INFORMATION FOLDER
FOR NEW AND TRANSFER
STUDENTS
BBA PROGRAM

2013-2014

Ukrainian-American Liberal Arts Institute
Greetings!

WIUU’s administration, faculty, students and staff are happy to greet you. We are excited to welcome you in our educational establishment and would like to tell you that the administrative structure of WIUU is here in place to ensure that your process of studying is clear and smooth. Please study this information packet as it has very helpful information for you.
1. International Students

1.1. If you are a new international student, the first person you need to contact with is the International Department Manager. The International Department Manager will help you with the following issues:

- The process of foreign students’ registration according to the requirements of the Ukrainian legislation;
- Dealing with the National Immigration Office.

1.2. You may also need to contact the Admissions Director of WIUU. WIUU’s Admissions Director can help you with the following issues:

- Obtaining all the necessary information of the University’s programs;
- Finalizing admission documents.

1.3. The next person you need to see is the International Program Coordinator and Program Advisor. The International Program Coordinator and Program Advisor will help you with:

- Academic registration process (i.e., identifying the necessary prerequisite classes, selection of appropriate classes);
- Solving disputes between students and professors;
- Preparation of documentation per student request (transcripts, letters, references, characteristics);
- Maintenance of all the necessary documentation related to a student academic progress;
- Preparation for the graduation process.

1.4. You will also need to see WIUU’s Academic Office Specialist. WIUU’s Academic Office Specialist can assist you with the following issues:

- Help with academic registration process;
- Check your academic progress and clarify your grades;
- Maintain student academic reports, registration applications;
- Communicate with the students on their academic activity: transfer, registration;
- Provide information on class schedules;
• Preparation of the graduation documentation.

1.5. You would also need to see the Dean of the International Programs. WIUU’s International Program Dean will help you with:

• Selection of appropriate classes;
• Disputes between students and professors;
• Advise students on educational progress;
• Provide students with preliminary financial information.

1.6. If you have questions about your payment for the program or any other finance-related issues, you need to contact WIUU’s Chief Accountant. The Chief Accountant will help you with the following issues:

• Calculation of the amount of your education fees per semester;
• Calculation of the amount of your education fees per year;
• Debt issues.

1.7. You would also need to contact the WIUU’s Head of IT and On-Line Education Center. The Head of IT and On-Line Education Center will help you with the following questions:

• Your access to the WIUU’s Intranet Server;
• Issues related to information search;
• Your access to WIUU’s internet services.

1.8. You would also need to contact WIUU’s Library Director. The Library Director will assist you with the following issues:

• Obtaining required text-books for your classes (after your library deposit has been paid);
• Advice on class-related non-required books;
• Assistance with the internet information search;
• Advice on availability of academic literature in other universities in Kyiv.

1.9. If you have complaints or suggestions or would like to discuss personal issues as related to the process of your education, you may need to contact WIUU’s Vice Rector. WIUU’s Vice-Rector will help you with:
• Provide guidance in your personal issues as related to your study at WIUU;
• Solving disputes of any kind as related to your education at WIUU.

1.10. If you are interested in broadening your understanding of academic research, publishing and participation in research conferences, the person you need to contact is WIUU’s Provost for Research. The Provost for Research will help you with the following issues:
• Information on available research academic conferences (local, national and international);
• Participation in research academic conferences;
• The process of research and publication.

1.11. If you would like to get involved into student/alumni activities and would like to participate in the events sponsored by WIUU, the person you need to contact is the WIUU’s Internship & Career Development, PR& Communications Manager. The Internship & Career Development, PR& Communications Manager will help you with the following questions:
• Information on available openings in companies;
• Development and monitoring of the social network of WIUU graduates;
• Student Council information.

1.12. If you have questions related to the overall class maintenance, the staff person you need to see is the WIUU’s Facilities Manager. The Facilities Manager can help you with the following issues:
• Maintenance of classrooms and equipment;
• Dormitory residence.

2. Ukrainian Students

2.1. If you are a new/transfer Ukrainian student, you need to contact the Admissions Director of WIUU. WIUU’s Admissions Director can help you with the following issues:
• Obtaining all the necessary information of the University’s programs;
• Finalizing admission documents.

2.2. The next person you need to see is the International Program Coordinator and Program Advisor. The International Program Coordinator and Program Advisor will help you with:
• Academic registration process (i.e., identifying the necessary prerequisite classes, selection of appropriate classes);

• Solving disputes between students and professors;

• Preparation of documentation per student request (transcripts, letters, references, characteristics);

• Maintenance of all the necessary documentation related to a student academic progress;

• Preparation for the graduation process.

2.3. You will also need to see WIUU’s Academic Office Specialist. WIUU’s Academic Office Specialist can assist you with the following issues:

• Help with academic registration process;

• Check your academic progress and clarify your grades;

• Maintain student academic reports, registration applications;

• Communicate with the students on their academic activity: transfer, registration;

• Provide information on class schedules;

• Prepare of the graduation documentation.

2.4. If you have questions about your payment for the program or any other finance-related issues, you need to contact WIUU’s Chief Accountant. The Chief Accountant will help you with the following issues:

• Calculation of the amount of your education fees per semester;

• Calculation of the amount of your education fees per year;

• Debt issues.

2.5. You would also need to see the Dean of the International Programs. WIUU’s Dean of the International Programs will help you with:

• Selection of appropriate classes;

• Disputes between students and professors;

• Advise students on educational progress;

• Provide students with preliminary financial information.
2.6. You would also need to contact the WIUU’s Head of IT and On-Line Education Center. WIUU’s Head of IT and On-Line Education Center will help you with the following questions:

- Your access to the WIUU’s Intranet Server;
- Issues related to information search;
- Your access to WIUU’s internet services.

2.7. You would also need to contact WIUU’s Library Director. The Library Director will assist you with the following issues:

- Obtaining required text-books for your classes (after your library deposit has been paid);
- Advice on class-related non-required books;
- Assistance with the internet information search;
- Advice on availability of academic literature in other universities in Kyiv.

2.8. If you have complaints or suggestions or would like to discuss personal issues as related to the process of your education, you may need to contact WIUU’s Vice Rector. WIUU’s Vice-Rector will help you with:

- Provide guidance in your personal issues as related to your study at WIUU;
- Solving disputes of any kind as related to your education at WIUU.

2.9. If you are interested in broadening your understanding of academic research, publications and participation in research conferences, the person you need to contact is WIUU’s Provost for Research. The Provost for Research will help you with the following issues:

- Information on available research academic conferences (local, national and international);
- Participation in research academic conferences;
- The process of research and publication.

2.10. If you would like to get involved into student/alumni activities and would like to participate in the events sponsored by WIUU, the person you need to contact is the WIUU’s Internship & Career Development, PR& Communications Manager. The Internship & Career Development, PR& Communications Manager will help you with the following questions:

- Information on available openings in companies;
- Development and monitoring of the social network of WIUU graduates;
• Student Council information.

2.11. If you have questions related to military service in the Army of Ukraine, you need to contact WIUU’s HR Department Manager. The HR Department Manager will help you with the following issues:

• Your questions related to military service;
• Guidance with solving the issue of military service.

2.12. If you have questions related to the overall class maintenance, the staff person you need to see is WIUU’s Facilities Manager. The Facilities Manager can help you with the following issues:

• Maintenance of classrooms and equipment;
• Dormitory residence.

3. Overall Issues

3.1. If you have questions related to your academic process, you need to contact (based on your need):

• The International Program Coordinator and Program Advisor;
• The Dean of the International Programs.

3.2. If you have questions related to administrative arrangement of your academic process (grades information, transcripts, letters to employers, etc), you need to contact:

• WIUU’s Academic Office Specialist.

3.3. If you have questions related to your payment for your education at WIUU, you need to contact:

• WIUU’s Chief Accountant.

3.4. If you have questions related to your internet and intranet access, you need to contact:

• WIUU’s Head of IT and On-Line Education Center.

3.5. If you have questions related to your text-books, you need to contact:

• WIUU’s Library Director.

3.6. If you have personal issues as related to the process of your education, you need to contact:

• WIUU Vice-Rector.
3.7. If you have questions related to your participation in research and publication activities, you need to contact:

- WIUU’s Provost for Research.

3.8. If you have questions about student/alumni/networking activities, you need to contact:

- WIUU’s Internship & Career Development, PR& Communications Manager.

3.9. If you have questions related to the military service in the Ukrainian Army, you need to contact:

- WIUU’s HR Department Manager.

3.10. If you have questions related to the overall class maintenance or living in a dormitory, you need to contact:

- WIUU Office Manager.

3.11. If you have questions related to your legal status in Ukraine as an international student, you need to contact:

- WIUU International Department Manager;
- WIUU Admissions Director.

4. The Overall Structure of the Initial Administrative Process of BBA Program

Following are the initial steps that need to be taken to start taking classes at BBA program at WIUU.
5. WIUU Administration and BBA Program Administration

- WIUU Rector and the Head of the Fundamental Studies Department – Prof. Dr. Oleksander Romanovskyi
  Room 1-4
  (+380 44) 236-1916 [ext 102]
  rector@wiuu.edu.ua
  wiuu@wiuu.kiev.ua

- Vice-Rector – Prof. Dr. Juliia Romanovska
  Room 1-4
  (+380 44) 236-1916 [ext 102]
  wiuu@wiuu.kiev.ua

- Provost for Academic Affairs and the Head of the International Management and International Business Department – Prof. Dr. Oleksandr Grebelnyk
  Room 2-7
  (+380 44) 236-1916 [ext 202]
  Hreb_alex@ukr.net
• Provost for Research – Dr. Olga Verkhohlyad
  Room 2-6
  (+380 44) 236-1916 [ext 203]
  overkhohlyad@wiuskiev.ua

• Provost for Administrative-Scientific Activities and Pedagogical Activities –
  Associate Prof. Dr. Oksana A. Mohyla
  Room 2-6
  (+380 44) 236-1916 [ext 202]
  oksanamog@ukr.net

• Dean of the International Programs - Hon. Dr. Olena Volovyk
  Room 2-6
  (+380 44) 236-1916 [ext 204]
  elenavolovyk@ukr.net

• Dean of the School of Management – Dr. Tetiana Mirzodayeva
  Room 2-5
  (+380 44) 236-1916 [ext 203]
  mirzodayeva@mail.ru

• Director of the Academic Department – – Associate Prof. Dr. Lyubov Kondratenko
  Room 2-5
  (+380 44) 236-1916 [ext 206]

• Internship & Career Development, PR & Communications Manager –
  Associate Prof. Dr. Oleksandra Romanovska
  Room 1-4
  (+380 44) 236-1916 [ext103]
  internship_wiuskiev@hotmail.com
• Admissions Director of WIUU - Mrs. Olga Glazova  
(Specialist’s Degree in Linguistics)  
Room 1-4  
(+380 44) 236-8184  
wiuu@wiuu.kiev.ua

• Chief Accountant - Mrs. Lyudmyla Plutenko (Specialist’s Degree in Accounting)  
Room 1-1  
(+380 44) 236-1916 [ext 109]  
wiuu@wiuu.kiev.ua (Attn: Acct. Office)

• International Department Manager - Ms. Maryna Mostova (Master’s Degree in Linguistics)  
Room 1-4  
(+380 44) 236-1916 [ext 105]  
mostova@wiuu.kiev.ua

• International Program Coordinator, Program Advisor - Mrs. Patricia Essien (BBA)  
Room 2-5  
(+380 44) 236-1916 [ext 209])  
p.essien@gmail.com

• Head of IT and On-Line Education Center - Mr. Vladislav Nadtochiy  
(Master’s Degree in Technical Education)  
Room 2-13  
(+380 44) 236-1916 [ext 212]  
nadtochii.vlad@yahoo.com

• Library Director - Mrs. Tetyana Romanovska (Master’s Degree in Education)  
Room 4-5  
(+380 44) 236-1916 [ext 111]  
wiuu@wiuu.kiev.ua (Attn: Library)
• **Academic Office Specialist** - Ms. Liliya Viery (BA in Ukrainian Philology)  
  Room 2-5  
  (+380 44) 236-1916 [ext 210]

• **Facilities Manager** - Ms. Nina Tovstoplet (Specialist’s Degree in Technology)  
  Room 1-4  
  (+380 44) 236-1916 [ext 104]  
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