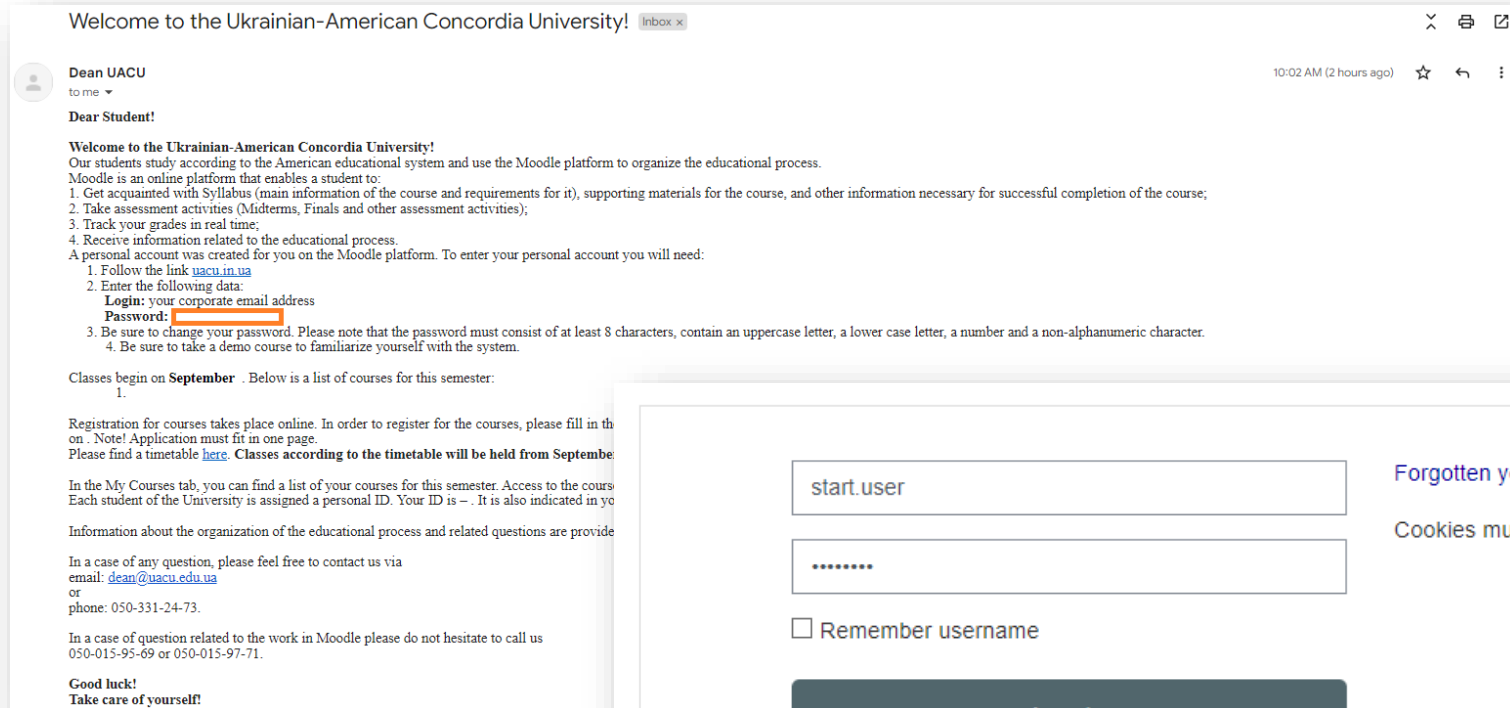


UACU Moodle Essentials

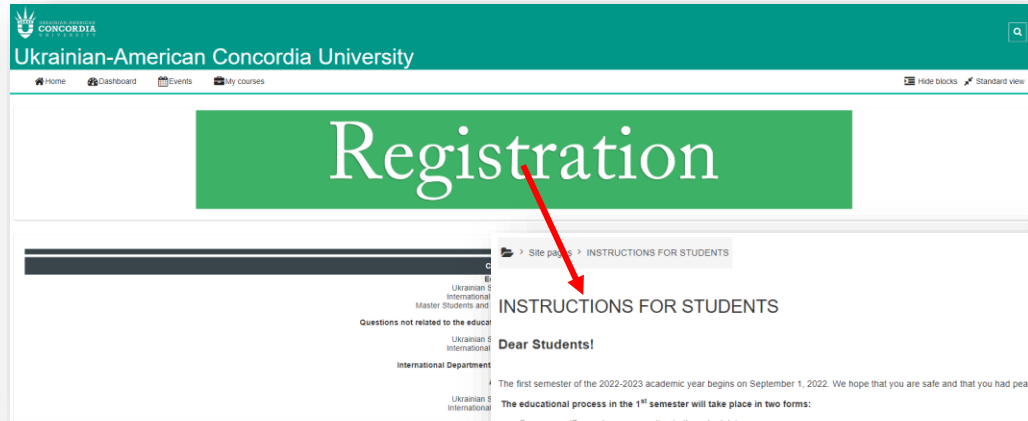
Instructions for Freshmen and Transfer Students

How to access you Moodle profile?



1. Check your mail for a letter with registration info
2. Go to <https://uacu.in.ua>
3. Input your login info and press “Log in”

How to register for a course? (Instructions to follow from the second semester of education)



List of courses. 1st year

1.	Комп'ютерні науки (Computer Science)
2.	Ділова англійська мова I (Business English I)
3.	Англійський твір I (English Composition I)
4.	Основи менеджменту (Principles of Management)
5.	Навчальна практика «Вступ до фаху» (Educational Internship "Introduction to Profession")



4. List of courses
1st year
2nd year
3rd year
4th year
Distance

6. Schedule
1 year 3 year
2 year 4 year

4. Courses for which there are prerequisites can be taken only after successful completion of the prerequisites.
Prerequisites for 1st semester of 2022-2023 academic year

INSTRUCTIONS FOR STUDENTS

Dear Students!

The first semester of the 2022-2023 academic year begins on September 1, 2022. We hope that you are safe and that you had peaceful holidays!

The educational process in the 1st semester will take place in two forms:

- On-campus (Zoom classes according to the schedule)
- Distance (detailed information is available [here](#))

Full-time students can apply for taking distance courses only. For this, you need to contact the Dean's Office via email.

Midterms and Finals of all courses will be held online via Zoom. Information about class and assessment activities dates can be found in the Syllabus of each course. Access to the course is open before its start.

Please note that communication regarding the educational process takes place via corporate e-mail only. In addition, you are responsible for providing yourself with the technical equipment necessary for successful learning.

Classes of the first semester of the 2022-2023 academic year begin on **September 1** (2-4 years of education courses) and **September 12** (1 year of education courses). Registration for courses - **from August 15 to 19, 2022**. New applications submitted after August 19 will be considered after September 1, 2022. **Please do not hesitate to register!**

Instruction for registration

1. Pay the semester tuition fee in accordance with your Agreement.
2. Read all the materials below (application, list of courses available this semester, prerequisites, timetable, etc.).
3. To register for courses, you need to fill in an application and send it by email to the Dean's Office dean@uauc.edu.ua. Please send your applications in one of the following extensions: .doc, .docx, .png, .jpg, .pdf.

Note! If there is more than one pending application from a student, only the last one in the order in which applications are received will be considered.

The student decides which courses to take this semester according to the schedule, fills in an application (only in print) indicating MANDATORY: name and surname, ID number, specialty, specialization (for students of 2-4 years of education), list of courses and contact information.

In the tables for courses, please fill in the 'Course' column, the 'Distance / on-campus' column (here indicate which of the chosen courses you take as distance courses (the list of available distance courses please find [here](#)) for the rest of the courses indicate - on-campus) and the 'Additionally / retaking' column (you take the selected course as an additional one, that is, it is not in your program or you retake it).

The enrollment to the courses (and registration for the specialization for the second-year students) is made only after you receive a reply that your application is accepted.

ATTENTION! The number of places in groups is limited.

Note! Only applications sent from corporate email accounts will be considered.

Before filling out the application, read the notes in it CAREFULLY and inform your parents about them.

Please note that only applications completed in the following form will be considered

Application

APPLICATION

TO: Provost
L. I. Kondratenko
FROM: Student of _____ year
Specialty: _____
Specialization: _____
ID №: _____
(Last Name)
(Family Name)

Academic year: 2022-2023

Semester: 1

Please register me for the following courses: which I take for the first time (according to the Regulations on the Organization of the Educational Process and the curriculum). Semester tuition fee payment has been made.

No	Course	Distance/on-campus	Date of refusal
1			
2			
3			
4			

Please register me for the following courses: which I take additionally or retake (according to the Regulations on the Organization of the Educational Process and the curriculum).

No	Course	Additionally / retaking	Distance/on-campus	Date of refusal
1				
2				
3				

I guarantee full payment of the above-mentioned additional courses and courses I retake, in due time (until September 20). I am aware that non-payment or delay in payment is the basis for non-admission to listening to the courses. I understand that the semester fee covers the 5 courses of the study program that I take for the first time and in the case of early termination of this agreement I guarantee to pay the difference based on the course-wise preliminary recalculation from the beginning of my study at the Institute including all the courses I took according to my registrations for courses. I understand that it is my responsibility to provide myself with technical equipment (computer, laptop, headset, headphones, webcam, microphone, internet etc.) for successful training. I accept the conditions for using corporate email.

Contact number: _____
Parent's contact number: _____

The fee for the courses, indicated in the signed by the student application, is not refundable. I understand that in the case of my untimely completion of the curriculum, the period of study specified in my agreement may be extended. I have no claims to the Administration of the Institute.

Student _____
(First Name, Family Name) (Signature) (Date)

Agreed:
Individual curriculum for the first semester of the 2022-2023 academic year is agreed.
Provost L. I. Kondratenko

1. Once you log in, you'll be on the main page
2. Press big "Registration" button
3. Read though the instructions carefully and understand them fully

How to fill your application?

List of courses. 1st year

1	Комп'ютерні науки (Computer Science)
2	Мова англійської мови I (Business English I)
3	Англійська мова I (English Language I)
4	Навчальні курси (Courses of Management)
5	Вступний курс з фахової підготовки (Educational Introduction to Profession)

APPLICATION

Academic year: 2022-2023
Semester: 1

Please register me for the following courses: which I take for the first time (according to the Regulations on the Organization of the Educational Process and the curriculum). Semester tuition fee payment has been made.

No	Course	Distance/on-campus	Date of refusal
1	Computer Science		
2	Business English I		
3	English Language I		
4	Courses of Management		
5	Educational Introduction to Profession		

Please register me for the following courses: which I take additionally or retake (according to the Regulations on the Organization of the Educational Process and the curriculum)

No	Course	Additionally / retaking	Distance/on-campus	Date of refusal
1				
2				
3				

I guarantee full payment of the above-mentioned additional courses and courses I retake, in due time (until September 20). I am aware that non-payment or delay in payment is the basis for non-admission to listening to the courses. I understand that the semester fee covers the 5 courses of the study program that I take for the first time and in the case of early termination of this agreement I guarantee to pay the difference based on the course-wise preliminary recalculation from the beginning of my study at the Institute including all the courses I took according to my registrations for courses. I understand that it is my responsibility to provide myself with technical equipment (computer, laptop, headset, headphones, webcam, microphone, internet etc.) for successful training. I accept the conditions for using corporate email.

Contact number: _____
Parent's contact number: _____

The fee for the courses, indicated in the signed by the student application, is not refundable. I understand that in the case of my untimely completion of the curriculum, the period of study specified in my agreement may be extended. I have no claims to the Administration of the Institute.

Student

(First Name, Family Name) (Signature) (Date)

Agreed:
Individual curriculum for the first semester of the 2022-2023 academic year is agreed.

Provost
L. I. Kondratenko

Prerequisites. 1st semester of 2022-2023 academic year

```

graph LR
    A[Microeconomics, Macroeconomics] --> B[International Investments]
    A --> C[World Economics]
    D[Mathematics for Economics] --> E[Statistics]
    E --> F[Modeling and Forecasting of the Economy]
    G[Computer Science] --> H[Introduction to Programming]
    H --> I[Database Management Systems]
    J[Managerial Accounting (Financial Accounting)] --> K[Principles of Finance]
    L[Principles of Management] --> M[Strategic Management]
    
```

TO: Provost L. I. Kondratenko
FROM: Student of _____ year
Specialization: _____
ID No: _____
(First Name)
(Family Name)

Start User

Preferences
Edit profile
Email address
Message

About me Courses More Edit profile

Description
User has not updated their description yet.

Interests
User has not updated their interests yet.

ID number

1. Download your application
2. Check what courses you have in your list of courses
3. Check if you have any prerequisites for your courses
4. Fill the application (fill orange), if you are in your 2-4 year, also fill your specialization (blue))

Schedules and how to read them

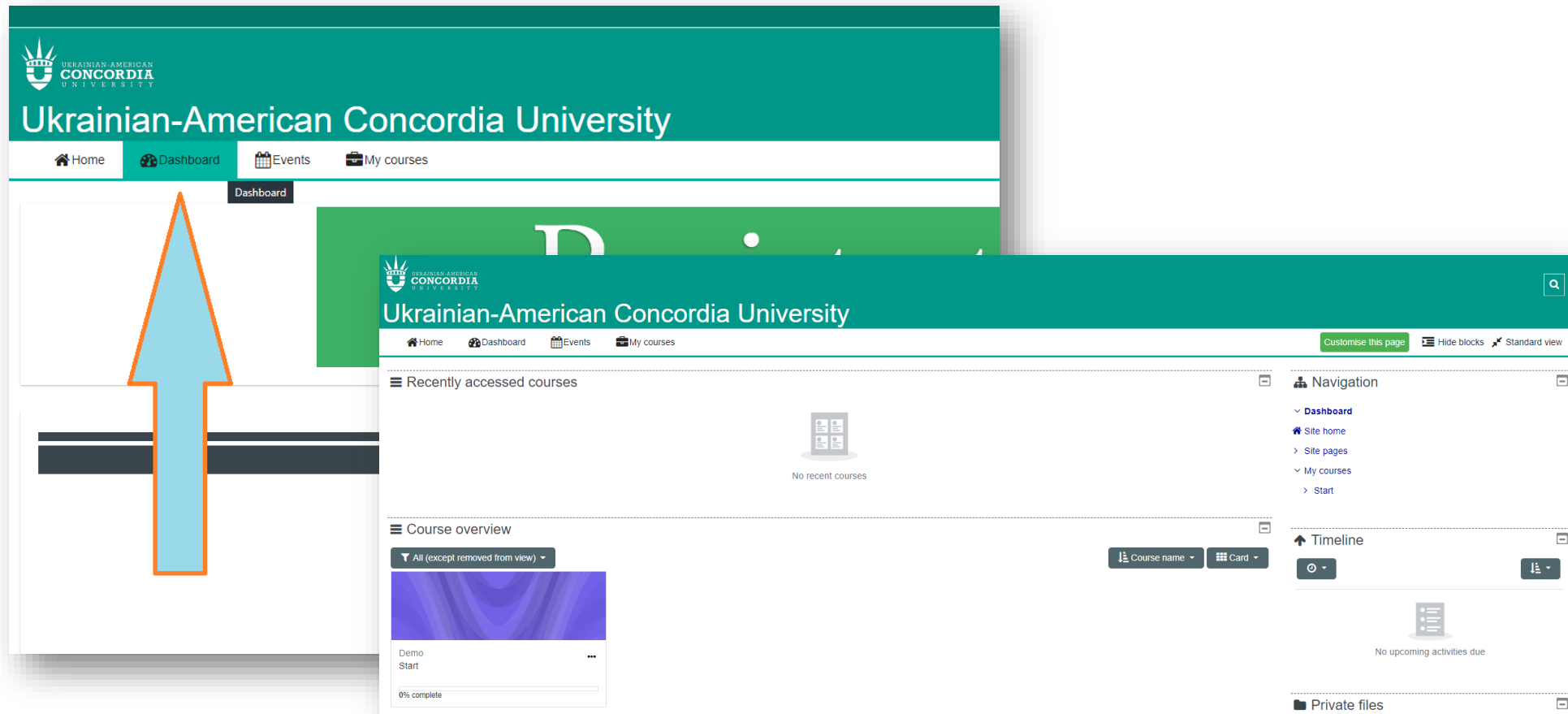
«ЗАТВЕРДЖУЮ»
О. О. Романовський
«__» _____ р.

Timetable
For the 1st year students,
1st semester of 2022-2023 academic year

		9.20-11.50		12.30-15.00		15.20-17.50	
Monday / Понеділок	M	Group 1 English Composition I (Англ. твір I) Ст. викл. Нобеля А. Ф.	Group 4 Computer Science (Комп'ютерні науки) Ст. викл. Миколюк А. В.	Group A Principles of Management (Основні менеджменту) Доч. Серова Л. П.	Group B Principles of Management (Основні менеджменту) Доч. Серова Л. П.		
	HER						
Tuesday / Вівторок	M	Group 4 English Composition I (Англ. твір I) Ст. викл. Нобеля А. Ф.		Group 1 Business English I (Ділова англ. мова I) Доч. Івчук Л. М.		Group 2 Business English I (Ділова англ. мова I) Доч. Івчук Л. М.	
	HER						
Wednesday / Среда	M	Group 1 Computer Science (Комп'ютерні науки) Доч. Селіськова Р. В.	Group 2 English Composition I (Англ. твір I) Ст. викл. Нобеля А. Ф.	Group 4 Business English I (Ділова англ. мова I) Ст. викл. Журчалюк В. Д.			
	HER						
Thursday / Четвер	M	Group 4 English Composition I (Англ. твір I) Ст. викл. Нобеля А. Ф.	Group 1 Computer Science (Комп'ютерні науки) Доч. Селіськова Р. В.	Group A Principles of Management (Основні менеджменту) Доч. Серова Л. П.	Group B Principles of Management (Основні менеджменту) Доч. Серова Л. П.		
	HER						
Friday / П'ятниця	M	Group 4 Computer Science (Комп'ютерні науки) Ст. викл. Миколюк А. В.		Group 4 Business English I (Ділова англ. мова I) Ст. викл. Журчалюк В. Д.			
	HER						
Saturday / Субота	M						
	HER						

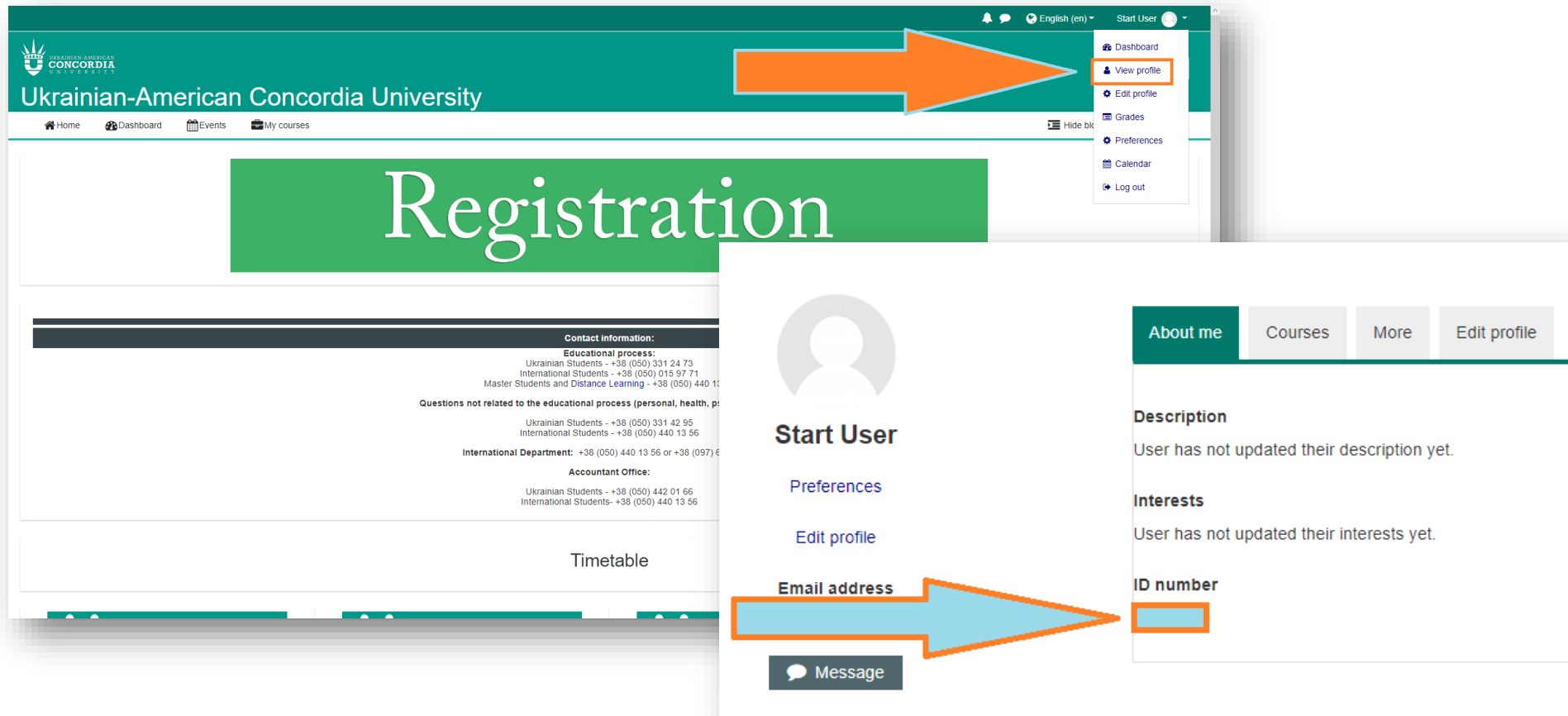
1. Look for your year's timetable
2. Timetable has lectures for entire semester
3. Yellow lectures come first (i.e. September – October)
4. White lectures come second (i.e. November – December)

“My Courses” / Dashboard



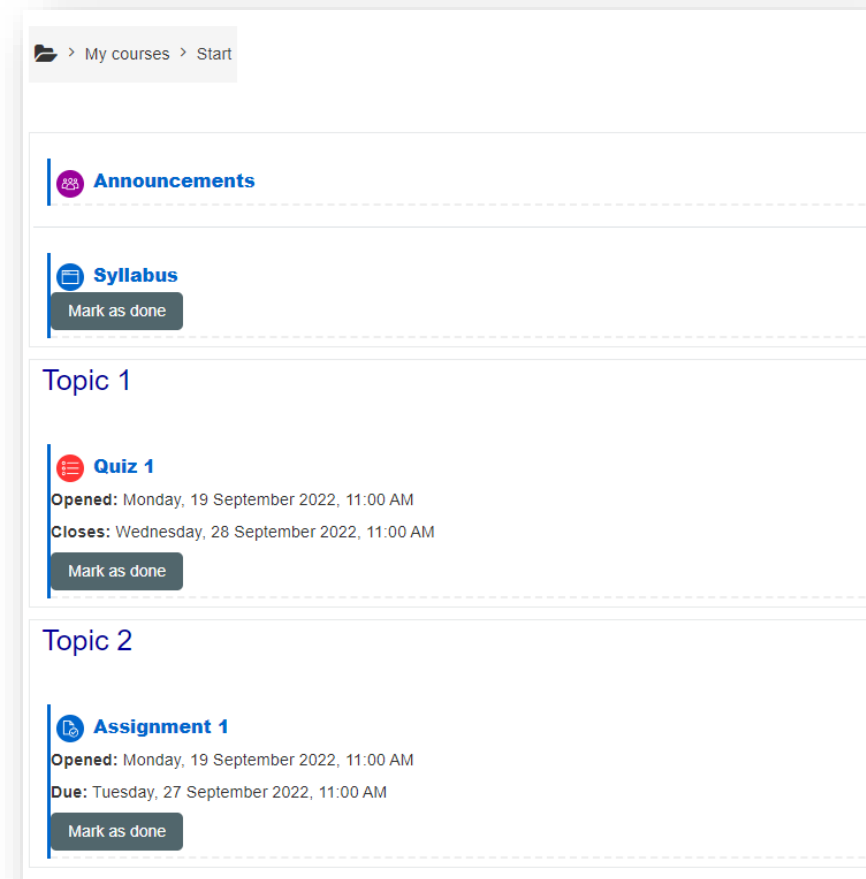
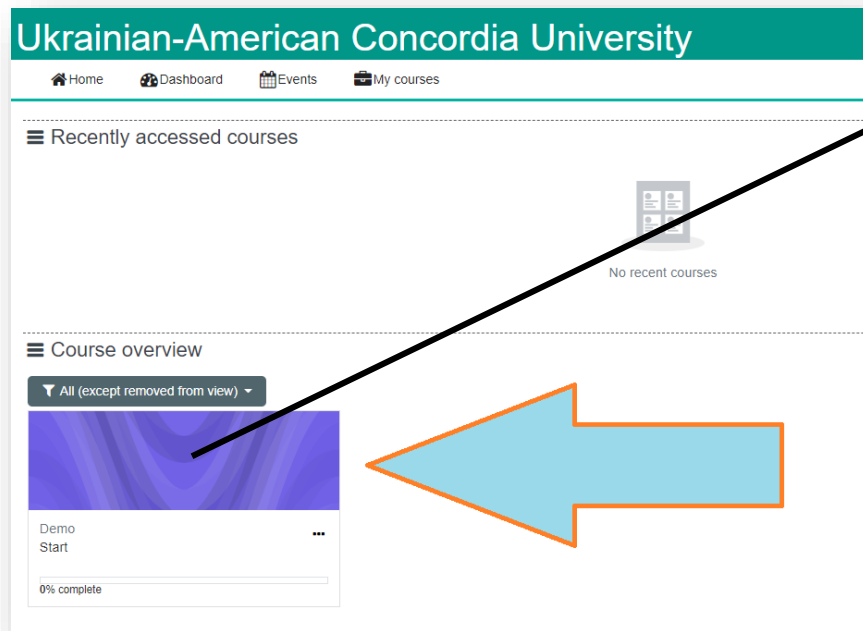
1. You can see what courses you have / are enrolled in at your dashboard
2. You can also see the progress of your courses

Your profile and how to look up your ID?



1. You can find your profile in that dropdown menu on the top right
2. You can also find your ID number there

Getting started with your course page



- You can access your course by clicking at “Dashboard” section

Syllabus and its elements

Syllabus

Mark as done

Course name
Syllabus
Course code

Quarter/Year: ECTS Credits: 6
Instructor: US Credits: 3

Contact information: 1

Prerequisites: 2

Course Description 3
Short description of the course

Course Outcomes
Upon successful completion of this course, students will be able to:

-

Internationality: The international aspect of the course includes ...

Communications
For individual issues, students should contact the professor ONLY by given e-mail or by Moodle. In the Subject line they should put: UACUFirstName.LastName. E-mail messages will normally be answered within 24 hours.
Note! Only emails sent from the student's corporate email address will be answered.

Student Responsibilities
Time Commitment
The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.

Technical Aspects
The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headset or headphones and microphone), as well as access to the internet.
Only students signed in with their own first and last name are allowed into video lectures in Zoom.

Grading Policy
The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.
Note: the minimal grade to pass a subject is 60%.

Graduate Grading Guidelines
The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	3 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	2 (Acceptable)
55% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature, obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
C	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
D	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them
FX	

Maximum total possible points ____ points incl. (Midterm and Final exam are 50% of overall evaluation, where Midterm – 20% and Final – 40%)

- Test / Assignment / Project – ____ points (several times during the course)
- Midterm exam – ____ points
- Final exam – ____ points

Student Workload
It is assumed that for each out of 17 class sessions a student spends about 10.5 academic hours of work. This includes 3.5 academic hours of lectures with the instructor and 7 academic hours of personal work. Personal work includes:
Please pay attention that 1 academic hour equals to 40 minutes.

Assignment Format
• All work should be shown in time. If the student misses the deadline – the task is failed.
• Midterm covered topics from previous lectures (weeks 1 -). It included multiple choice questions and cases (essays) and took about ____ hours.
• The Final exam covered all course material and included multiple choice questions and cases (essays). It lasts for ____ hours. Admission to the Final exam is possible only if all the tasks of the curriculum are covered.
• After the Midterm and Final is graded a student has access to the grade only. Access to the attempt, corrects answers and information whether the answer is correct cannot be granted.

Academic dishonesty
Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Forms of academic dishonesty include:
1. Plagiarism – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
2. Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
3. Facilitating Academic Dishonesty – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. Fabrication – altering or transmitting, without authorization, academic information or records.
Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or relate the assessment activity and for the Final the unsatisfactory grade (F) is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.
Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade "F".
In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.
Submission or retaking of any assessment activities after deadlines are forbidden.

Submission & Return Policy
Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.
**** NO MAKE -UP QUIZZES AND EXAMS ****

Schedule 4

Week #	Research Projects	Assignments Due	Points
Lecture 1			
Date			
Time			
	Midterm (2 nd or 6 th class)		
	20% out of total amount of points for the course		
	Final (1 st class)		
	40% out of total amount of points for the course		

Recommended Materials 5

-

* The above schedule and procedures are subject to change in the event of extenuating circumstances.

Once you have access to your course, press “Syllabus”

Most important elements of your syllabus, that you should take into consideration

1. Contact info of your instructor
2. What prerequisites does this course have
3. Course description
4. Course schedule (including exams)
5. Recommended literature (you should read it)

- Midterms and Finals make up 20% and 40% of your total grade respectively.

How to look up your grades?

Assignment 1

Opened: Monday, 19 September 2022, 11:00 AM
Due: Tuesday, 27 September 2022, 11:00 AM

[Mark as done](#)

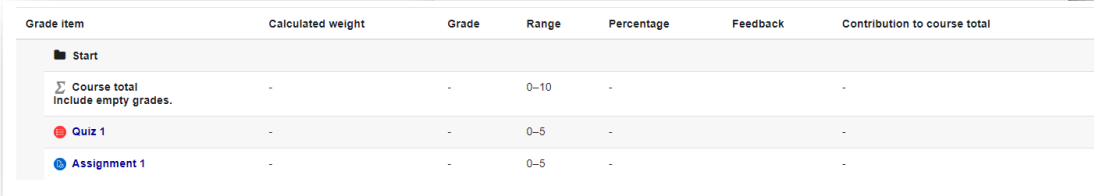
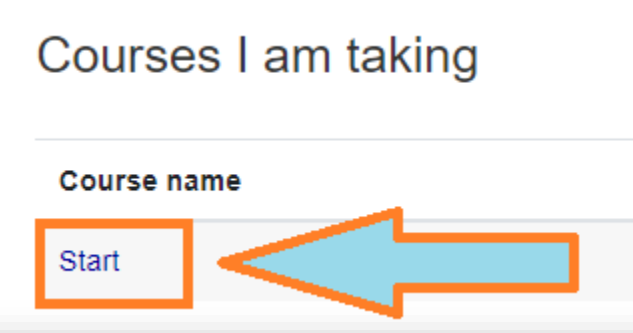
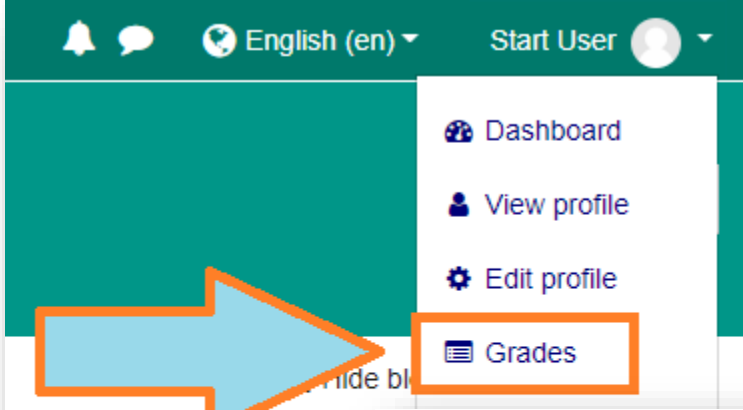
Essay

Submission status

Submission status	No attempt
Grading status	Not graded
Time remaining	7 days 15 hours
Last modified	-

Submission comments [▶ Comments \(0\)](#)

OR



Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Start	-	-	-	-	-	-
Σ Course total Include empty grades.	-	-	0-10	-	-	-
Quiz 1	-	-	0-5	-	-	-
Assignment 1	-	-	0-5	-	-	-

Two ways:

1. Press the assignment the grade for which you'd like to look up
2. To see all grades, use second way, described on the right

How to submit your assignments?

The image shows a sequence of four screenshots illustrating the steps to submit an assignment:

- Step 1:** The 'Assignment 1' page is shown. The 'Add submission' button is highlighted with a red box and a blue arrow labeled '1'.
- Step 2:** The 'Essay' editor is shown. The 'Online text' field is highlighted with a red box and a blue arrow labeled '2', indicating where to paste text.
- Step 3:** The 'File submissions' section is shown. A file named 'Example.txt' is selected, and the 'Save changes' button is highlighted with a red box and a blue arrow labeled '3'.
- Step 4:** The 'Assignment 1' page is shown. The 'Submission status' is 'Submitted for grading', and the 'Save changes' button is highlighted with a red box and a blue arrow labeled '4'.

1. Select the assignment you want to submit in the Course menu
2. Press the “Add submission” button (1)
3. Submit (2) your work by pasting your text into the upper field OR by dropping a file into the lower field or selecting it via menu
4. Once you are done with the previous step, press “Save Changes” (3)
5. Status of your assignment will change once you submit it (4)

How to take Quizzes and Exams?

Quiz 1

Opened: Monday, 19 September 2022, 11:00 AM
Closes: Wednesday, 28 September 2022, 11:00 AM

Mark as done

Attempts allowed: 1
Time limit: 15 mins
Attempt quiz now

Question 1
Not yet answered
Marked out of 2.00
Flag question

Question 3
2
Time left 0:14:45
Quiz navigation
1 2 3
Finish attempt ...
4

Question 2
Not yet answered
Marked out of 2.00
Flag question
Previous page

Question 2
2 Choose...
3 Choose...
1 Choose...
Choose...
d
b
c
e
a

Maximum file size: 80MB, maximum number of files: 1
Files
You can drag and drop files here to add them.

Question 3
Not yet answered
Marked out of 1.00
Flag question
Previous page

Question 1
a. 3
b. 2
c. 1
d. 4
Clear my choice
Time left 0:12:00
Quiz navigation
1 2 3
Finish attempt ...

1. Find and open your quiz / exam
2. Press the “Attempt quiz now” button (be wary of time restrains and attempts)
3. (1) You can flag a hard question to return to it later; (2) number of your question; (3) time left; (4) you can more between questions here (DON’T press “Finish attempt”, unless you have answered all the questions you could).
4. Some questions might ask you to upload a file
5. Some multiple choice questions have drop-down menu
6. You could also use “Previous” & “Next page” buttons to move between tasks
7. Once you think you are done with your quiz / exam press “Finish attempt”
 - You might encounter other types of questions as well, the ones you see here occur most commonly

How to finish and save your Quizzes and Exams?

Quiz 1
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

This attempt must be submitted by Monday, 19 September 2022, 7:49 PM.

Return to attempt

Submit all and finish

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish Cancel

Submit all and finish

1. Once you press “Finish attempt”, you’ll the screen on the right
2. You can still return to the quiz if you think you can do better
3. Once you are confident you want to finish, press “Submit all and finish”
4. You’ll be asked again if you are confident in that, but if you are, press “Submit all and finish” again to finish your quiz / exam for good

In case of any questions, please feel free
to contact us via:

Email: dean@uacu.edu.ua

Phone: (050) 015 97 71