

Private Higher Educational-Establishment-Institute  
«Ukrainian-American Concordia University»



**ЗАТВЕРДЖУЮ**

Rector

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**REGULATIONS**  
**on the organization of the educational process**  
**for students**

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# 1. GENERAL PROVISIONS

The Regulations on the Organization of the Educational Process for Seekers of Higher Education in the Ukrainian-American (Joint) Program (hereinafter referred to as the/these “Regulations”) are an integral part of the system of internal quality assurance of educational activities and the quality of higher education governing the organization and implementation of educational activities at the Private Higher Educational Establishment-Institute “Ukrainian-American Concordia University (hereinafter referred to as the UACU).

## 1.1. Fundamental Terms and Concepts

The Regulations use the terms specified in the Law of Ukraine “On Higher Education”, the ECTS Users’ Guide and other documents:

**academic integrity** – a set of ethical principles and rules defined by law that should guide the participants of educational process in their learning, teaching, and conducting research (creative) activities in order to ensure trust in learning outcomes or research (creative) achievements;

**academic freedom** – independence and autonomy of participants in the educational process during pedagogical, scientific-pedagogical, research and/or innovative activities, carried out on the principles of freedom of speech and creativity, dissemination of knowledge and information, conducting research and using its results, and implemented in compliance with the restrictions established by the Law of Ukraine “On Higher Education”;

**academic mobility** – opportunity for participants in the educational process to study, teach, do internship or conduct research activities in another institution of higher education (scientific/research institution) in Ukraine or abroad;

**accreditation of an educational program** – evaluation of an educational program and/or educational activity of a higher education institution under this program in relation to:

- compliance with the higher education standard,
- ability to meet the requirements of the standard and achieve the learning outcomes stated in the program,
- achievement of the stated learning outcomes of the program;

**accumulation of credits** – the process of collecting credits required to obtain a qualification;

**assessment criteria** – descriptions of what and at what level a student is expected to do and at what level in order to demonstrate the achievement of a certain learning outcome;

**assessment methods** – an inventory of procedures and techniques used to evaluate the student’s progress and ascertain the achievement of the learning outcomes on a particular program or its separate educational component (module);

**competence** – a dynamic combination of knowledge, skills and practical abilities, ways of thinking, professional, philosophical and social qualities, moral and ethical values, which determines a person’s ability to successfully pursue professional and

further educational activities and is the result of training at a certain level of higher education;

**credit** – a unit of measuring the volume of workload an average student requires to achieve the defined learning outcomes;

**credit of the European Credit Transfer and Accumulation System** (hereinafter referred to as “**credit ECTS**”) – a unit for measuring the workload of a degree-seeking student required to achieve the defined (expected) learning outcomes. One credit ECTS corresponds to 30 hours of work. 60 credits ECTS are usually allocated to the learning outcomes and associated workload of a full-time academic year;

**degree** – one of the names of qualifications awarded by the competent authority to a person upon successful completion of a higher education program;

**degree profile** – a description of the educational program for obtaining the appropriate degree in terms of competences and learning outcomes, designed in the established format;

**seekers of higher education** – persons enrolled at an institution of higher education at a certain level of higher education in order to obtain the appropriate degree and qualification (*in these Regulations, also referred to as **higher education seekers, degree seekers, degree-seeking students, non-degree-seeking students, and, informally, students, depending on context***);

**educational activity** – the activity of higher education institutions, which is carried out in order to ensure the acquisition of higher (undergraduate and graduate) and postgraduate education and to meet other educational needs of higher education seekers (degree-seeking students) and other persons;

**educational component** – a self-contained structural unit of an educational program;

**educational process** – an intellectual, creative activity in the field of higher education and science, which is carried out in a higher education institution (scientific institution) through a system of research, methodological and pedagogical activities, and aimed at transferring, obtaining, developing, and applying knowledge, skills and other competences in students, as well as the formation of a harmoniously developed personality;

**educational (educational-professional or educational-scientific) program** – a system of educational components at the appropriate level of higher education within the speciality (subject area), which determines the requirements for the entrance level of education for this program, the list of courses and the logical sequence of learning them, the number of credits ECTS required to complete this program, and the expected learning outcomes (competences) that a seeker of the relevant degree of higher education must acquire;

**European Credit Transfer and Accumulation System (ECTS)** – a system for credit accumulation and transfer used in the European Higher Education Area (EHEA) to provide, recognize, validate qualifications and educational components and to promote the academic mobility of students studying towards their degree. The system is based on determining the workload of degree-seeking students necessary to achieve the defined learning outcomes, which is expressed in credits ECTS;

**field of study** – the main subject branch of education and science, which includes a group of related specialities for which training is provided;

**general (generic) competences** – competences that are developed in the student in the process of studying in a particular educational program, but are universal in nature and can be transferred from the context of one program to another;

**information package** – a directory, which contains information about the educational institution, educational programs, qualification level, awarding/assigning credits ECTS on the basis of the workload required to achieve the expected learning outcomes, program profile, key learning outcomes, etc.;

**learning outcomes** – a set of knowledge, skills, abilities, other competences, attained by the student in the process of training/studies under a particular educational-professional, educational-scientific program, which can be identified, measured, and verified by assessment;

**module** – a component of an educational program in case the program is modularized, i.e. all the components have equal or aliquot credit value in credits ECTS;

**National Qualifications Framework** – a formal systematic description of qualification levels, structured by competences;

**professional (or subject-specific) qualifications** – qualifications which are awarded in accordance with professional standards in force in the field of industry, and reflect the ability of a person to perform the tasks and responsibilities of a particular type of professional activity;

According to the subject of provision, professional qualifications are divided into career (provided in the field of industry) and educational (provided in the field of education). Professional career qualifications include qualification ranks, grades, categories, titles, etc.

**program competences** – the most essential competences that determine the specifics and are part of the program profile;

**program profile** – a concise document created to present the basic information about the educational program, which defines the subject area to which a particular educational program belongs, its level and specific features of the program;

**qualification** – the official result of assessment and recognition, obtained when the authorized institution has established that a person has achieved competences (learning outcomes) compliant with higher education standards, which is certified by the relevant document on higher education;

**quality of higher education** – the level of knowledge, skills, abilities and other competences obtained by a person, which reflects their competence in accordance with the higher education standard(s);

**quality of educational activity** – the level of organization of the educational process in a higher education institution that meets the standards of higher education, ensures the acquisition of quality higher education and promotes the creation of new knowledge.

**skill** – the ability to apply knowledge and understanding to perform tasks and solve problems, developed through training;

**specialization** – a constituent of the speciality (program subject area), which is determined by the higher education institution and provides a specialized, subject-

specific educational-professional or educational-scientific program for the training of applicants for higher (undergraduate and graduate) and postgraduate degree seekers;

**speciality (or program subject area)** – a constituent of the field of knowledge, in which training is provided;

**standard of higher education (or higher education standard)** – a set of requirements for the content and results of educational activity of higher education and research institutions at each level of higher education within each speciality;

Higher education standards are developed for each level of higher education within each speciality in accordance with the National Qualifications Framework and are used to determine and assess the quality of the content and results of educational activity of higher education institutions (research institutions).

The standard of higher education defines the following requirements for the educational program:

- the amount of credits ECTS required to obtain the appropriate degree;
- the list of competences of a program graduate;
- the normative content of training of degree-seeking students, formulated in terms of learning outcomes; forms of attestation (certification) of higher education seekers;
- requirements for the availability of an internal quality assurance system for higher education;
- requirements of professional standards (if any).

## **1.2. Regulatory Framework**

The organization of the educational process at UACU is carried out under such regulatory documents as the Constitution of Ukraine, the Laws of Ukraine “On Education”, “On Higher Education”, the Resolution of the Cabinet of Ministers of Ukraine “On Approval of the National Qualifications Framework”, standards for educational activity, other legal acts and regulations on education, the UACU Statute, institutional regulations, instructions, orders, directives, which govern the educational process at UACU and ensure the efficiency of the internal quality assurance system.

## **2. EDUCATIONAL PROCESS**

The educational process at UACU is an intellectual, creative activity in the field of higher education and science, which is carried out in UACU through a system of research, methodological and pedagogical activities, and is aimed at transferring, mastering, developing and applying knowledge, skills, abilities in its students, as well as the formation of a harmoniously developed personality.

### **2.1. Purpose of the Educational Process**

The purpose of the educational process at UACU is to train competitive specialists, ensure their development and acquisition of the necessary general (generic) and professional (subject-specific) competences in accordance with the levels of the

National Qualifications Framework (hereinafter referred to as the “NQF”), as well as opportunities for personal development.

Education at the UACU is aimed at creating conditions for personal development and creative self-realization; formation of national and universal values; creating equal opportunities for young people in obtaining quality education; preparation for life and work in modern conditions; development and implementation of innovative technologies in education; democratization of education and educational process; development of lifelong learning; integration of Ukrainian education into European and global space; ensuring social protection of higher education seekers and research and teaching staff, responsible attitude to their own health, environmental protection; creating the most favorable living conditions for society.

## **2.2. Principles Underlying the Educational Process**

The basic principles underlying the educational process at UACU are as follows:

- accessibility for everyone of all forms and types of educational services provided by the state;
- equality of conditions for each person in relation to the full realization of their abilities, talent, comprehensive development;
- humanism of the educational process, the priority of universal spiritual values;
- organic connection with the world and national history, culture, traditions;
- independence of the educational process from political parties, public and religious organizations;
- scientific, secular nature of the educational process;
- integration of the educational process with science and manufacturing industry;
- mutual connection with education of other countries;
- flexibility and predictability of the educational process;
- integrity and succession of the educational process;
- continuity and diversity of the educational process;
- freedom of speech and creativity;
- international integration.

## **2.3. Education Content and Its Formation**

The educational process at the UACU focuses on the formation of an educated, harmoniously developed personality, capable of constant updating of scientific knowledge, professional mobility and rapid adaptation to change and development in the socio-cultural sphere, engineering, technology, management systems and labor organization in a market economy.

The content of education is determined by the educational-professional (educational-scientific) program and competences (professional and general), which must be acquired by degree-seeking students, on the basis of which the structural-logical scheme for the training of degree seekers is developed. On the basis of the structural-logical scheme of for the training of degree-seeking students, a curriculum

is developed, which determines the scope (list) and volume of academic disciplines (courses) in credits ECTS, the forms and duration of classes, the academic schedule, forms of on-going and final control. A current academic curriculum is drawn up in order to specify the planning of the educational process for each academic year. Based on the educational program, syllabuses of individual courses, means and tools of diagnostics of professional training quality.

Training of degree-holding professionals at UACU is carried out according to educational (educational-professional, educational-scientific) programs. The volume of credits ECTS in degree programs constitutes:

for a bachelor's degree – 240 credits ECTS;

for a master's degree – 90 credits ECTS.

Educational (educational-professional or educational-scientific) program is a system of educational components at the appropriate level of higher education within program subject areas, which determines the requirements for the entry education level of applicants, the list of courses and logical sequence of learning them, the number of credits ECTS required to complete this program, as well as the expected learning outcomes (competences) to be mastered by the applicant for a specific higher education degree.

The educational program is developed for each speciality separately for the first (bachelor) and second (master) levels of higher education.

#### **2.4. Course Catalog / Information Package**

The course catalog is a directory containing information about the educational institution, educational programs, qualification level, allocation/assignment of credits ECTS based on the workload which is required to achieve the expected learning outcomes, program profile, key learning outcomes, etc.

The catalog should contain the following sections:

- information about the educational institution;
- degree programs (including descriptions of all the educational components);
- general information for students.

The information should be detailed, accessible to the user, up-to-date, published on the UACU's website; made public in advance.

#### **2.5. Structural-Logical Scheme of Training**

Structural-logical scheme of training is a component of the higher education standard, which determines the logical sequence of the study of academic disciplines, as well as the coordination of their content on topics over time. It is developed for each level of higher education in accordance with the qualification requirements for professions (positions) of specialists of a certain level and the standards of higher education.

When developing a structural-logical scheme, the following principles are followed:

- you may not study a subject before the discipline, which includes fundamental



issues for this subject;

- individual sections (topics) of different academic disciplines should not be duplicated;

- each discipline should be studied continuously;

- you may not study disciplines within only one cycle concurrently;

- when determining the content of academic disciplines, it is necessary to be guided by the competences that a holder of a bachelor's and master's degrees should have;

- the study of each discipline should end with some form of final control;

- the total duration of training, the student's workload, and the total number of courses studied during an academic year should not exceed the set norms.

The structural and logical scheme is developed taking account of such indicators as:

- the duration of training;

- the total amount of study hours;

- the amount of hours within the training cycles of the courses on the curriculum;

- weekly workload per student (by years of studies);

- the correlation between classroom hours and hours of independent student work (by years of studies);

- types and duration of student internships;

- forms of attestation (final assessment) of a graduate and the duration of preparation for it;

- the number of compulsory disciplines within training cycles;

- the number of elective courses.

## **2.6. Academic Curriculum**

The Academic Curriculum is the main regulatory document that determines the organization of the educational process at UACU. The Academic Curriculum is developed on the basis of educational-professional (educational-scientific) program, structural-logical scheme of training and determines the list and volume of compulsory and elective disciplines in credits ECTS, sequence of disciplines, forms of training and their volume, the Academic Calendar, forms of on-going and final control.

The Academic Curriculum determines the workload of degree-seeking students which is an estimation of time a student needs to study the required academic disciplines, expressed in academic hours and in credits ECTS.

Credits are allocated to all disciplines (educational components) defined by the curricula. Credits are also assigned to all other types of student learning activities (internships / work placements, course/term papers, graduate theses, final attestation/certification). Course paper or course project, which have an interdisciplinary nature, can be allocated a separate position in the curriculum (approximate value – 3 credits ECTS) and included in the number of 16 disciplines per year.

One credit corresponds to 30 academic hours (hours of work).

Educational disciplines. The normative content of student training is formulated

in the standard of higher education in terms of learning outcomes and is a mandatory part of the requirements for the level of competence of higher education seekers in a particular educational program.

The courses on the Academic Curriculum are divided into the cycles of general and professional training.

Within the relevant educational program and Current Academic Curriculum, students have an opportunity to choose elective courses that constitute at least 25% of the total volume of credits ECTS, taking into account their own needs, interests, preferences for future professional activities or personal development.

The total number of courses planned for study is regulated by the complexity of the required academic workload, which constitutes 60 credits ECTS per academic year divided by semesters and should not exceed 8 courses (educational components) per semester.

Elective courses selected by a student are included in each student's individual curriculum.

Academic curricula are drawn up for each speciality for different forms of education, for each educational level.

The generalization of the UACU curricula is entrusted to the Academic Office based on the analysis of the proposals submitted by project groups.

Curricula for intramural (full-time) and extramural (distance) forms of study are approved by the Academic Senate of the UACU and approved by the Rector.

## **2.7. Current Academic Curriculum**

The Academic Curriculum is a regulatory document of UACU, which determines the list and scope of academic disciplines and the logical sequence of their study.

A mandatory element of the curriculum is to determine the workload required to master the academic disciplines in both academic hours and credits ECTS. One credit ECTS corresponds to 30 hours of work; 60 credits ECTS are allocated to the yearly workload of a typical degree-seeking student.

To specify the planning of the educational process in accordance with the Academic Curriculum, a Current Academic Curriculum is drawn up annually – is a normative document of UACU, according to which the planning of the educational process is carried out according to the academic semesters by year of training toward a specific degree, field of study, subject area (speciality), specialization (educational program).

The Current Academic Curriculum is drawn up by the Academic Office, agreed with the department heads, dean, Vice-Rector/Provost.

The Current Academic Curriculum contains a calendar schedule for the entire period of study, a student time budget specifying the time for classroom (on-campus) classes, independent work, assessment procedures, practical training, vacations, attestation. The Current Academic Curriculum clearly defines the amount of hours for each course, the number of credits ECTS and the forms of final control.

## **2.8. Academic Calendar**

The Academic Calendar for the academic year determines the calendar terms of theoretical and practical training, final (end-of-course/semester) control (examination sessions), internships, preparation of qualification theses, attestation/certification of degree seekers, vacations.

The duration of each academic year is 52 weeks, including 34 weeks of theoretical training with a 2-week examination session, and a 16-week vacation period (exclusive of the graduate-year students). In the last year of studies, training towards graduate attestation/ certification comprises up to 2 weeks.

The academic year is split into fall and spring semesters. The duration of each semester is 17 weeks of theoretical training in “15+2” format for each semester for all courses (15 weeks of classroom work, 2 weeks per semester of current (on-going/mid-term) and final module control in interactive form with the defense of individual papers or individual work outcomes (business cases, projects, workshops, etc.).

Annually, the Academic Calendar of intramural (full-time) and extramural (distance) forms of education for each academic year is compiled by the UACU Academic Office. The Academic Calendar of the full-time educational process is compiled on the basis of the Academic Calendars specified in the current curricula, approved by the Provost for Academic Affairs and the UACU Rector.

## **2.9. Schedule of Classes and Sessions**

Completion of classroom workload at UACU is carried out according to the schedules of training sessions, examination session.

The schedule of classroom classes should ensure the full completion of the Academic Curriculum.

The main principle of the schedule is its pedagogical validity and expediency in combination with the economical use of time of students and instructors, with the greatest convenience for them. The use of classrooms, specialized classrooms and laboratories should be reasonable.

The study week is six days; the training is in two shifts.

All classroom classes are held according to the schedule of the academic (study) day, which is agreed with the Student Council and approved by the Academic Senate. Classroom classes at UACU are held based on academic hours – three academic hours form a class session with a break of 10-15 minutes, which totals 2,5 hours.

The formed schedule for intramural (full-time) students is agreed with and signed by the dean of the faculty, chairperson of the Student Council of the faculty, head of the Academic Office and approved by the Provost for Academic Affairs 10 days before the start of the semester.

The class schedule is posted on the Dean’s Office noticeboard and in the UACU Moodle system no later than one week before the beginning of studies.

Any changes in the schedule of classes are made with the permission of the Provost for Academic Affairs according to the set procedure, of which all participants in the educational process get informed.

The Dean’s Office of the faculty is responsible for keeping the master copy of the

schedule

After the end of the academic (study) semester, the master copy of the class schedule is submitted to the Academic Office, where it is stored until the end of the academic year.

## **2.10. Academic Mobility**

The primary objectives of academic mobility are:

- exchange of students between partner higher education institutions;
- simultaneous receipt by the student of two diplomas or a certificate of completion of studies with a list and number of courses, credits assigned/awarded, and information on the assessment of student knowledge;
- raising the level of theoretical and practical training of students, doing research with the use of modern equipment and technologies, mastering the latest unique methods, gaining experience in research activity, ensuring information exchange;
- study of individual content modules;
- gaining professional experience during the internship at a foreign company;
- improving the quality of education and training of would-be qualified specialists;
- enhancing foreign language proficiency;
- support of social, economic, cultural, political relations and connections with other countries;
- strengthening the integration of education and science, giving impetus to further research, deepening knowledge of national cultures of other countries, and the dissemination of knowledge about the language, culture, education and science of Ukraine.

Students who exercise the right to academic mobility during their studies, research activities in another higher education institution (scientific institution) on the territory of Ukraine or abroad, are guaranteed to retain their enrollment at UACU. Such persons are not expelled from UACU.

For those students who are sent to study, an individual curriculum is drawn up on the basis of the Current Academic Curriculum for the speciality (program subject area) of the corresponding year / semester and a training program approved by a foreign educational institution.

On their return to UACU, the student:

- submits a standard academic transcript of records confirming the completion of the study program in a foreign educational institution and containing information about the learning outcomes and credits earned;
- reports on the completion of their individual curriculum.

UACU has the right (in line with the established procedure and regulations, and at the request of the relevant department) to transfer the learning outcomes / credits earned, which are documented on the academic transcript of records issued by a foreign educational institution and consider the individual curriculum completed. This is possible provided that the content (expected learning outcomes) of the courses taken and internships undergone coincides, and the volume of credits constitutes at least 75%

of the amount defined in the Curriculum.

As a rule, the duration of studies at an educational institution abroad should not exceed one year.

A student who studied at a foreign educational institution for less than 2 months during the semester, sits the final examinations within the timeframe of the relevant examination session as specified in the Academic Calendar.

If the term of studies at a foreign educational institution exceeds 2 months and/or coincides with the dates of the examination session at UACU, an individual examination (course/term paper defense) schedule may be drawn up for such a student in accordance with the established procedure.

Learning and living conditions of exchange students are determined by bilateral agreements between partner institutions of higher education.

## **2.11. Individual Curriculum of a Student**

The individual curriculum (or individual study plan) of a student is a working document of the student, which contains information about the list and sequence of study of courses (academic disciplines), the amount of academic workload (all types of educational activities), the assessment system.

The individual curriculum of a student is drawn up on the basis of the Current Academic Curriculum of the UACU and includes all compulsory courses and part of the elective courses chosen by the student, as well as practical training.

Elective courses can be selected by students both separately and in blocks, which are formed on the basis of the possibility of awarding the appropriate qualification or relatedness of the acquired competences.

The individual curriculum of a student is drawn up for each academic year in terms of semesters and is implemented during the study period.

To draw up an individual curriculum for a student who exercises their right to academic mobility, usually for a semester or a year (including from foreign higher education institutions), the head of the Academic Office analyzes the information on the list of courses studied by the student, their volumes as specified in the documents provided (academic transcript of records, enrollment agreement, etc.) and information package on the relevant speciality (subject area), informs the student of the list of compulsory and elective courses within an academic semester/year.

For a student who goes to study to another higher education institution (including abroad), the Transcript of Records (or Academic Transcript of Records) (hereinafter referred to as the “Transcript”) of the established standard is issued, verifying their academic progress and achievements and, upon request, an information package of the relevant speciality (course catalog).

An individual curriculum is drawn up every semester for students who resume their studies after an interruption or are transferred within the institution. The first section includes the courses on the Academic Curriculum for the current semester; the second section contains the courses not provided for in the current semester’s Academic Curriculum. Those are compulsory courses (academic disciplines), the student had to complete in the educational program provided by the standard of higher

education in the corresponding subject area (speciality). If the mandatory number of credits ECTS (30 per semester, 60 per year) does not meet the transferred number of credits ECTS, the second section of the individual curriculum includes elective courses that the student must study within the academic year with additional credits.

The individual curriculum of a student has to be completed within a period not exceeding the standard period of study. In case of interruption of training, the normative term of study may differ from that specified in the Academic Curriculum.

During the entire period of a student's enrollment at UACU, after the end of each semester of the respective academic year, an authorized representative of the Academic Office records the learning outcomes of the student (specified in their individual curriculum) in the electronic journal and student card.

A student, who has been transferred from another educational institution or had academic achievements before getting enrolled at UACU, has the right to apply to the dean of the faculty for recognition of prior learning, in particular for credit transfer on a previously studied course (academic discipline). In order to do this, when drawing up an individual curriculum for the following academic year, but not later than the start of the first week of theoretical studies of the semester, a student applying for a transfer of credits submits a formal request to the dean of the faculty, indicating the name of the course/discipline and the final grade obtained. The dean together with the head of the academic department responsible for the course decide whether such credit transfer is approved or declined; the response is indicated on the request.

The dean of the faculty and the head of the academic department administering specific a degree program (graduating department) are responsible for the compliance of the student's level of competence with the requirements of higher education standards. The student is responsible for the completion of their individual curriculum. The responsibility for the acquisition of learning outcomes (competences), which must be mastered by a degree seeker, rests with the teacher/instructor. Control over the student's completion of the individual curriculum is entrusted to the dean of the faculty and the project team responsible for the training of degree-seeking students.

### **3. ORGANIZATION OF EDUCATIONAL PROCESS**

The organization of the educational process is based on the principles of student-oriented learning and teaching.

#### **3.1. Language of Instruction**

The language of instruction at the UACU is English.

The UACU provides students (including international students) with the study of the state language as a separate educational discipline.

#### **3.2. Modes of Studies**

Education at UACU is carried out in the following forms/modes:

- intramural (full-time, on-campus);

- extramural (distance).

Forms of education can be hybrid (mixed) or blended.

A student can apply for transfer to another form/mode of studies; this is normally done during a break (vacations), after the end of the semester.

The organization of the educational process in the distance form/mode of studies is regulated by the UACU Regulations on Distance Learning/Teaching.

### **3.3. Forms of Organization of the Educational Process**

The main forms of the educational process organization at UACU are:

- classes;
- independent work;
- practical training;
- assessment.

The organization of the educational process in postgraduate degree programs is regulated by separate provisions.

### **3.4. Types of Classes**

The main types of classes at UACU are:

- lecture;
- seminars, practical, laboratory, individual classes;
- consultation.

Classes can be held in Ukrainian and international companies of various forms of ownership both in Ukraine and abroad.

The distribution of hours between different types of learning and teaching activities is discussed at departmental meetings and included in the Current Academic Curriculum.

A **lecture** is a logically complete, scientifically sound, and systematic presentation of educational, scientific material,

Lecture is one of the main organizational forms of learning and teaching activities at UACU, which forms in students the fundamentals of subject knowledge, determines the direction, main content and nature of all other types of classes and independent work of students in the academic discipline.

As a rule, each separate lecture is an element of the set of lectures, covering the fundamental theoretical content of one or more topics of the course. The topics of lectures are determined by the course Syllabus.

Lectures are usually delivered by professors and associate professors, as well as leading researchers and guest experts.

The lecturer, who is entrusted to deliver the course of lectures, is obliged to submit to the academic department the course syllabus and the tasks for final assessment not later than three months before the beginning of the academic year.

Lecture material (full text of lectures) is a mandatory component of the educational-methodical complex of the discipline, which is placed on electronic (online) platforms of UACU and should be available to students on the day preceding

the lecture.

A **seminar** (or a **workshop**) is a form of study that involves the organization of the study of previously defined topics by the teacher. Seminars can be held in the form of conversations, discussions of abstracts and reports, discussions, round tables, etc.

A **practical class** is an organizational form of a class in which the teacher organizes a students' in-depth study of certain theoretical concepts of the discipline and develops the skills and abilities of their practical application through individual assignments.

Practical classes are held in classrooms or educational laboratories equipped with the necessary technical means. Practical classes, if necessary, can be held at enterprises, organizations, institutions.

An **individual class** is a form of organization of work with students, which helps create the conditions which are necessary for identifying and realizing the creative potential of students through individually-oriented development of their capabilities, research and creative activities

An **individual assignment** is part of the educational material, aiming to deepen, generalize and consolidate the knowledge gained by students in the learning process, as well as the practical application of this knowledge.

Individual assignments are completed by students both independently and under the guidance of teachers.

A **course paper** (or **term paper**) is one of the types of individual assignments of research, creative nature, which aims not only to deepen, generalize and consolidate students' knowledge of the subject, but also to use it in solving a specific professional problem and develop the ability to work independently with educational and scientific literature, computer equipment, laboratory equipment, using modern information tools and technologies. Course paper is evaluated as a separate type of learning activities.

The number of course papers that must be completed by the student during the entire period of study is determined by the Academic Curriculum, but should be not more than one per academic year. At the same time, completion of a course paper is not planned in the first year of studies, while in the final year a course paper can be planned only if there is no qualification thesis on the Academic Curriculum (diploma thesis, bachelor's thesis, master's thesis).

The range of course paper topics is developed by academic departments in accordance with the content and objectives of the discipline. Students are entitled to freely choose the topic of such a paper from the list proposed by the academic department, as well as to offer their own topics. Course paper topics proposed by students are discussed at a departmental meeting, in case of a positive decision, are included in the list of topics of course papers in this discipline.

Course papers are supervised by instructors who have experience in research, pedagogical and practical work.

The defense of the course paper may be done in presence of a panel of no more than three instructors of the department, including the supervisor of the course paper.

The quality of the course paper and the results of its defense are assessed and graded on the ECTS scale and included in the academic record of performance and the individual curriculum of the student.



A **Master's Thesis** is an individual task of research, creative nature, which is performed by the student at the final stage of professional training for a master's degree and is one of the forms of detection and assessment of a student's theoretical and practical knowledge, the ability to apply it in solving specific scientific, technical, social and industrial problems and tasks, and contains elements of theoretical or practical scientific novelty in this subject or industry.

Supervisors of Master's Theses are appointed from among highly qualified teaching staff employees of UACU, who have a scientific degree and/or academic title.

A student has the right to propose their own topic for a Master's Thesis provided they can justify its feasibility. In such cases, preference is given to topics that continue the topic of the course paper(s) this student completed in previous years and/or directly related to the place of future professional employment of the graduate. The proposed topic must be discussed at a meeting of the department and, if approved, assigned as the topic of the Master's Thesis.

Prior to the defense, Master's Theses must be tested for plagiarism. Papers that were not performed independently, as well as those that have not been tested, are not allowed for defense.

A **consultation** is held in order for a student to obtain an answer to certain theoretical or practical questions, to receive an explanation of certain theoretical positions or aspects and their practical application.

The consultation can be individual or for a group of students. It is possible to hold consultations in a remote format (in particular, online, using the electronic environment of the institute). The schedule of teacher consultations is drawn up by each academic department at the beginning of the semester and is brought to the notice of students.

### **3.5. Independent Work**

Independent (individual) work is the main means for students to master the material without the participation of the teacher in time free from compulsory education. The purpose of independent work is to master the full scope of the educational program and the consistent formation of the student's independence as a character trait that plays a significant role in the formation of a modern highly qualified specialist.

The study time allotted for independent work of the student is determined by the Academic Curriculum.

The content of independent work in each course / academic discipline is determined by the Syllabus of the course and the applicable academic guidelines. The educational material of the course a student has to master in accordance with the Syllabus in the process of independent work is subject to final control along with the educational material, which was studied during the classroom classes.

If the necessary methodological support is available, the discipline can be studied using remote technologies (in the distance mode).

At the beginning of the course, the teacher should inform students of its Syllabus, which reflects the structure of the educational process, types of learning activities, the timetable, grade distribution and the system for credit assigning/awarding for each type

of learning activity.

### **3.6. Practical Training**

Practical (or professional) training of students is a mandatory constituent of the educational process aiming to provide students with professional (subject-specific) competences in accordance with various educational programs. It is carried out at the state, municipal and private enterprises. Students' practical internships involve continuity and consistency.

The organization of practical training (educational internships, practical internships, industrial internships) at the UACU is governed by the Regulations on the Professional Training for Students of Higher Education Institutions of Ukraine, approved by the Order of the Ministry of Education of Ukraine and the **UACU Regulations on the Organization of Student Practical Training**.

### **3.7. Assessment**

Assessment measures are forms of organization of quality control of students' knowledge, carried out in order to assess the learning outcomes at a certain level of higher education or at its individual stages

The system for assessment of students' knowledge in each discipline includes on-going control, final (semester) control, assessment of the results of internships, course papers and attestation (certification) of higher education seekers in accordance with the degree sought.

Other control measures in assessing the quality of students' knowledge include:

- preliminary and residual (including rector's) assessment of the levels of knowledge in students for whom the program is developed;
- intermediate control, which consists in checking the student's completion of the educational program in accordance with the Academic Calendar for a certain period of time (once per semester);
- interactive communication between students and teachers (forum, chat, webinar, etc.).

On-going control is carried out throughout the semester during lectures, practical, seminar, laboratory classes and is estimated by the sum of points scored.

Modular test (Midterm) is a component of on-going control, designed in the electronic system Moodle, and is taken according to the approved schedule.

Final control (Final) is conducted in the form of an examination, which includes various forms of test tasks designed in the electronic system Moodle.

### **3.8. System for Evaluating Student Performance**

The organization of the educational process at UACU is carried out in accordance with the American and European Credit Transfer and Accumulation systems.

UACU students study in a joint Ukrainian-American program:

- bachelors (undergraduate students): Management + BBA; International

Economic Relations + BBA;

- masters (graduate students): Business Administration + MBA (according to the Enrollment Agreement).

Programs “Management”, “International Economic Relations”, “Business Administration” 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) programs are international programs holding accreditation from FIBAA international accreditation agency (the Foundation for International Business Administration Accreditation), recognized by the Cabinet of Ministers of Ukraine

According to the Academic Curricula for bachelors (undergraduate students) and masters (graduate students), training is conducted in English. All Syllabuses of each academic year are approved at departmental meetings.

Thus, the organization of the educational process is based on two systems: American and Ukrainian, compliant with the credit transfer system.

### **Requirements for semester control**

1. Before the beginning of the semester (the last ten days) each student is obliged to get acquainted with the list of subjects offered by the Dean’s Office (in the Moodle system) and submit a written application in order to register for the courses they wish to take/enroll in the current semester.

Each student has the right to withdraw from a course before the Midterm; in such a case, an unsatisfactory grade is recorded on the student’s Transcript. All subjects specified in the application signed by the student must be paid for. Tuition fees are non-refundable, in particular if the student has withdrawn from the course or has not attended classes.

Students cannot enroll in those courses for which prerequisites are required, without prior successful completion of the prerequisites.

2. At the beginning of every semester (no later than 10 days) the student is obliged to get acquainted with the Course Syllabus (hereinafter referred to as the “Syllabus”), the grading system (in the first class in presence of the teacher or in the electronic system of UACU) and borrow the necessary textbooks from the Library. In the first class, the teacher must guide the students through the Syllabus and Gradebook (the electronic register, or e-journal, documenting students’ academic achievements).

3. Each subject is evaluated on a 100%-scale – the minimum for course completion constitutes 60% for bachelor degree programs, 70% for master degree programs. The grading system of each course must include: final exam (Final) – 40%; modular test (Midterm) – 20%; various assignments (tests, mini-tests, cases, projects, etc. – not less than 7-8 and not more than 13-14 such assignments) – 40%. Taking or retaking any of those (Midterm, Final, tests, mini-tests, cases, projects, etc.) can be offered to all students only. In their Syllabuses, teachers can allocate about 5% for extra points (student participation).

4. Intermediate control of subject knowledge (modular test; hereinafter referred to as the “Midterm”), final test (hereinafter referred to as the “Final”) for intramural

(full-time, on-campus) students is set only in the UACU computer lab in electronic mode using different types of tasks provided by the Moodle system.

5. The final grade for the course is awarded in accordance with the points scored (Table in Paragraph 7 of these Regulations), which are reflected and documented in the Gradebook, and is entered in the examination report sheet. All the courses studied and their outcomes are recorded in the individual curriculum and on the Transcript, including unsatisfactory grades (“FX” or “F”).

6. The grading system of each course is described in detail in the Syllabus, which is available on the online platform and is the main tool in working with students. In the event a Syllabus does not contain this information, the provisions stated in this Section come into force. **Any changes to the Syllabus after its publication in the Moodle system are not allowed.** Each student must track his/her progress in the e-journal (Gradebook) in the Moodle system. **Submission of any assignments after the Midterm/Final is not allowed.** Semester control (Midterm, Final, on-going assignments) in the course is conducted in accordance with the content and in the terms specified in the educational program, Academic Curriculum and Syllabus. The information that students need to work with the Syllabus and Gradebook is brought to the attention of students in the first lesson by each of the teachers. The student’s personal account in the Moodle system is blocked (placed on hold) in case of an outstanding financial obligation to the UACU (a tuition fee debt).

7. Final assessment of students’ knowledge is based on the following tables.

#### GRADING GUIDELINES for bachelor degree programs

Points	ECTS Grade	National Scale Grade Examination
100 - 90	A	5 (Excellent)
89 - 83	B	4 (Good)
82 - 75	C	
74 - 70	D	3 (Satisfactory)
69 - 60	E	
59 - 35	FX	Fail(ure) (Not acceptable; retake can be attempted)
34 - 1	F	Fail(ure) (Not acceptable; mandatory repetition of course)

#### GRADING GUIDELINES for master degree programs

National Scale Grade	ECTS Grade	
Excellent	A	90 – 100

Good	B	83 – 89
	C	75 – 82
Satisfactory	D	70 – 74
Unsatisfactory with a possibility to attempt a retake	E	60 – 69
Unsatisfactory with a mandatory repetition of course	F	0-59

8. When deciding whether or not students may be allowed to take the Final, their compliance with the requirements of the Academic Curriculum and the Academic Calendar is taken into account.

**Teachers should keep in mind that taking or retaking any of the types of control (Midterm, Final, tests, mini-tests, cases, problem projects, etc.) can be offered only to all students.**

9. On the day of the Final or Midterm, the student must notify the teacher or the Dean’s Office (by phone, e-mail, via social media, relatives) of the reason for absence; then, to inform the teacher and to submit the documents justifying the reasons for absence (that must be legally confirmed) to the Dean’s Office.

10. Students take the Midterm and Final only within the period specified in the Syllabus. 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 to the student at the end of the session during the Test Center. The student can take the missed Midterm or Final, according to the submitted request. If a student’s final grade is 60% or higher, retaking of the Midterm or Final during the Test Center to improve the grade is not allowed. In order to improve the grade, the student must repeat the course.

The Test Center is an auxiliary form of control, which involves retaking or taking the missed Midterm and Final simultaneously by all students in different courses each semester after the Midterm and Final. All students are admitted to the first Test Center to take the Midterm, unless otherwise specified in the Syllabus. A student is considered admitted to the Final during the second Test Center (which is held at the end of the semester), if they completed all types of assignments provided by the Syllabus on time.

12. If a student scored 1-34% for the final control (Midterm + Final + on-going assignments), they are not admitted to the Test Center and must repeat the course next year with tuition payment according to the fees and charges pricelist.

13. If a student got 35-59% for the final control (Midterm + Final + on-going assignments), they have the right to retake the Final or Midterm of the course, provided the student received a passing grade (minimum 60%) on the second test. Final (terminal) assessment is based on the evaluation of the current Midterm or Final, in which the tasks are replaced by similar ones. Only the highest score on Midterm or Final is taken into account.

14. A student is allowed to retake a Midterm/Final based on the decision of the Academic Senate after submitting a request with the teacher’s permission.

15. At the Test Center, a student can take a Midterm/Final in no more than two courses (subjects). You will be charged a fee for such a retake in accordance with the fees and charges pricelist.

16. Students who received final (terminal) unsatisfactory grades during the examination session (1-59% for bachelors and 1-69% for masters) have to repeat the course.

17. If a student violates the rules of academic integrity (plagiarism, copying another student's work, performing tasks instead of another student, using unauthorized information sources (including artificial intelligence and pre-prepared responses to the assignment (unless otherwise specified in the assignment or indicated by the teacher (instructor), failing to meet the requirements for completing Midterm and Final on-campus or online (Paragraphs 22, 23 of this Section), etc.) during intermediate control (Midterm + on-going assignments), they are not allowed to sit the following control sessions and/or retake the former control tasks (a "0" grade is recorded in the Gradebook); if they do so during terminal control (Final), a "0" grade is recorded on the Transcript (no credits are awarded for the entire course). **The Academic Senate does not consider any appeals on such matters.**

18. If a Midterm and/or Final is attempted (taken) outside the classroom assigned by the Dean's Office, a "0" grade is recorded on the Transcript (no credits are awarded for the entire course).

19. After the grade has been recorded in the Gradebook, the student may contact the teacher (instructor) and ask for the justification of the grade with which he does not agree (*exclusive of cases specified in Paragraph 17 of this Section*), not later than 8 working days after the date the test/assignment was submitted.

20. A student may appeal the final grade received for the course, Midterm and Final to the Academic Senate of the UACU (*exclusive of cases specified in Paragraph 17 of this Section*), if he/she disagrees with the grade, not later than 5 business days following the receipt of a justified response from the course instructor.

21. The procedure for grade appeals to the Academic Senate is as follows:

- the student receives a justified explanation of the grade received and recorded from the course teacher in response to the student's request;

- if the student disagrees with the teacher's conclusions, they may appeal the grade to the UACU Academic Senate by submitting a letter of appeal and adding any other supporting documentation (the teacher's response, etc.). The appeal will be processed within 20 business days from the day it was submitted.

22. The decision of the Academic Senate is made by the corresponding *conclusion (minutes)* (Paragraph 1.3 of the Regulations on the Academic Senate) and is not subject to further appeal. Decisions of the Academic Senate are communicated to the student within three business days after they have been made.

22. In case a Midterm/Final is set on campus (in physical presence), the student completes it in the classroom specified by the Dean's Office on a computer/laptop belonging to the UACU.

23. In case a Midterm/Final is set online, the student completes it on their own computer/laptop while being present at the videoconference (details are communicated by the teacher) throughout the whole test to ensure proctoring. To be

allowed to take a Midterm/Final, students must join the Zoom videoconference with proper identification (their first and last name), proper camera setting (the camera clearly shows their face, hand, and the screen of the device planned to be used to log into Moodle); a student must use two devices, i.e. (1) a computer/laptop for writing the task; (2) another device with a working camera to join the videoconference. 30 minutes before the beginning of the test (the session of the first subgroup) access to the course closes to all students enrolled in the course. Access is granted only to those students who have entered the videoconference with video on and the camera is showing the student and their screen.

24. No later than 5 business days after the date the test was taken, the teacher records the grades for Midterm/Final in the Gradebook and gives students access to grades.

Access to test review **is not provided to the student**, i.e.:

- reviewing an attempt;
- viewing whether the answer is correct/incorrect;
- viewing right answers.

The teacher can provide the test review and analysis:

- individually for a student, following the student's request via corporate email;
- as a general analysis of Midterm/Final done for the whole group.

25. In case of non-fulfillment and/or violation of the Midterm/Final requirements student is removed from the course with the "0" grade.

26. 10 days prior to Attestation (final assessment, or certification) of degree seekers, an order on admission to thesis defense is issued. Attestation is held in the form of public defense of qualification (bachelor's or master's) work.

The students' qualification work is posted on the official website or repository of UACU and should not contain academic plagiarism, falsification, fabrication or cheating.

A student who has not completed the individual curriculum is not admitted to the Attestation and is expelled from the UACU with the right to re-enroll by the decision of the UACU Admissions Office (Registrar).

### **UACU documentation for student performance control**

1. The Student's Academic Card is kept in electronic form by the Dean's Office; all information about the courses taken by the student during the semester (according to his/her application) is being recorded in the Academic Card; the number and date of the examination report sheet are also indicated on the Student's Academic Card.

2. The electronic Gradebook of a course is managed by the course teacher/instructor; the grades are entered within two days following on-going control, and within five days following a Midterm/Final. It is not allowed to input grades and accept any assignment submissions from students after the Midterm/Final.

3. The Exam(ination) Report Sheet is drawn up by the Dean's Office and filled in by the teacher on the basis of the electronic Gradebook of the course within ten days after the date the Gradebook has been submitted to the Dean's Office.

4. The individual curriculum (grade report card) of a student is filled in by the

Dean's Office on the basis of examination report sheets within 10 days following being completed by the course teachers/instructors, after each semester. For students on Independent Curriculum (BBA), Intermediate Transcripts are issued with the signature of the dean of the faculty (without a seal).

5. The Transcript of Records is issued to the student during their withdrawal from UACU and is processed within 20 days from the date the official withdrawal request has been submitted.

6. If it is necessary to provide the student with information about his current grades, the following are issued:

- for parents, to the embassy – the student's Individual Curriculum (grade report card) or their Intermediate Transcript;

- for other higher education institutions or for other purposes – Transcript of Records at a fee in accordance with the fees and charges pricelist.

### **Procedures for issuing student status documentation**

1. A student may receive the following documents during their studies:

- enrollment status certificate (or letter);

- Transcript of Records (official / unofficial).

2. To order an enrollment status certificate or an unofficial transcript of records, a student must address a request to the Dean's Office via e-mail ([dean@uacu.edu.ua](mailto:dean@uacu.edu.ua)), by phone or in person directly to the Dean's Office. An official Transcript of Records can be requested only by writing a formal written application at the Dean's Office.

3. A request for issuing of an enrollment status certificate is processed from 1-3 business days; unofficial transcript of records – from 5-10 business days; official Transcript of Records – up to 20 business days from the day it has been requested.

4. The Transcript of records must be issued to a student who is withdrawing from UACU or transferring (preparing to transfer) to a foreign institution of higher education. Each Transcript of records ordered will cost a fee in accordance with the fees and charges pricelist.

### **Course registration procedure**

1. Every semester, a student must submit a written application in order to register for the courses they wish to take/enroll in the semester. Initial application is submitted to the Dean's Office by email to [dean@uacu.edu.ua](mailto:dean@uacu.edu.ua); an authorized member of the Dean's Office reviews the application and returns it to the student to make corrections. After approval from the Dean's Office, the student submits a hand-signed copy of the application (its scanned copy or photo) with the specified date of completion. Step-by-step instructions are published semesterly in the electronic system.

2. Applications must be submitted within 10 days before the beginning of the corresponding semester.

3. Prior to submitting an application, the student must get acquainted with the schedule, with the necessary prerequisites for enrollment in certain courses (this



information is available in the Moodle system) following payment of semester tuition fee (before August 15th, before January 15th, respectively). In case of an outstanding financial obligation to the UACU (a tuition fee debt), the student is placed on a registration hold. After September 20th (February 20th), the enrollment at UACU of students who have not registered for course and / or have not paid for tuition will be terminated.

4. Students may not register for the courses which require prerequisites without prior successful completion of the prerequisites.

5. Courses which a student repeats or any additional courses a student chooses to take must be paid for before September 20th (February 20th).

### **Procedure to be followed in the case of an air alert**

during:

- Midterms/Finals
- defense of Course papers, Internships, bachelor's and master's works
- Test-center

### **For Midterms/Finals**

- If an air alert is declared in the area where the student is located - he/she must notify the instructor in Zoom (directly or via chat), exit Zoom and go to shelter. In this case, the student has two options for passing the work

- continue the work from the shelter (if possible), but in this case the lost time for the transition can not be compensated due to the technical features of Moodle

- complete the work and write it from scratch during the Test-center (be sure to register for it).

- If an air alert is declared in the area where the instructor is located, the instructor notifies students and the Dean's Office representative, transfers host privileges to the Dean's Office representative, and moves to shelter. Reconnects to Zoom if possible

- If an air alert is declared in the area where the Dean's Office representative is present, he/she notifies the faculty member and exits Zoom. Reconnects in shelter if it's possible.

- If an air alert is declared in the areas where the faculty member and Dean's Office representative are located - work is suspended. A new date and time is determined by the Dean's office for students to retake the work.

### **During defenses**

- If an air alert is declared in the area where the student is - he/she must notify the commission in Zoom (directly or via chat), exit Zoom and go to shelter. In this case, the student has two options

- reconnect if the defense deadline has not yet passed (from the shelter or after the end of the alarm)

- enroll in the Test-center and defend the work there

- If an air alert is declared in an area where at least one member of the

commission is located - work is suspended. A new date and time is determined by the Dean's office for work to continue.

### **During the Test-center**

- If an air alert is declared in the area where the Dean's office representative is located, he/she notifies colleagues and disconnects. Reconnects if possible.
- If an air alert is declared in areas where all Dean's office representatives are located - work is suspended. A new date and time is determined by the Dean's office for students to retake the work.

### **3.9. Attestation of Students and Documents on Education**

Attestation (formal graduate assessment and certification) of students is the validation procedure for establishing whether the level of knowledge and skills, abilities and other competences developed and mastered by students meets the requirements of the program against the higher education standard.

The format of and procedures for student attestation at UACU are established by the relevant educational program:

- for bachelor's degree seekers – sitting a subject-specific qualification examination and an examination in Business English;
- for master's degree seekers – graduate Master's Thesis defense.

The academic department responsible for administering a particular degree program (“graduating department”) compiles question sheets (unified sets of examination tasks on the exam content) for the qualification examination.

The question sheets must contain tasks that are consistent with the learning outcomes, i.e. reflect the level of theoretical knowledge and practical skills defined in a particular educational program.

Structurally, the qualification exam question sheet consists of three parts:

- theoretical (questions, open/closed type tests,);
- practical (problem tasks, situational exercises, tasks, computational and analytical tasks, etc.);
- evaluation criteria.

The list of theoretical questions, test tasks and practical part (calculation and creative tasks; situational tasks, etc. by sections and topics of the course / academic discipline, which are brought up for the qualification examination in accordance with the qualification examination program) are developed by course teachers of disciplines, are discussed and approved at the meeting of the graduating department in presence of the head of the project team (guarantor of the educational program). The meeting also determines the reference materials and regulations that are allowed during the exam.

At the request of the department, the prepared set of question sheet is signed by the head of the graduating department and the guarantor of the educational program, and is approved by the decision of the UACU Academic Senate and the signature of its chair.

Question sheets for the qualification exam are updated annually.

The methodology and procedures of the qualification examination are determined by the graduating department.

Attestation of UACU students for bachelor's and master's degrees is done by the Examination Commission (hereinafter referred to as the EC) after completion of the theoretical and practical part of training for the relevant degree in the relevant speciality (or specialization).

The terms of attestation of are determined by the Curricula and the Academic Calendar. Each student must be attested (certified) after they have fully completed the Curriculum at the appropriate degree level of training.

In order to hold the attestation of UACU bachelor's and master's degree-seeking students, the ECs are created, which may include representatives of employers and their associations.

Activity of the EC is controlled by the UACU Rector.

Based on the decision of the EC, UACU awards a degree to those students, who have successfully completed an educational program at a certain level of higher education (and have met all other degree requirements), and confers the relevant qualification upon them.

A document on higher education of the established standard (bachelor's, master's diploma) is issued to a student who has successfully completed the relevant educational program and passed the certification.

An integral part of the Bachelor and Master Diplomas is the Diploma Supplement – a European-standard appendix to the Diploma.

Information on diplomas issued is included in the Unified State Electronic Database on Education.

A graduate-year student who has at least 75 percent of "Excellent" grades (A) in all courses completed during their studies at a certain level of education is eligible for a diploma with honors (Honors Diploma); the rest of grades (25% of the courses completed, individual classes/assignments, industrial internship) are allowed to be "Good".

A student pursuing the Honors Diploma must pass the attestation with an "Excellent" grade (A) and demonstrate proven ability for research (creative work), which should be confirmed by a motivated recommendation of the graduating department to the EC.

The decision to submit a recommendation for the award of a diploma with honors is made at a meeting of the graduating department. The graduating department evaluates such student's research (creative) work. An excerpt from the minutes of the departmental meeting regarding the candidate for the diploma with honors is submitted to the EC, attached to the minutes of the EC, and then transferred to the Academic Office.

The final decision on awarding a program graduate with Honors Diploma is made by the EC based on the results of attestation and taking into account all submitted materials. The EC has the right to disagree with the recommendation of the graduating department, if they consider the motivational part of such a recommendation insufficient.

In some cases, in order to let the student to increase the grade, in particular for applicants for a diploma with honors, the Rector or Vice-Rector (Provost) has the right to allow re-sitting no more than three examinations (or courses taken on a Pass/Fail basis) in educational disciplines taken for the entire period of study.

A student who has failed the attestation is allowed to re-sit it within three years. A student who has not passed the attestation within three years after the completion of the program shall be re-enrolled in order to complete the curriculum of the respective academic year on general grounds. The semester for which a student may re-enroll is determined based on the volume of the calculated academic difference.

The examination commission allows the student, whose master's thesis defense has been considered unsatisfactory, the right to either revise the thesis and resubmit it for re-examination/re-defense or to work on a new topic determined by the graduating department.

A student who failed the attestation is dismissed from the UACU and a transcript or records is issued for them.

For students who did not sit the attestation for a good reason (properly justified and documented), the Rector has the right to extend the period of study until the next term of the EC session, but for not longer than one year.

The procedure for establishing, composing and organizing the work of the EC is defined in the UACU **Regulations on the Examination Commission**.

### **3.10. Student Learning Time, Units of Student Learning Time**

**Student** – a learner enrolled on a formal degree (master's or bachelor's) program at a higher education institution.

The student's learning time is determined by the number of units of time allotted for the training of degree-holding specialists in the relevant bachelor's or master's degree professional-educational and scientific-educational programs.

The units of student learning time the academic hour, credit ECTS, academic day, academic week, academic semester, year of training, academic year.

Academic hour is the minimum unit of learning time. The duration of one academic hour is 45 minutes. Three academic hours form a class, the duration of which is 2.5 hours (with one break).

Credit of the European Credit Transfer and Accumulation System (credit ECTS) is a unit for measuring the workload of a student required to achieve the defined (expected) learning outcomes. One credit ECTS corresponds to 30 hours of work (learning time). 60 credits ECTS (1,800 hours) are allocated to the student workload of a full-time academic year.

The volume of credits ECTS in a bachelor's degree educational program constitutes 240 credits ECTS. The volume of credits ECTS in a master's degree educational program constitutes 90 credits ECTS.

Credits are considered awarded to the student after their completion of educational activities and successful evaluation of learning outcomes achieved by the student. Assignment of credits verifies that the student meets the requirements of the educational component.

Credits from one educational program may be transferred to another educational program. Decisions on credit recognition and their transfer are made on the basis of availability of reliable information about the obtained learning outcomes, means of their evaluation and confirmation/verification.

The academic day is an integral part of the student's learning time lasting no more than 9 academic hours.

The academic week is an integral part of the student's learning time lasting no more than 54 academic hours.

The maximum weekly learning time budget for a full-time student is 54 hours.

The academic semester is an integral constituent of the student's learning time, which ends with the final (terminal) control. The duration of one semester is determined by the Academic Schedule.

The academic year lasts 12 months, usually begins on September 1st and (for students) consists of academic days, exam sessions, weekends, holidays, days off and vacation days. The workload of one academic year totals 60 credits ECTS. The student has the right, at their request, to achieve additional credits.

The duration of one academic year for full-time students is 52 weeks, of which the total duration of vacation (except for the last year of training) is not less than 8 weeks. The duration of theoretical training, compulsory practical training, semester control, completion of individual tasks and attestation is determined by the Current Academic Curriculum and adjusted by the yearly Academic Calendar.

The beginning and end of the student's education in the relevant year of studies (and their move to the subsequent year of studies) is made out by an administrative Order (on condition the student has fully completed their individual curriculum).

Classes are held according to the schedule approved by the UACU Vice-Rector (Provost). The schedule of classes should provide favorable conditions for the realization of the right of higher education seekers to select educational disciplines.

### **3.11. Workload of an Academic Staff Member**

The workload of an academic (research and teaching) staff member of the UACU is regulated by the Labor Code of Ukraine, the Law of Ukraine "On Higher Education, and other legal acts and regulations of Ukraine.

The workload of an academic staff member constitutes 36 hours per week (reduced working hours).

The workload of an academic staff member includes the time they perform educational, methodical, scientific, organizational work and other work responsibilities.

The maximum workload per one member of academic staff on a full-time position may not exceed 600 hours per academic year.

Involvement of research and teaching staff members in work not provided for in the employment contract may be carried out only with their consent or in cases provided by law.

A member of the teaching faculty is engaged in course instruction (teaching courses) in their area of expertise and in line with the direction of their research and

teaching activities and professional qualifications.

The total number of courses assigned to one faculty member should not exceed five.

Types of classes, which are included in the workload of an academic staff member in accordance with the faculty rank and position held, are set by the department with due consideration for the methodical, research and organizational tasks preformed and the course structure.

Planning and completion of the academic workload of an academic staff member is reflected in the individual work plan, which is filled in in accordance with the set procedures.

Changes in the amount of academic workload of a teaching faculty member, which arose due to objective reasons (illness, long business trip, unscheduled internship, etc.), are adjusted accordingly, formally documented by relevant administrative orders, and included in the individual work plan.

Any additional academic workload, which exceeds the established maximum, is provided for in a separate agreement and paid for on an hourly basis.

The work schedule of an academic staff member is formed depending on the schedule of classroom classes, consultations, examination sessions, defense of individual assignments, practical internships, attestation, and other types of work provided for by their individual work plan.

All academic staff members are obliged to adhere to the fixed work schedule.

At the end of each semester, academic staff members of the UACU academic departments and the department as a whole report on the implementation of the academic workload according to the established procedure. All instructors must complete the first section of the individual work plan (column “Accomplishment”). After the end of the academic year, analyses of the completion of the academic workload of both research and teaching faculty and the department as a whole are carried out. Based on the results, the report of the department is compiled and submitted to the Academic Office. The report must include an explanatory note on any deviations of the academic workload completion from the planned workload of each instructor and the academic department as a whole.

In order to rationally organize the educational process and ensure the quality of degree seekers’ training, heads of academic departments must follow the Instructions on planning the academic workload of UACU academic staff members, which are reviewed and approved annually.

#### **4. ACCESS TO HIGHER EDUCATION, ADMISSION, TERMINATION OF ENROLLMENT, INTERRUPTION IN ENROLLMENT, READMISSION AND TRANSFERRAL OF PERSONS ENROLLED AT UACU**

##### **4.1. Rules of Admission to UACU**

Admission to the UACU is carried out on a competitive basis in accordance with the Terms of Admission to Higher Education Institutions, approved by the central executive body on education and science. The terms of the competition must ensure

the observance of individual rights in the field of education.

In accordance with the Terms of Admission to Higher Education Institutions, the Academic Senate of the UACU approves the Admission Regulations no later than December of the year preceding the year of admission.

The Admission Regulations are published on the official website of the UACU.

#### **4.2. Rights and Responsibilities of Persons Enrolled at UACU**

Persons enrolled at the UACU **have the right** to:

- the choice of the form of studies during admission to the UACU;
- safe and harmless learning, working and living conditions;
- work outside of school hours;
- additional paid leave at the main place of work in connection with studies, reduced working hours and other benefits provided by law for in-service students (persons who combine work with study);
- free use of libraries, information funds, educational, scientific and sports facilities of the institute during training within the chosen educational program;
- free provision of information essential for learning in accessible formats with the use of technologies that take into account the limitations of life due to health conditions and disabilities (for people with special educational needs);
- use of production, cultural, educational, household facilities of UACU in the manner prescribed by the UACU Statute;
- been provided hostel accommodation for the period of training in the manner prescribed by law;
- participation in research and development projects, conferences, symposiums, exhibitions, competitions, presentation of their work for publication;
- participation in events on educational, scientific, research, sports, artistic, public activities held in Ukraine and abroad, in the manner prescribed by law;
- participation in the discussion and resolution of issues of improving the educational process, research, leisure, life, health;
- making proposals on the terms and amount of tuition fees;
- participation in public associations;
- participation in the activities of public self-government bodies of the UACU, the Academic Senate, student government bodies;
- the choice of disciplines within the limits provided by the relevant educational program and the current curriculum, in the amount of not less than 25 percent of the total number of credits ECTS for this level of higher education;
- simultaneous enrollment/learning in several educational programs, in particular in other higher education institutions, provided that only one degree program the student is enrolled in (within each degree level) is paid for at the expense of the state (local) budget;
- academic mobility, in particular, international;
- training on an individual schedule (regulated by a separate provision);
- receiving social aid in cases prescribed by law;
- inclusion of the period(s) of full-time training in higher education institutions

into insurance length of service in accordance with the Law of Ukraine “On Compulsory State Pension Insurance”, on condition of voluntary payment of insurance contributions;

- academic leave of absence or a break in studies with the preservation of certain rights of higher education seekers, as well as readmission in the manner prescribed by the central executive body on education and science;

- participation in the formation of an individual curriculum;

- moral and/or material encouragement for success/excellence in education, research and social activity, for artistic and sports achievements, etc.;

- protection against all forms of exploitation, physical and mental violence;

- free internship at enterprises, in institutions, establishments and organizations;

- a vacation break of not less than eight calendar weeks per academic year;

- appeal against the actions of the governing bodies of the UACU, their officials, and academic staff;

- transport concessions in the manner prescribed by the Cabinet of Ministers of Ukraine (for full-time students only);

- receipt of a student ID card, the format of which is approved by the central executive body on education and science.

Persons enrolled at the UACU **are obliged** to:

- comply with the requirements of the applicable legislation in force, the UACU Statute, and the UACU Internal Code of Conduct;

- comply with the requirements of labor protection, job safety, industrial sanitary norms, fire safety, provided by the relevant rules and instructions;

- comply with the requirements of the educational (scientific) program;

- meet the requirements of the Curriculum within the timeframe set by the Academic Calendar;

- attend classes in accordance with the Curriculum and class schedule;

- timely inform the academic departments in cases of justified inability to attend classes, take/retake exams/tests etc.;

- take part in all types of self-service activities in educational premises and dormitories, help maintain order in the areas adjacent to the campus, other cultural and household facilities that serve degree-seeking and non-degree-seeking students of the UACU;

- preserve and treat the property of UACU carefully and neatly (premises, furniture, equipment, inventory, textbooks, books, devices, etc.), and in case of causing any material damage, compensate for it;

- to support and foster the positive image of the UACU, to prevent illegal and immoral acts, to be well-behaved and tidy both on campus and outside it and in public places, to follow the rules of institutional corporate culture.

Non-fulfillment of duties and violation of the UACU Internal Code of Conduct, may result in imposing a disciplinary sanction or expulsion by the Rector’s Order.

### **Class attendance policy**

UACU students must attend all types of classes in accordance with the schedule.



The presence of students is checked by the teacher at the beginning of each class through mini-tests or oral checkups/questioning.

If class absences are expected, the student must obtain a leave of absence permit from the dean of the faculty; in order to do this, the student has to submit a written application explaining the reason for the expected absence specifying the date/period of dismissal.

A student who is unable to attend for valid reasons (has an excuse for their absence in class) must notify (by phone, e-mail or otherwise) the head of the academic group or the Dean's Office the day before or on the day of non-attendance.

Excuses for student absences are: participation in competitions, research/scientific conferences, creative competitions, sports competitions, the exercise of the right to academic mobility, the student's personal illness, the illness of the student's parent(s) or child(ren), accident, family emergency and other events that make it impossible for the student to attend.

On the first day of the student's return, he/she is required to turn in an official written note from the relevant medical institution or other proper documentation to show proof of / reason for their absence.

The dean of the faculty checks the authenticity of the submitted documentation and passes it on to the authorized member of the Academic Office with the note of "Absence excused" on it.

### **4.3. Termination of Enrollment**

The grounds for permanent enrollment termination (dismissal) are:

- 1) completion of training in the relevant educational program (graduation);
- 2) personal desire (withdrawal);
- 3) transfer to another educational institution (transferal);
- 4) failure to complete the curriculum (academic expulsion);
- 5) violation of the terms of enrollment agreement (contract) concluded between UACU and the student or the individual / legal entity who pays for such training (non-academic expulsion);
- 6) violation of the Internal Code of Conduct (disciplinary expulsion);
- 7) other cases provided by the legislation of Ukraine.

Persons are not subject to permanent enrollment termination due to reasons that make it impossible for them to complete the curriculum:

- health condition;
- unanticipated call-up for mandatory military service, in case of loss of the right to deferment from it;
- use of the right to international academic mobility (study in educational and research institutions of foreign countries), etc.

Such persons have the right to interrupt their studies at UACU with an academic leave of absence.

Dismissal of students is agreed with the trade union committee of the UACU and the Council of Student Government.

The procedure for dismissing a student is regulated by the Regulations on

## Dismissal, Readmission and Transfer of UACU Students.

A student who has completed his studies (fully completed the curriculum in the relevant educational program), receives a document of higher education of the established standard and his enrollment is terminated by an administrative Order (on condition the student has fully completed their individual curriculum) due to graduation.

Information on issued diplomas and termination of enrollment due to graduation is entered into the Unified State Electronic Database on Education

A student dismissed from UACU before completing their educational program receives a standard academic Transcript containing information on learning outcomes (names of courses completed, grades, number of credits ECTS obtained for each semester separately).

The Transcript does not include courses from which the student received unsatisfactory grades.

Students are issued a Transcript (in English) in accordance with the requirements, which indicates all the courses completed to by the student, including those from which the student received unsatisfactory grades.

A student who was dismissed from the first year at UACU and did not sit any final control (exams and tests) is issued a Transcript specifying that the student did not pass exams and tests.

When filling out the Transcript of a student of extramural form of studies, the number of hours / ECTS credits provided by the curriculum for full-time students is recorded in the column “Number of hours according to the curriculum”.

A person dismissed from UACU before completing the relevant educational program can reinstate their enrollment within the quotas of licensed seats (the limits placed on the number of students in a program under the state license).

### **4.4. Reinstatement of Enrollment**

Persons dismissed from UACU and other educational institutions may be readmitted within the quotas of licensed seats of the speciality (program subject area) and form of education on general grounds.

Readmission of persons dismissed from higher education institutions or after an academic leave of absence, as well as transfers of students, as a rule, is possible during vacation breaks.

Re-enrollment is possible regardless of the duration of the break in study, the reason for dismissal and form of study.

The only determining factor is the applicant’s ability to successfully complete the curriculum.

Students are re-enrolled in the prescribed manner by an administrative Order based on the student’s application, considered by the Rector or Provost for Academic Affairs with a positive decision.

Transfer of credits from the academic transcript of records of domestic and foreign higher education institutions is based on the number of points (percentage value) (on the 100-point grading system) specified in Table 7 of these Regulations or

according to ECTS scale and the numbers of points awarded (5-, 12-point and other grading systems).

Transfer and re-enrollment of students into the first academic year is not allowed. In exceptional circumstances, these issues may be considered by the Ministry of Education and Science of Ukraine. Students dismissed from the second semester can be re-enrolled only into the second academic year with the permission of the UACU Rector.

#### **4.5. Transfer of Students**

Transfer of students is allowed during vacation breaks on general grounds, provided there are vacant sets under the state license.

Transfer of students is carried out:

- from another institution of higher education to UACU;
- from UACU to another higher education institution;
- internally from one form of studies to another within UACU;
- internally from one speciality to another (for students pursuing a bachelor's degree) within UACU.

Transfer of students pursuing a master's degree from another higher education institution to UACU or vice versa, from one form of studies to another within UACU, is considered an exception and may be allowed only within the same speciality.

Academic difference is a list of courses of the curriculum for previous periods of study, which the applicant to a degree program has not mastered/completed.

The calculation of the academic difference is made on the basis of the submitted document indicating the list of courses completed by the applicant for transfer, which reports the number of academic hours, credits ECTS and assessment results (grades/points awarded for tests and examinations) for each of the courses completed, e.g.: a student's academic transcript of records, academic card, grade book.

The decision on the number of courses defined as academic difference and the transfer the learning outcomes / credits earned is made by the dean of the faculty. The dean may request the involvement of the head of the Academic Office in the procedure of credit transfer.

When calculating the academic difference, the dean of the faculty is guided by the learning outcomes (competences) achieved by the applicant for transfer/re-enrollment, which are required to complete the educational program.

Applicants for transfer must study the course in full in accordance with the current curricula for the academic year.

#### **4.6. Interruption in Enrollment**

A student is eligible for a temporary termination (interruption) of enrollment due to circumstances that make it impossible for them to complete the educational-professional program. In this case, the student is granted an **academic leave**.

An academic leave may be granted to a student on grounds of: health condition, call-up for mandatory military service in case of loss of the right to deferment from it,

family emergency, etc. Such persons shall be granted academic leave in accordance with the established procedure.

Studies at educational and scientific institutions (including of foreign countries) may be grounds for such a break in enrollment, unless otherwise provided by international acts or agreements between higher education institutions.

Students called up for active duty military service in connection with the announcement of mobilization are guaranteed to retain their enrollment.

The maximum duration of academic leave is one year. The academic leave may be extended for another year if it is required and properly justified with documentary evidence.

Maternity leaves, childcare leaves (until the child reaches the age of three), sick child leaves (to care for their child when the child is ill; until the child reaches the age of six) are granted in accordance with the Labor Code of Ukraine.

#### **4.7. Grade Make-Up and Course Repeat Policy**

1. The “academic debt” of a student on a particular course appears if:

- a student did not appear for a terminal (final/semester) examination and failed to submit to the Dean’s Office proper documentation to excuse their absence within three days after the scheduled examination date;

- a student’s final grade for the course is “Unsatisfactory” (“FX” or “F”) based on final assessment results.

2. The procedure for the elimination of academic debt on a particular course (mandatory settlement of outstanding course requirements) is determined by the final grade obtained (points achieved):

1) if the student scored 1-34 points for the final control (Midterm + Final + on-going assignments), they must retake the course in the subsequent year at a fee in accordance with the fees and charges pricelist;

2) if the student scored 35-59 points for the final control (Midterm + Final + on-going assignments) they have the right to retake the Final in front of the commission (examination panel); the commission members are appointed by the dean on grounds of the report submitted by the head of the relevant academic department, and the student’s written request/application. The grade earned in the prior attempt of the Final (designed and taken in the language it was delivered) will be replaced with the grade the student earns in their current attempt. A student may re-sit Finals of not more than two courses in front of the commission. Repeating a Final is charged a fee in accordance with the fees and charges pricelist.

The terminal grade “Unsatisfactory” on a course is not recorded in the student’s individual curriculum; however, the transcript of records includes all the courses taken and the grades (credits) obtained, including the unsatisfactory ones.

3. In order to settle the “academic debt” (make up a Final or a Midterm), a student must submit a request for makeup to the Test Center, the date of which is assigned by the Dean’s Office (normally, at the end of the semester).

4. Students who complete a course with a failing grade (final “F” with 1-34 points obtained) because they did not fulfill without good reason the mandatory amount of

coursework specified in the course syllabus for no good reason are given the right to repeat the course.

5. A course may be repeated on the student's written application/request. It is possible to arrange for repeat internships (practical training).

6. A course may be repeated during a vacation break before the beginning of the subsequent semester.

7. A student who wants to repeat a course must submit a standard request/application to the Dean's Office before the end of the current semestral examination session.

8. A student, who has not submitted a request for course repetition before the beginning of the semester for no good reason, is considered to have refused to repeat the course is subject for academic expulsion on grounds of repeat examination failure.

9. A request for course repetition is considered by the dean of the faculty, and if the decision is positive, the student receives permission to repeat the course

10. By Rector's Orders, separate groups for students, who are repeating courses, may be organized.

## **5. MANAGEMENT OF EDUCATIONAL (EDUCATIONAL-PROFESSIONAL, EDUCATIONAL-SCIENTIFIC) PROGRAMS**

The general management and control of all aspects of the implementation of educational programs at UACU is carried out by the Vice-Rector and Provost for Academic Affairs.

The educational-professional (educational-scientific) program is administered by the project group (or "working group") responsible for training of higher education seekers; the members of the project group are appointed by the UACU Rector based on the proposal of the dean of the faculty and the head of the graduating academic department.

The project group responsible for the training of degree-seeking students is composed of research and teaching staff who are familiar with the requirements of the Licensing Conditions for educational activities of educational institutions, higher education standards, labor market trends and its training needs, and are aware of innovative approaches in research, etc.

The project group is composed of three persons with the following credentials:

- for the first (bachelor) level of higher education – a scientific degree and/or an academic title;

- for the second (master) level of higher education – a scientific degree and an academic title, including one holder of a Doctoral degree or Professor.

The project/working team is headed by the guarantor of the educational program – an academic staff member holding a scientific degree and/or academic title in the field which is relevant or related to the educational program subject area (speciality) and having at least 10 years of experience in research and education. The head of the working group can be the guarantor of only one educational program.

The main functional responsibilities of the project group of the educational program include:

- to configure and participate in the development of: the educational-professional (educational-scientific) program; the academic curriculum; the current academic curriculum; the educational-methodical complex of the discipline; programs and syllabuses of industrial internships; guidelines for the completion of individual assignments and graduate qualification thesis; qualification examination program in accordance with the competences set by the standard of higher education; areas of research;

- to determine the content of elective courses;
- to analyze the quality and sufficiency of the educational literature and teaching materials for the educational-professional (educational-scientific) program;
- to control the quality of training degree seekers under the educational program;
- to administer student internships and the educational program;
- to conduct expert evaluation and clarification of the topical range for individual assignments and final qualification projects (theses), to coordinate and control the activities of scientific supervisors (research advisors) of the theses;
- to consult teachers/instructors on the implementation of the educational program;
- to advise students on their choice of elective courses in order to ensure completion of the educational program;
- to guide and control the organization of independent work of degree-seeking students under the educational program;
- to control the organization and the process of attestation;
- to promote and assist in approbation of students' research results (participation in conferences, Olympiads, round tables, preparation and publication of scientific articles, etc.) in Ukraine and abroad.

The guarantor of the educational program has the right:

- to make proposals to revise/update the content of the current educational program with regard to innovative technologies, domestic and global achievements in the education and science;
- to attend all types of classes in accordance with the current curriculum of the educational program;
- to participate in conferences, round table discussions, competitions, etc., aimed at the promotion and approbation of students' research results;
- to promote open lectures with the participation of leading scientists and industry professionals;
- to take part in the meetings of the UACU's Academic Senate and the Methodological Council of UACU in considering relevant issues;
- to make suggestions on encouraging students.

## **6. SYSTEM OF INTERNAL QUALITY ASSURANCE**

The System of internal quality assurance in higher education (hereinafter referred to as "the System") a set of interrelated and interacting elements of an organizational structure, definite mechanisms of responsibility, authority and procedures, as well as the processes and resources that ensure the implementation of general quality

management and its compliance with the established requirements, which are enshrined in legislation aimed at ensuring high quality educational services provided by UACU.

The ultimate goal of the System is to provide training of a competitive and employable graduate.

The System combines, organizes and directs the activities of all structural units of the Institute to implement high-quality professional education. The key principle of functioning of the System is student-centeredness in all components of the educational process at UACU.

The fundamental principles underlying the Quality System are:

- openness of all processes related to the provision of educational services;
- modern content, forms, methods and technologies of teaching undergraduate students, non-degree-seeking students and graduate students;
- variability and flexibility in the implementation of educational programs;
- objectivity of assessments and judgments, constant reflection;
- practical orientation of the educational process, compliance with the needs of the labor market.

The internal system of quality assurance is implemented through such procedures and methods:

- monitoring the quality of the educational process;
- psychological and pedagogical support of adaptation periods;
- constant updating and improvement of learning resources and facilities;
- development and implementation of new educational programs as well as improvement, revision and review of curricula;
- essential changes in the content of professional training;
- implementation of innovative technologies and approaches;
- continuing professional development of scholarly and teaching staff;
- conducting an external audit of quality management by independent agencies for quality assurance in higher education.

In order to monitor the quality of education provided, UACU carries out the following:

- competence self-analyses of the faculty and staff in accordance with the regulations and statutory documents, licensing and accreditation requirements, etc.;
- periodical (at least two times a year) performance analyses (by courses, majors, specialities, structural units) and the quality of students' knowledge;
- student questionnaire surveys "Instructor in the eyes of students" when elected to position, as well as when running for the academic title Associate Professor or Professor;
- surveys of students on the formation of certain competences in them;
- surveys and questionnaires of employers on the quality of professional training of the institute's graduates they employ;
- involvement of employers in examination boards.

Psychological and pedagogical support of adaptation periods is provided in the form of tutors, training sessions on communication at the start of undergraduate studies, individual work with the students who have a need in such support. Constant updating

and improvement of learning resources and facilities is implemented via:

- annual update of syllabi with their mandatory discussion at departmental meetings;

- update and development of new means for the diagnostics of educational success (incl. means and procedures for on-going and terminal control, assessment, attestation). All examination cards, both semester and final examinations are developed on a competency basis;

- mandatory provision of courses with electronic learning and teaching resources.

The system of continuing professional development of its teaching and scholarly faculty is an integral part of the System in UACU and is regulated by a separate Provision.

One of essential factors of the System is the implementation of the corporate standard that regulates the relationship within the team for both UACU's staff and students. This Standard is designed on the grounds of leadership service and is an integral part of public life at UACU.

All participants of the educational process are recommended to follow the corporate rules adopted in UACU.

## **7. FUNDING AND TUITION FEES**

The institute is funded by individuals and legal entities and other sources not prohibited by law.

The raised funds are directed to the statutory activities of the UACU in the manner and under the conditions specified by law and the Statute.

Funds received by the institute as tuition fees, training, retraining, advanced or professional development training or for the provision of educational services may not be withdrawn to state or local budgets.

In accordance with the legislation and the Statute, the UACU may provide paid services to individuals and legal entities, ensuring the provision of an appropriate level of educational services as the main activity under the Statute.

The list of paid educational services that can be provided by the UACU is approved by a separate Order of the Rector.

The amount of tuition fee payment for the entire period of study for the relevant degree, advanced or professional development training, as well as the procedure for payment for educational services (full one-time payment, yearly/semesterly/monthly payments) are established in the agreement (contract) between the UACU and the individual (legal entity), who orders a paid educational service for themselves or for another person and assumes financial obligations to pay for it.

The amount of tuition fee for the entire period of study for obtaining the appropriate degree of higher education, advanced or professional development training is set by the UACU in the national currency.

The UACU has the right to change the tuition fee in the manner prescribed by the contract, not more than once a year and not exceeding the officially determined inflation rate of the previous calendar year.



The amount of tuition fees for the entire period of study or for the provision of additional educational services is published on the official website of the UACU.

## **8. ORGANIZATION OF EDUCATIONAL PROCESS UNDER THE BLENDED TEACHING/LEARNING SYSTEM**

The university introduces a system of blended teaching and learning in the organization of the educational process.

Blended teaching and learning are the technological readiness of teachers (instructors), students and the educational institution, as well as thorough methodological basis for and development of each academic discipline (course), choosing the optimal model of the educational process, designing a learning scenario as a sequence of activities and experience that the degree-seeking student will receive during the course. elaborate preparation and organization not only of classroom classes, but first of all of students' independent work.

Qualitatively implemented, blended teaching and learning significantly improves the educational process. Technological solutions are able to ensure the availability of materials, the possibility of constant support of students, the convenience of controlling the learning process, automation of part of teachers' work. Methodical approaches provide immersion of students in the learning process, mastering the material, effective interaction between subjects of study, personalization of learning.

During lockdowns, the organization of the educational process will be shifted to online training, after the lockdown is relieved or cancelled – to offline (on-campus, in-person) training.

During lockdowns, all classes are held online; offline sessions are held for Midterms, Finals, project defense, consultations (2-3 sessions at the request of students or needed by the teacher).

When the lockdown period is over, offline classes are fully retained (according to the schedule) and only some classes can be held.

### **Requirements for methodological support of classes**

TEACHERS/INSTRUCTORS – mandatory:

1. 17 classes (incl. Midterm, Final), Syllabus;
2. One online class is:
  - a video-lecture delivered through Zoom (must be recorded and posted on YouTube after the class) or a pre-recorded video (recorded before the class; posted on YouTube);
  - course support materials available in Moodle (presentations, tests (quizzes, assignments, case studies), course and textbooks, links to external resources;
  - chat group / forum to discuss various issues of the course (difficult, interesting, before and after Midterm, Final).
3. Midterm, Final, project defense, consultations before Midterms and Finals, plus 2-3 lessons dedicated to complicated topics/issues are, as a rule, held in the classroom (in presence, on campus); online mode is allowed only through using Zoom and

EyePass.

4. All videos are uploaded to a separately created YouTube channel and students are given a link to it.

5. Test (quizzes, assignments, case studies) are designed in Moodle only and held with mandatory online proctoring through Zoom!

6. Home assignments are mandatory (provided that students should spend no more than 3 hours completing them).

7. Zoom is the only videoconferencing platform allowed for online teaching (all teachers must register their personal Zoom accounts).

8. Compliance with the requirements for classes under a blended system is checked (when the course is taught) by the head of the academic department (2 times at least) and by the Dean's Office (on a weekly basis).

Each teacher/instructor is free to choose the forms/modes and methods of conducting classes, taking into account that not all students may be present (distance learning students are involved).

The academic workload of teaching staff is calculated based on the system of full-time teaching/learning, that is, where appropriate, students of 2<sup>nd</sup>-4<sup>th</sup> academic years are divided into 2 groups. The maximum number of first-year students in a group is 25 persons for the following courses: English Composition, Business English, Computer Science.

#### **STUDENTS:**

1. Students must meet the deadlines for all assignment; assignments submitted after the Midterm, Final are not accepted; extra points/credits can be awarded for participation in conferences, competitions, etc., if previously agreed.

2. Students must immediately (within 1-2 days) warn the teacher and the Dean's Office about possible/expected malfunctions of the Internet or available gadgets.

3. The student can sit the Midterm, Final in the classroom or on their own computer, if they are able to provide their workplace with the required technical means (a computer with a separate webcam or a laptop with a built-in webcam, headset, headphones and microphone, and broadband Internet).

4. The key requirements for working in Zoom are set out in Section 3.8, Paragraphs 23-24.

### **Requirements for technical support of classes**

#### **TEACHERS/INSTRUCTORS:**

1. All educational work is carried out only through corporate e-mail accounts.

2. Teachers/instructors must be provided (partly at their own expense, partly – technical means provided by the UACU) with individual means of online teaching (computers, laptops, webcams, headsets – headphones with a microphone).

3. Teachers must know and use the Zoom system (40 minutes when using a free account), which will be a priority in the educational process.

#### **STUDENTS:**

1. All educational work is carried out only through students' **corporate personal accounts**.

2. Students must be provided (at their own expense) with **individual** means of online learning (a computer with a separate webcam or a laptop with a built-in webcam; a headset – headphones and a microphone).

Provost for Academic Affairs



L. I. Kondratenko