

APPROVED
by the Rector of
Lviv Polytechnic National University
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**Procedure for Selection of Academic Disciplines by Students of
Lviv Polytechnic National University
(HES LP 01.03)**

1. GENERAL PROVISIONS

1.1. The Procedure for Selection of Academic Disciplines by Students of Lviv Polytechnic National University (hereinafter referred to as the Procedure) is laid in accordance with the Law of Ukraine *On Higher Education* dated July 01, 2014 № 1556-VII, Regulations on the Organization of the Educational Process at Lviv Polytechnic National University and other internal normative documents of Lviv Polytechnic National University (hereinafter referred to as the University). The Procedure deals with selecting and registering students for academic disciplines to be taught.

1.2. The Education Programme (hereinafter referred to as EP) for training specialists consists of compulsory and elective parts. Academic disciplines selected by students shall consider their professional, educational and cultural needs and interests.

1.3. A student selects academic disciplines in the process of forming their individual curriculum within the academic disciplines provided by the relevant EP and the curriculum, following the sequence of their study in accordance with the structural and logical scheme of training.

1.4. The volume of elective courses shall constitute at least 25% of the total ECTS credits: for Bachelor's degree EP it shall be no less than 60 ECTS credits (a total of 240 credits), for Master's degree EP it shall be at least 23 ECTS credits (a total of EP 90 credits) or 30 ECTS credits (a total of 120 credits).

1.5. Elective academic disciplines of the student's individual curriculum are formed from the block of disciplines of the subject area (education programme), which share is no less than 20% of the total number of EP credits, and other individual disciplines that a student chooses from the list approved by the Scientific and Methodical Commission of the University (hereinafter referred to as the SMC), and its share is 5% of the total number of EP credits. The list of academic disciplines and their curricula are presented on the University website.

1.6. Elective academic disciplines included in the student's individual curriculum which the student is required to study.

1.7. Students can choose elective academic disciplines:

- for the Bachelor's education level in the 2nd, 3rd and 4th academic years (students who entered the University on the basis of complete general secondary education (hereinafter referred to as CGSE), or
- in the 1st, 2nd and 3rd academic years (students who entered the University to the short-term training period EP on the basis of the educational-proficiency level of Junior Specialist);
- for the Master's education level - usually in the 2nd and 3rd terms.

1.8. The procedure for selecting academic disciplines is implemented through the student electronic cabinet (e-mail: student.lpnu.ua).

1.9. Enrollment of students in the study of the block of elective academic disciplines and individual elective disciplines is carried out based on their electronic applications. Preference for enrollment in the study of certain elective disciplines is given to students who have made their choice in the Student Electronic Cabinet of Information System (hereinafter referred to as IS) earlier.

For students of the Bachelor's education level, enrollment in the elective academic disciplines is carried out considering the priorities they set for the block of elective academic disciplines in the IS Student Electronic Cabinet and their rating grades.

For students of the Master's education level, enrollment in the elective academic disciplines is carried out considering the priorities they set for the block of elective academic disciplines when enrolling in the IS Student Electronic Cabinet and their rating grades, according to which they are enrolled.

Herewith, students set priorities for all the block of elective academic disciplines of EP.

For students of the Bachelor's education level who entered the University on the basis of the educational-proficiency level of Junior Specialist in EP of the normative term of training, enrollment in certain elective academic disciplines in their first academic year is carried out at the request of the Director of the Educational-Scientific Institute (hereinafter referred to as ESI) on the basis of submitted applications.

2. PROCEDURE FOR ENROLMENT OF STUDENTS IN THE STUDY OF ELECTIVE ACADEMIC DISCIPLINES

For each block of elective academic disciplines of EP and each separate elective academic discipline, the Academic Council of the ESI sets the maximum number of students who can study them, based on the staffing of academic disciplines, material and technical facilities of departments and ESIs.

The maximum number of students who can study the academic disciplines of the elective block of the Bachelor's degree EP shall be a multiple of 15, and the Master's degree - 10.

The maximum number of students in all blocks of a particular EP, form of education shall be no less than 120% of the list of students of the relevant EP, form of education which can select these blocks.

Example:

*Ninety students study according to the education programme that provides training in three elective blocks. A maximum number of students who can study elective blocks set by the Academic Council of the ESI before the announcement of the selection is as follows: 30, 30, 60. ($30 + 30 + 60 = 120 > 90 * 1.2 = 108$).*

The minimum number of applications for the formation of a group to study a block of elective academic disciplines or a separate elective discipline is, as a rule, 25 persons for Bachelor's degree of 1-2 academic years, 15 persons for 3-4 academic years, and 10 persons for Master's degree respectively.

Students are informed about the maximum and minimum numbers for individual disciplines and selective blocks of academic disciplines before the beginning of their selection by means of the Student Electronic Cabinet IS.

2.2. To be enrolled in the academic discipline, students are acquainted with the selected academic disciplines, their list is provided in their electronic cabinets, and confirm their choice putting a mark next to the selected academic discipline or block of disciplines.

The information base for acquainting students with elective academic disciplines and blocks of elective academic disciplines is the catalog of education programmes on the official website of the University, which is filled in time and in full by the guarantors of education programmes and teachers of the elective academic disciplines.

2.3. During the first month of the second term of the academic year preceding the academic year of their study, students enroll in the blocks of elective academic disciplines of the Bachelor's degree programme and in individual elective academic disciplines by marking the selected academic disciplines or blocks of academic disciplines with their respective priorities in their electronic cabinets.

2.4. During the second month of the second term of the academic year preceding the academic year of their study, Dean's Office IS processes electronic applications of students studying in a Bachelor's degree EP considering selection of a block of elective academic disciplines of the subject area (education programme) and each individual elective academic discipline.

Students are enrolled in the blocks of elective academic disciplines of the subject area (education programme) of the Master's degree programme and individual elective academic disciplines during the first month of the first academic year by marking the selected disciplines or blocks of disciplines with appropriate priorities in their electronic cabinets.

2.6. During the second month of the first academic year, the Dean's Office processes electronic applications of students studying in a Master's degree in their choice of elective academic disciplines.

2.7. When the enrollment period is over, the staff of the Information Support Center informs students about the results of the enrollment through their electronic cabinets and submits to the ESI Dean's Office lists of students of relevant ESIs who

have chosen relevant academic disciplines or blocks of academic disciplines, and also the lists of rejected students.

2.8. If a student is not enrolled in the study of his chosen block of elective academic disciplines of EP or individual elective academic disciplines within the maximum number, or the formed group is small, or they did not participate within the selection period, their registration for study of a block of elective academic disciplines is carried out by the curator of the individual curriculum with providing a student with necessary information.

2.9. After completing the selection of academic disciplines by students, the staff of the Dean's Offices of the ESIs compiles lists of students enrolled in the study of individual elective academic disciplines and blocks, and prepares orders for enrollment of ESI students to study elective academic disciplines and blocks of academic disciplines.

2.10. Lists of ESI students by academic groups to study blocks of elective academic disciplines and also lists of students by selected individual elective academic disciplines are published by the Dean's Office and transferred to the relevant departments and the Educational and Methodical Department of the University for calculating the workload, the formation of teaching staff and scheduling.

2.11. Heads of departments, which are assigned to certain elective academic disciplines, form lecture streams, divide students into groups for seminars, laboratory and practical classes, and submit the information to the Department of Monitoring and Operational Planning of the Educational Process for scheduling classes to study individual elective academic disciplines and blocks of electives academic disciplines.

When preparing of elective academic disciplines for teaching to students of the second Master's and the third higher education level, the head of the department submits to the Educational and Methodical Department a request for an hourly fund (indicating the number of hours) for enrollment with hourly wages of the department teachers to deliver elective academic disciplines for students of Master's and Post-graduate degrees. The submission is violated provided that the planned teaching load of the teacher is more than 500 hours per academic year.

2.12. For part-time students, the selection of academic disciplines is made during the introductory session of the term of the academic year preceding the academic year of their study.

2.13. The procedure for selecting elective academic disciplines by post-graduate students and persons obtaining PhD degree without postgraduate course is carried out in accordance with the Regulation "On organizing the Educational Process for Post-graduate Students at Lviv Polytechnic National University" approved by the Academic Board of the University (Minutes No 37 dated October 31, 2017).

3. REGISTRATION OF THE RESULTS OF ENROLLMENT AND FORMATION OF INDIVIDUAL CURRICULA

3.1. After successful completion of the selection of academic disciplines by students:

- students print out applications for the study of selected individual academic disciplines and elective blocks of academic disciplines from their electronic cabinets, sign the applications and submit them to the Dean's Office for the formation of orders for enrollment in the study of elective academic disciplines;

- staff of the ESI Deans' Offices form lists of students who are enrolled in the study of individual academic disciplines and blocks; prepare orders for enrollment of ESI students in the study of elective academic disciplines and blocks of academic disciplines; enter elective academic disciplines to the individual curricula, which are presented for reference in the Student Electronic Cabinet IS.

3.2. The student prints out their individual curriculum from the electronic cabinet, signs it and submits it for approval to the Director of the ESI.

3.3. After the approval of the student's individual curriculum by the Director of the ESI, elective academic disciplines become mandatory for the student.