## MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE V.N. Karazin Kharkiv National University

Name of the higher education institution

### **EDUCATIONAL PROGRAMME**

### **GENETICS**

Second level of higher education Specialty <u>091 Biology</u>

Branch of knowledge **09 Biology** 

Qualification: Master of Biology. Geneticist.

# APPROVED BY SCIENTIFIC COUNCIL OF V.N. KARAZIN KHARKIV NATIONAL UNIVERSITY

Head of	Scientific Council
	/ <u>V. S. Bakirov</u> /
(protocol № from "	2017)
Educational Programme is implemente	ed from2017
Rector	/V.S. Bakirov/
(order № from "	_"2017)

Developed by working group of:

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School of Biology

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Professor of the Department of Human and Animal Physiology, the Head of Educational and Methodical Commission, School of

**Biology** 

4 Volkova Natalia PhD (Biology), Associate Professor, Associate

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Professor of General and Medical Genetics Department, NNC «Institute of Biology and Medicine», Taras Shevchenko National

University of Kyiv

### 1. The profile of the Educational Programme in 091 Biology specialty with Specialization in **Genetics**

1 – General information						
Full name of Higher	V. N. Karazin Kharkiv National University					
<b>Education Institution</b>						
and Structural Unit	School of Biology					
<b>Higher Education Level</b>	Second (master) level of Higher Education					
and qualification name	Qualification: Master of Biology. Geneticist.					
Official name of the	Educational (professional) programme «Genetics»					
<b>Educational Programme</b>						
Type of Diploma and	Master's diploma, single, 90 ECTS credits,					
Curriculum volume	period of study - 1 year and 4 months					
Accreditation	Accredited by Ministry of Education and Science of Ukraine for the					
	Second (master) level, HД № 2189559 from 18 .09.2017 to					
	01.07.2023.					
Cycle/Level	National Qualification Framework of Ukraine – level 8, FQ-EHEA –					
	second cycle, EQF-LLL – level 7					
Preconditions	Bachelor's/ Specialist's / Master's degree. Applicants should have a					
	legal education document. Selection is carried out on a competitive					
	basis according to the University's rules of admission.					
Language(s) of teaching	English					
Period of validity of the	Till 2023					
Programme						
Internet address of	http://start.karazin.ua/i/programs					
permanent hosting of	http://biology.karazin.ua/index-eng.html					
curriculum description						
2 – Scope of the Educational Programme						

Formation of the personality of a specialist able to solve complex non-standard tasks and practical, innovative and research problems in the field of biology, genetics and adjacent sciences, possessing knowledge and skills of studying and analysis of biological systems states, their management, of environment monitoring and evaluation, in particular with the genetics methods, for further achievements application in the economy and in the social service. Experienced in modern educational technologies.

3 -	3 - Description of the Educational Programme								
Subject area (branch of	Branch of knowledge 09-Biology								
knowledge, specialty,	Specialty 091 – Biology								
specialization)	Specialization: Genetics								
	Innovative approaches to the solution of theoretical and experimental								
	issues in the field of biology and adjacent sciences, with an advanced								
	bias in genetics.								
Orientation of	Educational and professional programme for the master's degree:								
<b>Educational Programme</b>	- acquisition of knowledge, skills and understanding of appropriate								
	and effective ways of scientific and technical information collection,								
	analysis and systematization in the field of work, in particular								
	biological and genetic;								
	- acquisition of knowledge, skills and understanding of the								
	implementation of purposeful sequence of actions for systems or their								
	components synthesis, for the development of documentation								
	necessary for the implementation and usage of objects and processes,								
	taking into account the laws of wildlife and structural and functional								
	features of genetic systems;								
	- acquisition of knowledge, skills and understanding of appropriate								
	and effective ways of streamlining the structure and constituent								

elements interaction of biological, in particular genetic s increase the efficiency of resources and time use.  Main focus of Educational Programme  In-depth education in the "Biology" specialty with the special "Genetics".	systems, to
Main focus of In-depth education in the "Biology" specialty with the speci	
	alization in
Educational Figure Concues.	anzanon m
and specialization In-depth, fundamental, specialized and practical training of	masters in
the field of biology: to provide students with the knowledge	
understanding in the field of biology with an in-depth speci	
genetics that will enable them to carry out their profession	
their own; the formation of specific professional competen	
biologist with the specialization of geneticist the	rough the
implementation of individual educational trajector	ories, the
enhancement of interdisciplinary and integrative education	
possibility of transformation of individual units in accordan	
structure of the employer's requests; preparation for	
mastering of programs for researchers, developers, teachers	s, scientific
managers.	
Key words: biology, genetics, teaching of disciplines in high	
<b>Distinctive features of Educational Programme</b> Integration of professional training in the field of biology at with innovative, research and project activities. A	
psychological and pedagogical disciplines is taught. On-lin	
technologies are used.	ne rearming
Requires special experimental research practice. The maste	r's diploma
project should contain an experimental part and be accompa	-
analysis of the data obtained.	•
4 – Employability and further education	
<b>Employability</b> Professional activity in the field of biology, agriculture,	medicine,
biotechnology, nature protection and rational nature ma	•
Research Associate, lecturer in Higher education institution	
Further education Study at the third educational (scientific) level of higher education	*
level of NQF, the third cycle of FQ-EHEA and the eigh	
EQF-LLL). Acquiring additional qualifications in other sp	ectaities in
the system of postgraduate education.  5 – Teaching and assessment	
Teaching and learning Approach: student-centered; problem-oriented learning	
Lectures are problematic, using analysis, synthesis, or	comparison.
simulation, analogy, dialectics, abstraction, specification,	
historical and logic approaches.	•
Laboratory and practical lessons are carried out in small	all groups,
include methods of experimental research, statistical pro-	_
experimental data, information and communication technology	_
Educational and methodological support of independent work is	
through the use of elements of on-line learning: electron	ic lectures,
methodical guidelines and tasks.	- formation
Accent is made on personal self-development promoting the	
of need and readiness to continue the self-education along li  Assessment Types of control:	reume.
Assessment Types of control: by levels: self-control, control at the level of the teacher, control	l at the level
of the head of the department, control at the dean's office leve	
the level of the administration, state control;	., common at
by the term: operational (incoming, current, intermediate,	final) and
delayed.	,
Forms of control: oral and written surveys, tests, presentation	of scientific
work, defense of master's diploma project; credits, exams.	
Assessment of students' educational achievements is carried our	t as exam at

	four levels (excellent, good, satisfactory, unsatisfactory) or as credit at two-level (passed / not passes) national scale; 100-points system.
	6 - Programme Competences
Integral competence	Ability to solve complex tasks and problems in the field of biological sciences, in particular in genetics and on the boundary between subject areas, which involve research and / or innovative activity and are characterized by uncertainty of conditions and requirements.
General competences (GC)	- competences defined by the specialty standard of higher education:
	GC1. Ability to search and analyze information using various sources, including the results of one's research.
	GC2. Ability to generate new ideas (creativity). GC3. Ability for professional communication, at the international level also. GC4. Ability to perform professional functions and to carry out the research at the appropriate level in the field of biological sciences and
	within the boundaries of subject areas.  GC5. Ability to act in compliance with the moral and ethical norms of professional activity and the need for intellectual honesty.  GC6. The ability to make decisions in complex and unpredictable conditions requiring new approaches and forecasting.  GC7. Ability to abstract thinking, analysis and synthesis of information in the field of biology and on the boundary of subject
	areas. GC8 Ability to develop projects and to manage them, to conduct patent searches and to draw up patent documentation. GC9. Ability to use modern information technologies and to analyze information in the field of biology and on the boundary of subject areas. GC10. Ability to act socially and consciously.
	- competences defined by the higher educational institution: GC11 Flexible thinking. The acquisition of a flexible way of thinking that allows to understand and to solve tasks and problems, while maintaining a critical attitude towards sustainable scientific concepts. GC12. Innovative capabilities. Ability to perform initiative, including in situations of risk, and to assume full responsibility; the ability to find solutions in non-standard situations. GC13. Popularization skills. Ability to hold an oral presentation and write an understandable article on the results of the research, as well as on modern concepts in genetics for the general public (not specialists). GC14 Ethics attitude. Achieving the necessary knowledge and understanding of the genetics role in society to work adequately on future professions and taking into account the influence of one's
Professional competences of specialty (PC)	professional activities on social problems.  - competences defined by the specialty standard of higher education: PC1. Ability to deepen theoretical and methodological knowledge in the field of biological sciences and on the boundary of subject areas
	PC2. Ability to apply knowledge in professional activities, taking into account the latest achievements, including for research work.  PC3. Ability to use knowledge and practical skills in the field of biological sciences and within the boundaries of subject areas to perform professional tasks, including for studying different levels of organization of living organisms, biological phenomena and processes.

- PC4. Skills of reasoned discussion and communication in the field of biological sciences and on the boundary between subject areas.
- PC5. Ability to analyze the paths of development of modern biology.
- PC6. Understanding the need of biodiversity preservation, the environment protection and rational nature management.
- PC7. Ability to make decisions on important problems of biology and on the boundary between subject areas on the basis of understanding of modern scientific facts, concepts, theories, principles and methods.
- PC8. Ability to plan and to carry out scientific research in the field of biology and on the boundary of subject areas, to manage its informational, methodological, material support, to interpret data and make conclusions, to prepare the results of scientific works for promulgation.
- PC9. Knowledge of the basic contemporary provisions of fundamental sciences in relation to the origin, development, structure and processes of living organisms, the ability to apply them for the formation of ideological position.
- competences defined by the higher educational institution:
- PC10. In-depth knowledge and understanding: the ability to use the laws and principles of genetics combined with the required higher level mathematical tools to describe the biological systems and processes that take place, including the actions of factors of different nature.
- PC11. Problem solving. The ability to formulate, analyze and synthesize scientific problems at an abstract level by decomposing them into components that can be explored separately in their more or less important aspects.
- PC12. Modeling. Ability to build appropriate models of biological systems (especially their genetic constituents) and processes, to explore them for new findings and to deepen understanding of nature.
- PC13. Computer skills. The ability to develop an algorithm of action that can be implemented in a computer model, the ability to use existing computer programs and to implement new ones.
- PC14. Communication skills. Ability to communicate with colleagues in the field of genetics on scientific achievements at both the general level and at the level of specialists, the ability to make oral and written reports, discuss scientific topics in native and English languages.
- PC15. Research skills. Ability to formulate (performing presentations or reports) new hypotheses and scientific tasks in the field of genetics, to choose the right directions and appropriate methods for their solution, taking into account the available resources.
- PC16. Ability to study. Ability to take on newly discovered knowledge in the field of genetics and to integrate it with existing ones. Ability to orient professionally in a certain narrow area of genetics, which lies outside the chosen specialization. Striving for self-education and self-improvement.
- PC17. Application of specialized knowledge. Ability to use effectively in practice various theories in the field of study, in science management and in business administration.
- PC18. Teaching skills. Ability to apply the foundations of pedagogy and psychology in the educational process in higher education institutions.
- PC19. Mentoring and Leadership Skills. Ability to be the mentor of junior colleagues in improving research and teaching skills.

### 7 – Programme Learning Outcomes (LO)

- program learning outcomes defined by the specialty higher education standard:
- LO1. To communicate in dialogue mode with colleagues and target

- audience in Ukrainian and foreign languages.
- LO2. To use libraries, information databases, on-line resources to find the necessary information.
- LO3. To find ways for quick and efficient problem solution, to generate ideas using the knowledge and skills acquired.
- LO4. To present the results of scientific work in writing (as a report, scientific publications, etc.) and orally (as reports and project defense) using modern technologies, to debate correctly.
- LO5. To determine one's contribution to the work, to carry out coordinated work on the result, taking into account public, state and industrial interests.
- LO6. To know the basic rules of biological ethics, biosafety, bioprotection, basic approaches to risk assessment using the latest biological, biotechnological and medical-biological methods and technologies.
- LO7. To be consistent with the standards of academic integrity during training and research activities in order to ensure confidence in the results of scientific work, to know the main legal categories and the peculiarities of using the results of intellectual activity.
- LO8. To be able to identify potentially hazardous production processes that can make a threat of emergencies and to be consistent with the safety rules of life.
- LO9. To know the features of the development of modern biological science, the main methodological principles of scientific research, methodological and methodical tools for conducting research.
- LO10. To be able to model the basic research processes in order to choose research methods, hardware support or to develop new techniques.
- LO11. To be able to carry out statistical analysis and generalization of experimental data obtained with the application of software and modern information technologies used in the field of biology.
- LO12. To demonstrate knowledge about the basic patterns of formation, quantitative assessment and strategies for the conservation of biological diversity, of increase in the productivity and sustainability of agrocenoses and natural ecosystems.
- LO13. To know and to analyze the principles of structural and functional organization, mechanisms of regulation and adaptation of organisms.
- LO14. To use innovative approaches for specific biological tasks solutions.
- LO15. To know the basic requirements of the current legislation of Ukraine regarding the use of biological resources. To use regulatory and legal documents and normative and technical documentation in the field of scientific activity.
- LO16. To know the principles of developing an algorithm and conducting exploratory research on the specialization of genetics.
- program learning outcomes identified by the higher education institution:
- LO17. Knowledge of fundamental natural sciences, mathematics and information technologies to the extent necessary for planning and conducting scientific research in the field of genetics and adjacent sciences.

LO18. To apply pedagogical technologies at the level sufficient for realization of developed programs of educational disciplines on specialization in higher educational institutions. LO19. To demonstrate and to use integral modern ideas about the

principles of structural and functional organization of biological systems of different systematic affiliation and level of organization, their phylogeny and ontogenesis, mechanisms of regulation and adaptation depending on environment conditions;

LO20. To demonstrate and to use deep knowledge about the laws of heredity and variability at different levels of organization of life, the link between genetics and other sciences and the place of genetics in human activity; in-depth insights on genome structure of different groups of organisms, the structure and functioning of the chromosomes, genetic structure of populations, genetic engineering technologies.

LO21. To possess methods, techniques and procedures of classical and molecular genetic analysis, to carry out effective selection of methods in accordance with the set professional tasks.

LO22. To be able to provide professional advice in the field of biology.

LO23. To understand the basic principles of the functioning of the international scientific community: the principles of reviewing manuscripts of publications, measuring scientific indices, organizing international cooperation, finding funding and submitting grant applications and the principles for their selection.

LO24. To be able to make decisions independently and responsibly in complex and unpredictable conditions that need forecast, based on analysis and synthesis, taking into account critical remarks and on the basis of a creative approach.

### Resource supply of Programme realization

Guarantor of the educational program: Lubov O. Atramentova – the Head of Genetics and Cytology Department of the School of Biology of V.N. Karazin Kharkiv National University, DrSci, Professor. Scientific and pedagogical staff with academic degrees as well as highly skilled specialists is involved in the Programme realization. All scientific-pedagogical workers regularly raise their own professional level, including by studying abroad.

### Material and technical support

Educational buildings; thematic cabinets; specialized laboratories (Laboratory of cell culture and animal tissue culture, Laboratory of Biochemistry and Molecular Genetics, Laboratory Bioinformatics, Cytogenetic laboratory, Developmental genetics laboratory, Laboratory of microbiology and microbiological box, Laboratory for diagnostics of plant diseases); live collections: Drosophila Stocks Collection (National heritage of Ukraine); Algaetheke - a collection of samples of algae; a collection of silkworm breeds; Herbaria: Scientific Herbarium of the CWU (National Heritage of Ukraine); Scientific Mycological Herbarium CWU-Myc; computer classes; wireless access points to the Internet.

Certain lessons are held on the base of the Botanical garden and the Museum of Nature. Field studies can be carried out in natural biotopes. There is an opportunity to perform qualification works both on the basis of the university and on the basis of specialized laboratories in the partner institutions (under the terms of the contract). Students are provided by places in dormitories. There is a sports hall,

### **Staff**

	sports grounds, various sports sections and cultural centers.					
	The points of nutrition offer a quality menu, including the Halal					
	Certificate.					
Information, teaching	The official website of VN Karazin Kharkiv National University:					
and methodological	http://www.univer.kharkov.ua/; wireless access to the Internet;					
support	unlimited internet access; scientific library, virtual learning					
	environment Moodle; corporate mail; training and work plans;					
	curricula of the educational process; educational-methodical					
	complexes of disciplines; educational and work programs of					
	disciplines; didactic materials for students self- and individual work by					
	disciplines; practice courses programs; methodical instructions for the					
	implementation of individual tasks, control and diploma projects;					
	criteria for assessing the level of training; packages of complex control					
	works, online course support (elements of online courses).					
	9 – Academic mobility					
National Credit Mobility	Applicants of higher education can realize the right to academic					
	mobility in higher educational institutions and scientific institutions of					
	Ukraine on the basis of agreements and on their own initiative on the					
	basis of an individual invitation.					
International Credit	Erasmus Mundus, DAAD German Academic Exchange Program,					
Mobility	Fulbright Fellowship Program, Open Society Institute Programs					
	(Washington), etc, as well as individual invitations from higher					
	education institutions and research institutions outside of Ukraine.					
Teaching foreign	Foreign citizens study on a paid basis (on a contract basis) at the					
applicants	expense of individuals and legal entities. Rest requirements are					
	regulated by Rules of Admission of the University. Teaching is in					
	English.					

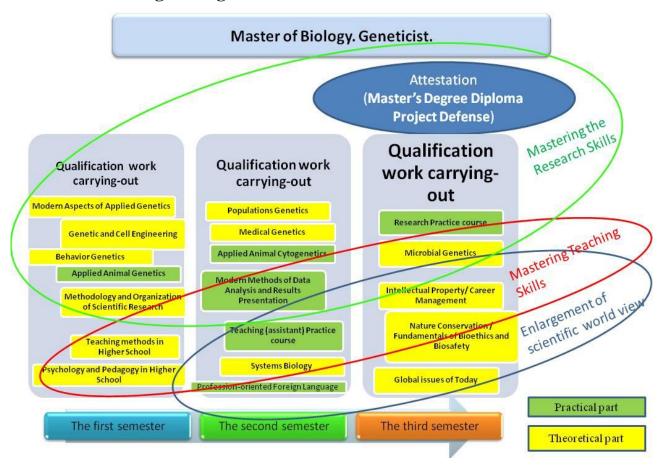
2. The list of components of the Educational Programme and their logical consistency

2.1. The list of components of the Educational Programme (EP)

	2.1. The list of components of the Educational Programi		D C.C. 1		
Code	Components of the Educational Programme	Amount of	Form of final		
	(educational disciplines, course projects (work), practice	ECTS	assessment		
4	courses, qualification work)	credits			
1	2	3	4		
	Obligatory components of EP				
OC 1.	Profession-oriented Foreign Language	4	Credit		
OC 2.	Psychology and Pedagogy in Higher School	3	Credit		
OC 3.	Global issues of Today	3	Credit		
OC 4	Systems Biology	5	Exam		
OC 5	Modern Aspects of Applied Genetics	5	Exam		
OC 6	Methodology and Organization of Scientific Research	4	Exam		
OC 7	Teaching methods in Higher School	4	Credit		
OC 8	Modern Methods of Data Analysis and Results	4	Credit		
	Presentation				
OC 9	Teaching (assistant) Practice course	7	Credit		
OC 10	Research Practice course	6	Credit		
OC 11	Master's Degree Diploma Project	12	Defense		
Total amo	unt of ECTS credits for obligatory components:	57			
	Elective components of EP*				
	Elective block 1				
EB 1.1.	Intellectual Property / Career Management ***	3	Credit		
EB 1.2.	Nature Conservation / Fundamentals of Bioethics and	3	Credit		
	Biosafety ***				
	Elective block 2				
EB 2.1.	Genetic and Cell Engineering / Protein Nucleic	4	Exam		
	Interactions ***/ Developmental Genetics**				
EB 2.2.	Behavior Genetics/ Genomics ***/ Mutagenesis**	3	Exam		
	Elective block 3				
EB 3.1.	Medical Genetics with the Bases of Medical-Genetic	4	Exam		
	Counseling / Organization of Modern Medical-Genetic				
	Laboratory and the bases of patenting *** / Molecular				
	Genetics**				
EB 3.2.	Populations Genetics / Ecology Genetics***/ Human	4	Exam		
	Genetics**				
EB 3.3.	Microbial Genetics / Epigenetics***/ Human	3	Exam		
	Cytogenetics**				
EB 3.4.	Applied Animal Genetics / Applied Mutations Analysis**	4	Credit		
EB 3.5.	Applied Animal Cytogenetics / Applied Genetic	5	Credit		
	Analysis**				
Total amo	unt of ECTS credits for elective components:	33			
	m volume:		90		
ψT T	Elective component the student can choose free between dis	. 1	ed by ***		

<sup>\*</sup>In every Elective component the student can choose free between disciplines matched by \*\*\*. Disciplines matched by \*\* are also offered to the students whose Bachelor's Degree wasn't obtained in V. N. Karazin Kharkiv National University (School of Biology, specialization at Genetics and Cytology Department)

### 2.2. Logic diagram of EP structure



### 3. Form of certification of graduates

Attestation of graduates of the Educational Programme <u>Genetics</u> in specialty 091 <u>Biology</u> is carried out in the form of defense of the qualifying Master's Research Project and results in awarding a Master's degree (with certified document of the government-approved format) with the qualification: Master of Biology. Geneticist.

### Qualification Project should meet the requirements:

- should provide the solution of a theoretical or practical problem with the application of fundamental provisions and methods of systems analysis, characterized by complexity and uncertainty of the conditions;
- should contain an analysis of the current state of the solved problem, the working hypothesis;
- should describe the methods applied and the results obtained;
- should contain analysis and theoretical substantiation (discussion) of the research results;
- must be written in scientific style, in English;
- must be tested for plagiarism;
- the abstract of the work should be published in the web-site of the higher educational institution.

4. Correspondence matrix of Educational Programme competences and components

	0C1	0C2	003	OC 4	0C 5	9 20	OC 7	8 DO 8	620	OC 10	0C11	EB 1.1	EB 1.2	EB 2.1	EB 2.2	EB 3.1	EB 3.2	EB 3.3	EB 3.4	EB 3.5
GC 1	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
GC 2									•	•	•	•		•					•	
GC 3	•				•	•		•			•	•	•	•	•	•	•	•	•	•
GC 4					•	•	•	•	•	•	•		•	•	•	•	•	•	•	•
GC 5						•		•				•	•						•	•
GC 6	•	•	•	•	•				•	•	•								•	•
GC 7				•	•	•		•	•	•	•	•	•	•	•	•	•	•	•	•
GC 8						•		•		•	•	•	•	•						
GC 9	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
GC 10	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
GC 11					•	•				•	•			•	•	•	•	•		
GC 12		•			•	•				•	•	•		•	•	•	•	•	•	•
GC 13					•			•	•		•			•	•	•	•	•	•	•
GC 14		•	•		•	•	•							•	•	•	•	•	•	•
PC 1	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
PC 2									•	•	•								•	•
PC 3	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
PC 4	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
PC 5				•	•	•	•													
PC 6					•								•	•	•	•	•	•	•	•
PC 7		•	•		•	•			•	•	•	•	•	•	•	•	•	•	•	•
PC 8	•		•	•	•	•		•		•	•	•	•	•	•	•	•	•	•	•
PC 9				•	•					_	_			•	•	•	•	•	_	<del></del>
PC 10				<del>  _</del>	•			•		•	•			•	•	•	•	•	•	•
PC 11 PC 12				•	•	•				•	•			•	•	•	•	•	•	•
PC 12 PC 13				•	•	•				•	•			•	•	•	•	•	•	•
PC 13 PC 14				•	•	•		•		•	•			•	•	•	•	•	•	•
PC 14 PC 15	•			•	•	•		•		•	•			•	•	•	•	•	•	•
				<del></del>	•	•	<del></del>	•		•	•			•	•	•	•	•	•	•
PC 16 PC 17	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
		•		1	•		•	1	•		-			•	•	•	•	•	•	•
PC 18		•			•		•		•		-			•	•	•	•	•	•	•
PC 19		•			•		•		•		<u> </u>			•	•	•	•	•	•	•

5. Matrix of implementation of Educational Programme learning outcomes (LO) by corresponding components

		1		1	1	1	1	1	Υ	1		1		<u> </u>		_			1	1 1
	0C1	0C 2	0C3	0C4	00.5	920	0C 7	800	620	OC 10	0C 11	EB 1.1	EB 1.2	EB 2.1	EB 2.2	EB 3.1	EB 3.2	EB 3.3	EB 3.4	EB 3.5
LO 1	•	•				•		•	•	•	•			•	•	•	•	•		
LO 2		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
LO 3	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
LO 4								•		•	•			•	•	•	•	•	•	•
LO 5			•		•	•		•		•	•	•	•						•	•
LO 6					•	•		•					•						•	•
LO 7		•				•	•	•		•	•	•								
LO 8			•			•		•		•	•			•	•	•	•	•	•	•
LO 9					•	•		•		•				•	•	•	•	•	•	•
LO 10				•	•	•		•		•	•			•	•	•	•	•	•	•
LO 11						•		•		•	•								•	•
LO 12			•										•						•	
LO 13				•	•					•			•	•	•	•	•	•	•	•
LO 14	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
LO 15			•										•							
LO 16					•	•		•		•	•		•	•	•	•	•	•	•	•
LO 17	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
LO 18		•					•		•											
LO 19	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
LO 20				•	•	•		•		•	•		•	•	•	•	•	•	•	•
LO 21				•	•	•		•		•	•		•	•	•	•	•	•	•	•
LO 22	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
LO 23			•	•	•	•		•		•	•	•	•	•	•	•	•	•	•	•
LO 24	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•