

**Private Higher Educational Establishment-Institute  
“Ukrainian-American Concordia University”  
Faculty of Management and Business**

**MEMO FOR FRESHMEN AND TRANSFER STUDENTS**

**Field of study 07 «Management and Administration»  
Specialty 073 «Management»**

**Field of study 29 «International Relations» Specialty  
292 «International Economic Relations»**

**Bachelor of Business Administration in International Business and  
Management Program**

*Kyiv – 2023*

# *Memo for Freshmen and Transfer Students*

Dear Freshmen and Transfer students, we hope that you will enjoy studying at UACU to become a successful business expert in your future career. The following memo will help you organize your time studying at UACU.

## **Rules and regulations for students**

1. Ukrainian-American programs subjects are taught in English, except for Business Ukrainian, which is a compulsory course to pass according to the curriculum.
2. Academic week: five working days (if classes take place on Saturday, the day off will be during the week).
3. Classes start at 9.20 a.m., finish – at 8.50 p.m. according to the schedule.
4. Duration of a class is 3,5 academic hours (with a break).
5. Students must attend their classes according to the schedule. A student who missed more than 30 hours of study in a semester without valid reasons may be expelled from the University.
6. Being late for lectures and leaving without a valid reason is **unacceptable**.
7. The appearance should be appropriate and professional.
8. Do not make noises and interfere with conversations during a class. Using electronic gadgets during a class is not allowed in case it is not recommended by the instructor. The instructor has the right to expose a student who violates academic discipline from the classroom.
9. Students are not allowed to attend the University and classes intoxicated, if it happens they will be expelled from the University.
10. Smoking at the University is forbidden.
11. Swearing and disrespect to students, staff and faculty is impossible in the premises of the University.
12. Official and only language used for assessment activities is English. Official languages used for communication within the University are Ukrainian and English.
13. Deal with university property with care, in case of damage a fine is applied.
14. All books borrowed from the library must be returned, in case of loss or damage the deposit is not returned.
15. Issuing of duplicate documents in case of loss is carried out on a fee basis on the student's application with the resolution of Administration.
16. High achievements in educational and practical work, good behavior and active participation in the University life will be rewarded for.
17. A student is responsible for violation of rules and regulations of the educational process at UACU.
18. For violation of rules and regulations of the educational process at UACU, disciplinary measures will be applied.

## **Organization of the educational process**

1. Educational success depends on your regular distribution of study time, classroom time (1/3 of the total time allocated to the subject) and independent work (2/3 of the total time allocated to the course).
2. Classroom time – lectures, seminars, classes – are delivered according to the schedule.

Attendance is obligatory.

3. Independent work is studying at home, in libraries or computer lab, doing homework, developing course projects, presentations, preparing for seminars and workshops. Homework preparation of all courses is mandatory.
4. Along with theoretical study, students have internship. Duration and terms of the internship is determined by the curriculum.
5. An academic year consists of two semesters – fall and spring, some courses might be offered during a summer semester. Usually an academic year consists of 10-12 courses.
6. A student's progress is evaluated according to the international and European systems (ECTS).

## Assessment of students' knowledge

1. The organization of the educational process at the university is carried out in accordance with the American and European credit transfer and accumulative systems. UACU students are enrolled in the dual Ukrainian-American program (Bachelors: Management + BBA; International Economic Relations + BBA; Masters: Business Administration + MBA (according to the Agreement). Management, International Economic Relations and Business Administration programs are accredited by the Ministry of Education and Science of Ukraine and provide for the issuance of state diplomas. BBA (Bachelor of Business Administration) and MBA (Master of Business Administration) are international programs accredited by the international accreditation agency FIBAA, recognized by the Cabinet of Ministers of Ukraine. According to the curricula for the bachelors and masters, training is conducted in English. All curricula of courses (Syllabi) are approved at the meetings of the departments each academic year. Based on this, the organization of the educational process is based on two systems: American and Ukrainian, according to the credit transfer and accumulative system.
2. Ten days before the beginning of a semester a student must get acquainted with the list of subjects offered by the Dean's Office (in the Moodle system) and write an application for subjects, including electives, that he/she will take during the coming semester.  
The student can drop the course without getting indication of an unsatisfactory grade in the Transcript before the Midterm. All courses indicated in the application signed by the student have to be paid for. Payment for subjects is not refundable, in particular, if a student has refused to take the course or has not attended classes.  
Students cannot register for those courses for which the prerequisites are provided, without the preliminary successful completion of the prerequisites.
3. At the beginning of the semester (no later than in 10 days) a student has to get acquainted with the Syllabus of the course, the assessment system (from the instructor during the first class and/or in the electronic system – Moodle) and to borrow the necessary textbooks from the library (liability deposit is paid to the University bank account). The instructor introduces a student to the Syllabus and Gradebook during the first class.
4. Each subject is evaluated on a 100% scale – the minimum percentage value to pass the subject is 60% for Bachelors and 70% for Master students. The grading system for each subject includes: Final – 40%; Midterm – 20%; other assessment activities (tests, mini-tests, quizzes, cases, project, etc. – at least 7-8 tasks of this type) – 40%.
5. Midterm and Final are carried out only in electronic mode using various types of tasks provided by the Moodle system.
6. The final grade for the subject is set according to the points scored, which are reflected in the electronic journal (Gradebook) and recorded in the Examination records. The Transcript, Individual Curriculum, and Examination Records contain all the courses the student has attended, including those for which he/she received an unsatisfactory mark ("FX" or "F").
7. The grading system for each subject is described in detail in the Syllabus (and on the online platform Moodle). A Syllabus is the main regulation course information and document for students and instructors. In case of lack of information in the curriculum, the norms of this section come into force. Students should track their intermediate successes in the Gradebook in the Moodle system. Submission of any work after taking Midterm, Final is not allowed. Semester control (Midterm, Final, other assessment activities) is carried out in accordance with the amount of learning material defined by the curriculum, and in the timeframe established by the educational plan. The information students need when working with Syllabus and Gradebook is brought to their attention by the instructor during the first class. The student's personal cabinet in the Moodle system is blocked in case of tuition fees requirements are not met.
8. The final assessment of the student's knowledge is carried out according to the following tables.

### Evaluation scale for Bachelor students

Mark	ECTS grade	National scale grade
90 - 100	A	5 (excellent)
83 - 89	B	4(good)
75 - 82	C	
70 - 74	D	3 (satisfactory)
60 - 69	E	
35 - 59	FX	Unsatisfactory with the possibility to take part in the Test Center
0 - 34	F	Unsatisfactory with the mandatory course retaking

### Evaluation scale for Master students

Mark	ECTS grade	National scale grade
90 - 100	A	Excellent
83 - 89	B	Good
75 - 82	C	
70 - 74	D	Satisfactory
60 - 69	E	Unsatisfactory with the possibility to take part in the Test Center
0 - 59	F	Unsatisfactory with the mandatory course retaking

9. The fulfillment of Syllabus and curriculum requirements are considered when admitting students to Finals. The procedure and forms of students working load in case of missing classes for valid reasons are determined by the instructor and displayed in the Syllabus. The instructor controls the fulfilment of this work. Instructors should take into account that taking or retaking assessment activities can only be offered to all students.
10. On the day of a Final or Midterm a student must inform the instructor and/or Dean's Office by email (everyone is supposed to use corporate email addresses) about the absence, and then to show the instructor and submit to the Dean's Office documents proving the reasons for absence (the papers must be legally confirmed).
11. Students take Midterm and Final only in the period determined by the course program. As an exception, for valid reasons (student's illness, family emergency, etc.), confirmed by relevant documents, the dean of the faculty determines the date of the missed Midterm or Final. As a rule, the Dean's Office provides such an opportunity during the Test Center. A student can take a missed Midterm or Final, according to the application. A student is allowed to retake one of two tests (Midterm or Final) of one subject or take the missed Final, if he/she received a positive mark (minimum 60%) for another test. Retake of a Midterm or Final to improve the grade is not allowed. To improve grades, a student must take the subject again.

The Test Center is an auxiliary form of control, which provides retaking or taking of the missed Midterms and Finals at the same time by all students in different subjects during each semester after Midterm and Final. A student is considered admitted to taking or retaking the Final or retaking the Midterm, if he/she completed on time all types of work provided for by the course program; to taking the Midterm, a student is admitted regardless of the implementation of the curriculum, unless other conditions are provided by the instructor in the Syllabus.

12. If a student scored 1-34% for the final grade (Midterm + Final + tasks), then he/she is not allowed to participate in the Test Center and must retake the course again with payment according to the tuition fee list.
13. If a student received 35-59% for the final grade (Midterm + Final + tasks), he/she has the right to retake the Final or Midterm, if a student received a positive mark for another examination (minimum 60%). The final grade then includes the Test Center grade for Midterm or Final, in which tasks are replaced by similar ones. As a result, the final grade is a better grade for a written Midterm or Final.
14. An admission to take/retake Midterm or Final during the Test Center is granted to a student according to the decision of the Academic Council after submitting the appropriate student's application with the instructor's permission.
15. A student can retake a Midterm or Final in no more than two subjects. Taking/retaking Midterm or Final during Test Center must be paid according to the tuition fees list.
16. Students who received the unsatisfactory final marks (1-59% for Bachelors, 1-69% for Masters), take the subject again.
17. For violating the rules of academic integrity (plagiarism, copying from another student, performance of tasks by another student (for the person who performs and to whom they are performed), use of unauthorized information sources (including the use of artificial intelligence and pre-prepared answers to the questions of tasks (unless otherwise specified in the task itself or allowed by the instructor), failure to meet the requirements for writing the Midterm and Final on-campus or online (paragraphs 22, 23 of this section) etc) on assessment activities (Midterm + Final + other assessment activities), the student is not allowed to take this assessment activity further, and on Final – an unsatisfactory grade is given for the entire subject. For non-compliance with the instructions of the dean's office regarding the Midterm and Final, an unsatisfactory grade is given for the entire subject. Appeals on these issues are not considered by the Academic Council. A student has the right to receive a feedback or comment from the instructor regarding the assessment or grade, to which he/she does not agree no later than during 5 days after grading in Gradebook.
18. The Academic Council was created to resolve controversial issues that arise for a student or instructor. Every student has the right to appeal to the Academic Council of the University against any assessment and grade (including Midterm, Final, final grade), to which he/she does not agree, no later than during 5 days after the assessment in Gradebook.
19. Ten days before the state exams (in programs where they are available), an order to admit students to qualification exams is issued. A student who has not completed the curriculum is not allowed to pass qualification exams and is expelled from the University with the right to renew studies provided it is approved by the UACU Admissions Department.

**The following documents are used to record students' academic activities at UACU:**

1. Student's Academic Card – is kept in the Dean's Office in electronic form, which contains all the information about the courses that the student takes during studying according to student's applications, the number and date of the Examination Records.
2. Gradebook – is being kept by the instructor and filled in within five days after the current assessment and within five days after the Midterm and Final. It is not allowed to accept student's works, which are required to submit before Midterm/Final and make changes in the Gradebook after Midterm/Final.
3. Examination Records - are prepared by the Dean's Office representative and filled in by the instructor on the basis of the Gradebook within ten days after submission of the Gradebook to the Dean's Office.

## **Procedure for issuing certificates**

1. During the studies, a student can receive the following certificates and documents:
  - certificate of student status;
  - Transcript.
2. To order a certificate of student status, an Transcript, a student must make a corresponding request to the dean's email box dean@uacu.edu.ua, by phone or directly to the university's Dean's Office.
3. A certificate of student status is prepared in 1 to 3 working days, an Transcript - up to 20 working days from the date of application.
4. A Transcript must be issued to a student who is withdrawn from the university or to submit preliminary documents to a foreign HEI. The preparation of an Transcript for submission to a foreign HEI is paid for by the student according to the estimate.

## **Registration for courses**

*(this procedure for the 1st year students will take place from the 2nd semester)*

1. A student has to get registered for the courses of a coming semester via email to the Dean's Office: dean@uacu.edu.ua. The Dean's Office representative examines the application and directs the feedback back to the student to make the corrections (if any). If a student's application is accepted, the student emails a signed copy of the application (scan or photo) to the Dean's Office with the date of filling of the application. The step-by-step instruction is posted every semester on the electronic system (Moodle).
2. Registration applications are submitted during determined by the dean's office period of time before a semester starts.
3. To register for the courses, a student (after semester tuition fee is paid until August 15 and January 15, respectively) examines a list of the courses offered including electives in the Moodle system. In case of financial debts registration is not open. After September 20 (February 20), students who have not registered and/or have not paid tuition fees will be expelled from the University.
4. Prerequisite is a course that is compulsory to pass before studying another course.
5. Subjects, which a student retakes or takes additionally, are to be paid until September 20 (February 20).

## **Library**

The Universities' library has textbooks and other materials for courses studies, in particular textbooks of American authors published in English, among which there are unique copies.

At the beginning of each semester, a student borrows the necessary textbooks for the courses offered (provided a library liability deposit is paid). At the end of the semester, a student must return all the textbooks and borrow the new ones.

An important condition for using the library is a timely return of textbooks and being careful with them. Vandalism and university education are two incompatible things. The deposit for using the library is 2000 UAH.

UACU students can use the resources provided by our partners - University of Minnesota Crookston and National Pedagogical Dragomanov University.

## **Distance Learning**

The University provides online education, which is offered in accordance with the "UACU Regulations on Distance Learning."

### **Sources of information for students and parents**

UACU has an extensive system in social networks. You can find out about the course of student life from our pages on Facebook, Instagram, LinkedIn and others through the university's website <https://www.concordia.edu.ua/>

## Tuition fees

The tuition fee is paid according to the Agreement.

A student pays for a semester (until August 15 and January 15).

Additionally, a student pays for subjects that he/she retakes or takes additionally. Payment for these courses is made by students until September 20 (February 20).

It is worth paying attention to the conditions for early termination of the Agreement.

## Additional information

To facilitate your adaptation to the University environment UACU Administration and Faculty will be eager to help you.

You can address:

Provost for Academic Affairs - Dr. Liubov I. Kondratenko.

Dean of the Faculty of Management and Business, Director of Distance Learning Center - Dr. Natalia M. Protsun.

Head of the International Economic Relations, Business & Management Department - Prof. Liubov V. Zharova.

Head of the Information Technologies & Innovations Department, UACU Moodle Coordinator - Dr. Anastasiia V. Kinash.

Head of the Department of General Studies, Coordinator of Student Initiatives and Self-government- Dr. Halyna A. Bevzo.

International Office Director - Mrs. Olha O. Hlazova.

International Students Coordinator - Mrs. Maryna Yu. Mostova.

Academic Office Director (issuance of certificates, grade books, student tickets) - Mrs. Lilia M. Parkhomenko.

Library Director - Mrs. Tetiana O. Romanovska.

Chief Accountant - Mrs. Liudmyla V. Plutenko.

## University phone numbers

Rector's Office: (050) 331-42-95 [info@uacu.edu.ua](mailto:info@uacu.edu.ua)

Dean's Office: (050) 331-24-73, (050) 015-97-71 [dean@uacu.edu.ua](mailto:dean@uacu.edu.ua)

International Office: (050) 440-13-56 [olga.glazova@uacu.edu.ua](mailto:olga.glazova@uacu.edu.ua) / [maryna.mostova@uacu.edu.ua](mailto:maryna.mostova@uacu.edu.ua)  
(050) 440-13-56

## List of courses for the first semester of the 2022-2023 academic year

1. АНГЛІЙСЬКИЙ ТВІР I (English Composition I)
2. ДІЛОВА АНГЛІЙСЬКА МОВА I (Business English I)
3. КОМП'ЮТЕРНІ НАУКИ (Computer Science)
4. ОСНОВИ МЕНЕДЖМЕНТУ (Principles of Management)
5. ОСНОВИ БІЗНЕСУ (Introduction to Business)

## Time schedule

**I class** – 9.20-11.50 a.m.

**II class** – 12.30-3 p.m.

**III class** – 3.20-5.50 p.m.

**IV class** – 6.20-8.50 p.m.

A break during a class is 15 minutes.