

AGREED  
by the Educational and Methodological  
Council of Adam University  
No. 1 from «10» 09 2021



**REGULATION**  
**on the organization of elective and**  
**facultative subjects**  
**at Adam University**

**1. General provision**

- 1.1. This Regulation on the organization of elective and facultative disciplines at Adam University (hereinafter referred to as the Regulation) has been developed for students at Adam University (hereinafter referred to as the University).
- 1.2. This Regulation has been developed on the basis of the following documents:
  - Law of the Kyrgyz Republic No. 92 of April 30, 2003 "On Education";
  - State educational standards of higher professional education in the areas of training (hereinafter referred to as the STATE HVE);
  - Charter of the University;
  - Regulations on the development of the basic educational program of higher professional education in the areas of training;
  - The main educational program of higher professional education in the areas of training (hereinafter referred to as MEP HVE);
  - Regulation on the internal quality assurance system at Adam University;
  - and other local regulatory documents.
- 1.3. When implementing the MEP in the areas of training, the University provides students with the opportunity to master elective (mandatory) and optional (optional for study during the development of the educational program) disciplines.
- 1.4. This regulation also regulates the procedure for choosing a student in addition to the disciplines of the basic component of the existing State Higher Education elective and facultative disciplines at the University.
- 1.5. The list of elective disciplines, the number of credits allocated for their study, the volume and types of classroom hours, the forms of intermediate certification are determined by the curriculum of the relevant field of training.
- 1.6. The implementation of elective disciplines is one of the elements of the student's personal participation in the formation of his individual educational trajectory.
- 1.7. Elective subjects are optional for study during the development of the educational program.

## **2. The purpose and objectives of elective and facultative disciplines**

- 2.1. The choice of elective and elective subjects by students is carried out in order to:
- satisfaction of individual educational aptitudes of each student;
  - ensuring the active personal participation of the student in the formation of the content of their professional education;
  - to establish uniform approaches in the student's choice of various forms of elective and facultative subjects in the process of mastering the MEP HVE, implemented in accordance with the STATE HVE in the areas of training carried out at the University.
- 2.2. Tasks of elective disciplines:
- increasing the level of individualization of learning and socialization of personality;
  - preparation for a conscious and responsible choice of the sphere of future professional activity;
  - assistance in the development of a student's attitude towards himself as a subject of future professional education and work;
  - development of students' skills and methods of activity aimed at solving practical problems;
  - creating conditions for self-education, the formation of students' skills and abilities of independent work and self-control of their achievements.

## **3. Functions**

- improving the level of study of basic academic disciplines;
- study of related academic disciplines at the profile level;
- implementation of inter-subject relations, integration of disparate ideas formed within the framework of individual academic disciplines;
- orientation in the features of future professional activity;
- focus on improving the skills of cognitive, organizational activity.

## **4. Organization of the choice of disciplines**

- 4.1 The list of elective disciplines is determined by the relevant structural unit of the University responsible for the implementation of the educational program, taking into account the need to form additional competencies in the variable part of the curriculum and applications of departments / programs / dean's office, agreed with the educational and methodological Council of the University.
- 4.2 Elective disciplines, which are necessarily chosen by students, are an integral element of the educational program, which is part of its variable part. The total amount of hours of elective disciplines is determined by the requirements of the State Higher Educational Institution and the MEP of the field of training/specialty.
- 4.3 Elective disciplines are formed as structural units of the curriculum in the field of training / specialty in the form of a set of different disciplines, combined on a thematic basis or in accordance with the profile of training.
- 4.4 The number of elective subjects chosen by students for the entire period of study and their total labor intensity are determined by the curriculum. Elective subjects chosen by students are mandatory for mastering.



- 4.5 The list of elective disciplines cannot be without alternative. Students are presented with at least 2 alternative variants of disciplines in one block of disciplines of the curriculum, developed by one or different departments/programs and studied in one semester.
- 4.6 Elective disciplines are designed to deepen and expand the scientific and applied knowledge of students in accordance with their needs, to involve them in research activities, to create conditions for self-determination and self-realization, to ensure the preparation of talented / gifted students for Olympiads, competitions, conferences, etc.
- 4.7 In order to include elective disciplines in the working curriculum, two months before the start of the formation of working curricula in the areas of training, programs / departments submit to the training department the names of elective disciplines indicating their labor intensity and semesters and the work program in which they are planned to be mastered.
- 4.8 The program/department, when including the proposed elective disciplines in the working curriculum of the next academic year, issue and approve the educational and methodological complex before the beginning of the next academic year.
- 4.9 The procedure for choosing a discipline by students is carried out by the relevant structural units of the University that carry out training in this direction / specialty no later than two months before the end of the semester preceding the beginning of the study of the discipline of choice.
- 4.10 The choice of discipline takes place at the general meeting of students of the relevant course, students are given presentations of each discipline, within which students will be acquainted with the expected results, what competencies they will have.
- 4.11 The head of the program / department or academic consultant, after presentations by teachers of elective disciplines, conducts an explanatory conversation with students about what the elective discipline gives them, why they need it, why they need to choose what the chosen discipline will give them.
- 4.12 Students, after completing paragraphs 4.10. and 4.11., are given a one-day period to fill out the discipline selection form Appendix 1. By the end of the next working day, the student must submit the completed form to the appropriate structural unit.
- 4.13 The results of the blank survey are drawn up by the dean's office / program / department in the form of a report addressed to the vice-rector for Academic Affairs, which is sent to the training department for consideration when drafting the calculation and distribution of the academic load for the next academic year.
- 4.14 If less than 12 people from the course have signed up for the discipline, then this discipline is not included in the schedule.
- 4.15 If the students have not made the choice of elective discipline, then the registration for the study of elective disciplines is made by the decision of the dean's office / program / department.
- 4.16 If the student has not made a choice of an optional discipline, then an entry for the study of this discipline is not made.

## **5 The order of mastering elective subjects and facultative subjects by students**

- 5.1. Classroom classes in elective and elective disciplines are conducted in accordance with the approved working curriculum and schedule of training sessions.
- 5.2. The forms, means and methods of teaching are determined by the teacher independently in accordance with the work program of the discipline.
- 5.3. Assessment of the level of development of elective and optional disciplines is carried out during the interim certification in the form provided for in the work program.

5.4. The results of the development of elective disciplines are included in the appendix to the diploma / academic certificate.

5.5. During the intermediate certification, exams in optional disciplines are not included in the total number of exams and credits for the academic year. The results of the development of elective subjects are included in the diploma supplement /academic certificate on the student's personal application.

#### **6. The procedure for making changes to the regulation and terminating it**

6.1 Changes and additions may be made to this Regulation caused by changes in the labor market, legislation and regulatory documents.

6.2. The Regulation shall terminate upon the reorganization or liquidation of the University.



### Elective course selection form

Direction/speciality \_\_\_\_\_  
Year of study \_\_\_\_\_ Semester \_\_\_\_\_  
Group \_\_\_\_\_  
Name of student \_\_\_\_\_

| Discipline block | Discipline kode | Name of the discipline | Name of lecturer | Ranked discipline number |
|------------------|-----------------|------------------------|------------------|--------------------------|
|                  |                 |                        |                  |                          |
|                  |                 |                        |                  |                          |
|                  |                 |                        |                  |                          |
|                  |                 |                        |                  |                          |

Student's signature \_\_\_\_\_ date «\_\_\_» \_\_\_\_\_ 20\_\_.

Coordinator's signature \_\_\_\_\_ date «\_\_\_» \_\_\_\_\_ 20\_\_.

Methodist's signature \_\_\_\_\_ date «\_\_\_» \_\_\_\_\_ 20\_\_.