about the teacher and the work program, to the educational and methodological department, the department of postgraduate and doctoral studies, or the department of postgraduate education.

6.5. The Educational and Methodological Department/Department of Postgraduate and Doctoral Studies initiates consideration of the issue of including elective academic disciplines proposed by the University's departments in the general university pool at the regular meeting of the University's Academic Council.

6.6. In the event of the Academic Council of the University approving the university-wide pool, a rector's order is issued, which takes effect for the university-wide pool of elective academic disciplines for the next academic year.

6.7. The Educational and Methodological Department / Department of Postgraduate and Doctoral Studies / Department of Postgraduate Education publishes the syllabus of approved elective academic disciplines, information about the responsible teacher on the pages of the official website of the University for the selection of disciplines before the beginning of the academic year / in the first week

of the current academic year, in which the teaching of elective academic disciplines is provided.

6.8. The Educational and Methodological Department reviews the submitted work programs for academic disciplines. If necessary, the work programs of elective academic disciplines are finalised by the authors.

6.9. Verified work programs for elective academic disciplines are signed and published in the University's repository.

6.10. Work programs for elective academic disciplines must be published before the start of the academic year in which the teaching of these disciplines is provided.

6.11. The choice of specific elective academic disciplines is made by students pursuing higher education through Google Forms.

6.12. Teachers from departments that offer elective academic disciplines can present their disciplines and explain to higher education applicants the importance of forming an individual educational trajectory.

6.13. Students pursuing higher education choose a selective academic discipline of technological direction (social and natural sciences) and entrepreneurial direction during the first week of study.

6.14. Elective academic disciplines with a socio-psychological and legal direction, known as minors (free minors), are chosen by students pursuing higher education in the 1st year, during the second semester, for the next academic year.

6.15. Major-minor disciplines are typically chosen by students pursuing higher education during the first week of their studies.

6.16. Elective academic disciplines for the third (educational and scientific level) are chosen:

- in the first week of the current academic year for the first year of study;
- in the second semester of the first year of study – for the second year of study.

6.17. The Educational and Methodological Department, the Department of Postgraduate and Doctoral Studies, the Department of Postgraduate Education, teachers of departments teaching elective disciplines, guarantors of educational programs, directors (heads) of educational and scientific institutes, the Dean of the Faculty provides advisory assistance to students pursuing higher education on the formation of an individual educational trajectory.

6.18. After higher education applicants make a choice, the educational and methodological department, the department of postgraduate and doctoral studies, or the department of postgraduate education exports the choice of higher education applicants.

6.19. The Educational and Methodological Department, specifically the Department of Postgraduate and Doctoral Studies, and the Department of Postgraduate Education, analyze the information received and track the number of students pursuing higher education who have chosen a particular discipline. A discipline is considered chosen if 15 or more people have signed up for it. For applicants of the third (educational and scientific) level, there is no restriction on the number of applicants.

6.20. Students pursuing higher education are invited to re-choose disciplines that were not chosen.

6.21. After re-election, the educational and methodological department, the department of postgraduate and doctoral studies, and the department of postgraduate education count the number of students pursuing higher education who have chosen a specific discipline. The Department of Postgraduate and Doctoral Studies provides generalised information to the Educational and Methodological Department. The Educational and Methodological Department forms university-wide groups and streams.

6.22. The Educational and Methodological Department informs the departments about the number of students pursuing higher education who have chosen the discipline, as well as the number of groups and streams for adjusting the educational load by the departments.

6.23. The study of elective academic disciplines is organised in university groups, i.e. a separate group may include students pursuing higher education in various educational programs and specialties.

6.24. The choice of students pursuing higher education is determined by individual curricula, which serve as the basis for organizing the educational process in elective academic disciplines.

6.25. The Educational and Methodological Department draws up a schedule of classes. To optimise the class schedule, the study of elective academic disciplines is conducted on specific days, such as Mondays and Fridays.

6.26. Suppose a higher education applicant has changed their mind about the formation of an educational trajectory. In that case, they write a reasoned application addressed to the Vice-Rector in accordance with the distribution of functional responsibilities for changing the discipline.

6.27. The application for a change in discipline must be approved by the director (head) of the educational and scientific institute/dean of the faculty/head of the department of postgraduate and doctoral studies, the head of the department of postgraduate education, and in case of a favourable decision of the vice-rector, a change is made to the individual curriculum of the student pursuing higher education, the schedule of classes. The application for a change of discipline is kept in the Directorate, Dean's Office, Department of Postgraduate and Doctoral Studies, or Department of Postgraduate Education.

7. THE PROCEDURE FOR FORMING A POOL OF SPECIALTY (EDUCATIONAL PROGRAM) AND CHOOSING STUDENTS PURSUING HIGHER EDUCATION

7.1. At the meeting of the department, the name and content of elective academic disciplines (majors, elective academic disciplines) are discussed, their relevance is determined and, in case of a positive conclusion, a decision is made on the recommendation for their inclusion in the pool of the specialty (educational program), which is indicated in the protocol of the department.

7.2. The Head of the Department provides the Educational and Methodological Department, the Department of Postgraduate and Doctoral Studies, and the Department of Postgraduate Education with an extract from the minutes of the Department's meeting, recommending the inclusion of disciplines in the pool of the specialty (educational program).

7.3. An extract from the minutes of the meeting of the department should contain the following information: name of the discipline; PIP of the responsible teacher who will teach the discipline; for which academic year (semester) the discipline is offered; for which students pursuing higher education it is recommended (for all or specific educational programs); language of teaching (learning); distribution of hours between lectures, practical, laboratory classes and independent work.

7.4. The Educational and Methodological Department / Department of Postgraduate and Doctoral Studies / Department of Postgraduate Education initiates consideration of the issue of inclusion of elective academic disciplines, majors disciplines proposed by the departments of the University in the pool of specialty (educational program) at the next meeting of the Academic Council of the University.

7.5. In the event of approval by the University's Academic Council of the pool of specialty (educational program), a rector's order is issued, which takes effect for the next academic year.

7.6. Work programs of elective academic disciplines and majors are submitted for verification to the educational and methodological department. If necessary, the work programs of academic disciplines are finalised by the authors.

7.7. Work programs for elective academic disciplines are stored at the relevant departments and published in the University's repository.

7.8. Guarantors of educational programs/heads of departments/teachers of elective disciplines/directors (heads) of educational and scientific institutes/dean of the faculty/head of the department of postgraduate and doctoral studies, head of the department of postgraduate education, provide advisory assistance to students pursuing higher education on the formation of their educational trajectory.

7.9. Heads of departments, guarantors of educational programs, and the Department of Postgraduate and Doctoral Studies, as well as the Department of Postgraduate Education, organize meetings with students pursuing higher education to present elective academic disciplines and majors before the start of the selection process.

7.10. Directors (heads) of educational and scientific institutes, the dean of the faculty, and the head of the department of postgraduate and doctoral studies, as well as the head of the department of postgraduate education, organise the election of selective academic disciplines and majors by students pursuing higher education.

7.11. Applicants in the first year of study at the second (master's) level of higher education choose their program during the first week of study.

7.12. Applicants in their first year of study (training) at the third level of higher education (educational and scientific) choose elective academic disciplines during the first week of the study period. Applicants in the second year of study (training)

at the third (educational and scientific) level of higher education choose elective academic disciplines in the second semester of their first year of study.

7.13. Students pursuing higher education at the first (bachelor's) level of education make a choice of majors in the semester (or year) preceding the study of the discipline. The option can be either for one academic year or for the entire period of study.

7.14. For students pursuing higher education at the first (bachelor's) level, the Major discipline is considered chosen if 15 or more students have enrolled in it. For applicants for the second (master's) level of higher education, the major discipline is considered chosen if seven or more people have enrolled in it. For applicants of the third (educational and scientific) level, there is no restriction on the number of applicants.

7.16. Students pursuing higher education select their disciplines through a Google form.

7.17. The directorates/dean's office/head of the department of postgraduate and doctoral studies provides the educational and methodological department with summary information on the number of students pursuing higher education and the disciplines they have chosen.

7.18. The choice of students pursuing higher education is documented in individual curricula, which serve as the basis for organising the educational process in elective academic disciplines.

7.19. The Educational and Methodological Department develops a schedule of classes, taking into account the choices of higher education applicants.

8. FINAL PROVISIONS

8.1. This Procedure is approved by the Academic Council of the University and enacted by order of the University Rector.

8.2. All changes and additions to this Procedure are considered and approved by the Academic Council of the University and implemented by the Rector's order.

The head of the educational
of the Methodological Department Hanna CHUMAK

AGREED:

Vice-Rector for
Educational and
Methodological work

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Переклад затверджую на 13 стор.

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