

Учреждение образования
«Белорусский государственный медицинский университет»

РАСПОРЯЖЕНИЕ

08.12.2014

№ 509

г. Минск

Об учебно-программной
документации на
английском языке

В соответствии со ст. 94, 217 Кодекса Республики Беларусь об образовании, в соответствии с СТУ Д 1.32-2013 «Управление образовательными стандартами, учебно-программной документацией, учебно-методическими комплексами» от 25.09.2013 № 424; в соответствии с приказом учреждения образования «Белорусский государственный медицинский университет» от 24.01.2014 № 39 «О подготовке к новому 2014-2015 учебному году»; в целях повышения качества образования

ОБЯЗЫВАЮ:

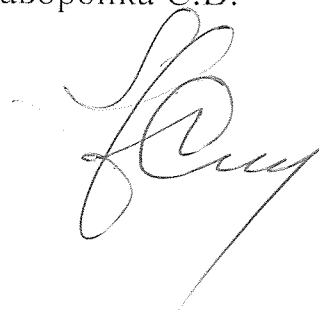
1. Заведующих кафедрами обеспечить подготовку учебно-методических комплексов по учебным дисциплинам на английском языке в соответствии с макетом (приложения) и представить в учебно-методический отдел для методической экспертизы согласно Плану создания УМК(ЭУМК) по учебным дисциплинам на 2014-2015 учебный год.

2. Заведующего кафедрой иностранных языков Петрову М.Н. контролировать достоверность перевода на английский язык представленных учебно-методических комплексов.

3. Начальника учебно-методического отдела Лифанову Н.А. обеспечить проведение методической экспертизы представленных учебно-методических комплексов.

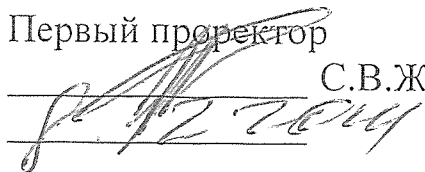
4. Контроль за исполнением настоящего распоряжения возложить на первого проректора Жаворонка С.В.

Ректор университета



А.В.Сикорский

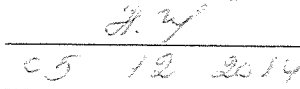
Первый проректор


С.В.Жаворонок

И.о.начальника учебно-методического
управления


Н.А.Лифанова

Начальник юридического отдела


Н.Ф.Чистая

Лифанова. 2726468
03.12.2014

канцелярия
деканы
кафедры
учебно-методический отдел

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS

Educational Institution

BELARUSIAN STATE MEDICAL UNIVERSITY

Faculty _____

Department _____

APPROVED

Chairman of the methodological
commission of a group of disciplines

Name
« ___ » _____ 201__ г.

APPROVED

Dean of the Faculty _____

Name
« ___ » _____ 201__ г.

Dean of the Medical Faculty for
International Students

V.V. Davidov
« ___ » _____ 201__ г.

Head of Foreign Languages Department

M.N. Petrova
« ___ » _____ 201__ г.

Compliance manager

V.V. Lobina
« ___ » _____ 201__ г.

TEACHING, LEARNING AND INSTRUCTIONAL SET
IN THE ACADEMIC DISCIPLINE

for the specialty (ies) and specialization _____

Composed by: name, scientific degree and title

Considered and approved at the meeting of the Science and Methodology Council

Protocol № ___ of " ___ " _____ 201__ .

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS

Educational Institution

BELARUSIAN STATE MEDICAL UNIVERSITY

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« ___ » _____ 201__ г.

Compliance manager

V.V. Lobina
« ___ » _____ 201__ г.

ELECTRONIC TEACHING, LEARNING AND INSTRUCTIONAL SET
IN THE ACADEMIC DISCIPLINE

for the specialty (ies) and specialization _____

Composed by: name, scientific degree and title

Considered and approved at the meeting of the methodological commission at
Information technologies development

Protocol № ___ of " ___ " _____ 201__ .

Explanatory note

TLIS in the academic discipline "....." is a set of structured teaching, learning and instructional resources, as well as didactic training materials. It is intended for the use in the educational process for the specialty «.....» and specialization «.....».

TLIS is designed in accordance with the following regulations:

1. Charter on the Teaching, Learning and Instructional Set in higher education, approved by the Decree of Ministry of Education of the Republic of Belarus of 26.07.2011 №167.

2. The University provisions on the Teaching, Learning and Instructional Set of 16.12.2013 № 586.

3. The standard educational program in the discipline "....." for the specialty «.....», approved, registration №

4. The Curriculum in the discipline «.....» for the specialty ".....", approved, registration №

The purpose of the TLIS is to provide high quality teaching and instructional support of the educational process, which contributes to the training of highly qualified specialists possessing up-to-date knowledge, creative abilities and comprehensive skills.

TLIS has been developed in printed and electronic form. The electronic version is available on the website of the University. The printed version is kept at the Department of «.....».

TLIS aims to provide a fundamentally new approach to the educational process based on the integrity of teaching and substantial student independent work in the discipline which is an important area of strategic innovations in education. In this context, TLIS-based study of the discipline involves productive learning activities which enable the students to acquire professional competencies needed for future specialists, ensure the development of their cognitive and creative abilities and shift the focus from teaching to learning.

TLIS allows to reasonably allocate the academic time according to the themes and types of training, refine the methods of teaching, improve planning, organization and the quality of specialist training as well as methodological support of student independent and research work.

The Structure of the TLIS for the academic discipline "....."

TLIS for the academic discipline "... " consists of 4 sections (modules):

1. Theoretical section.
2. Practical section.
3. Support section.
4. Knowledge management section.

Theoretical section

reflects modern, consistent, systematized knowledge in the discipline within the range of the standard educational program "....." in the specialty. The section includes the modules "*Teaching materials*" and "*Presentation of lectures*".

The module "*Teaching materials*" provides the fundamental theoretical basis of the discipline. Students are given the opportunity to get acquainted with the materials of the textbooks, guide manuals and the Internet.

The "*Presentation of lectures*" is designed to assist students in mastering the fundamentals of themes, increase their awareness on current problems, provide the background knowledge for independent assessment and judgment on theoretical and applied issues of the science. The lecture teaches to think and compare, develops the skills of analysis and generalization on the discussed problems.

Practical section

offers a variety of training activities, including planned out-of-class independent work of students.

It includes the modules "*Methodological recommendations*", "*Independent work*", "*Visual aids*".

The module «*Methodological recommendations*» provides a plan for the tutorial, questions to assess the level of students' knowledge, the issues to be considered in class, assignments for students' independent work as well as the list of basic resources and references.

Independent extracurricular work contributes to the systematization and consolidation of students' theoretical knowledge, its extension and deepening; develops cognitive skills and activities, autonomy, responsibility and organization; promotes independent thinking, ability for continuing education and self-improvement.

The following types of assignments for out-of-class independent work are used in the module "*Independent work*":

- for acquiring knowledge: reading textbooks and additional literature, work with dictionaries and reference books, training research, using audio and video recordings, computer technology and the Internet;
- for knowledge consolidation and systematization: drawing up tables, doing multiple choice questions, preparing reports and summaries, writing essays, doing thematic crosswords;
- for the development of skills: the analysis of charts and schemes, preparation for role playing etc.

Visual aids in education contribute to developing ideas, which correctly reflect the reality and include educational and documentary films, historical painting, study maps, illustrations, photographs, portraits, caricatures, replicas, models.

Support section

presents the standard educational program, the training curriculum for the specialty, a detailed list of references, recommendations for self-study to improve the students' knowledge of the discipline.

Knowledge management section

contains material for current and final assessment to determine the conformity of students' performance to the requirements of higher educational standards and training programs.

The section includes the modules: "*Criteria for assessing the students' knowledge*", "*Computer tests for self-study*».

MAP OF TEACHING, LEARNING AND INSTRUCTIONAL SET IN THE ACADEMIC DISCIPLINE

for the specialty (ies) and specialization _____

Structural element of TLIS	Place of storage
Theoretical section	
Textbook(name, authors, year of issue) Note: if the volume of the textbook exceeds the volume of knowledge envisaged by the curriculum for the specialty it is necessary to indicate certain pages.	
Thematic plan of lectures and seminars	
Visual aids (tables, pictures, graphs, presentations, video films, audio material, atlases etc.	
Other resources	
Practical section Includes practical classes, seminars, laboratory classes	
Instructional materials and guide manuals	
Case studies, situations and the examples of solving them	
Tests and assignments for self-control	
Other resources	
Support section	
The standard educational program	
The training curriculum	

Glossary	
List of abbreviations	
List of additional literature and Internet resources	
Regulatory documents (laws, charters, instructions etc.)	
Guidelines for writing a case history	
Other resources	
Knowledge management section	
Topics for writing essays	
A list of questions for credits, examinations, colloquiums	
Criteria for assessing the student's knowledge	
Assignments for knowledge assessment	
Tests for intermediate knowledge assessment	
Other resources	

Head of Department
 «__» _____ 20__ г.

Name