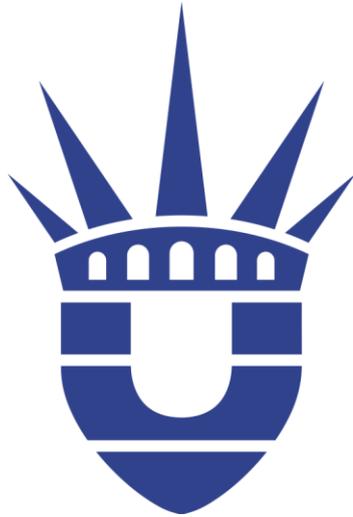


UKRAINIAN-AMERICAN  
**CONCORDIA**  
U N I V E R S I T Y

**BACHELOR PROGRAMS  
STUDENT HANDBOOK**

2024-2025

Kyiv



# UKRAINIAN-AMERICAN **CONCORDIA** U N I V E R S I T Y

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The Student Handbook is designed to outline the required procedures and policies. Please read this handbook very carefully to get familiar with its content, as it holds the information for the foundation and successful completion of your academic career.

**For up-to-date information and announcements please refer to UACU website:**

**[www.concordia.edu.ua](http://www.concordia.edu.ua)**

**While every effort has been made to make this handbook as accurate and complete as possible, changes may occur.**

**SECTION 1. INTRODUCTION****1.1. Mission of the University**

Ukrainian-American Concordia University has as its mission the *creation of stimulating teaching and learning environment for multicultural student body and internationally minded faculty*. UACU programs have an international business focus. The curriculum, designed to meet the needs of the 21<sup>st</sup> Century learners, includes a broad-based business perspective with an emphasis on moral and ethical values. Since the world today is closely connected by communication and economic systems, it is the goal of our University to help its students become productive and responsible citizens of the global society.

UACU follows the traditions of American and European universities, in terms of its courses, semester sessions, grading systems, and academic records. Classes are conducted in English.

Our bachelor's degree programs are ideally balanced against the number of subjects taught and their information content as they combine general education in various business subjects with specialized training according to the chosen major/minor. All of our educational programs are complemented by internships, workshops, business projects and graduation theses.

UACU graduates are confident leaders, ready to meet the challenges of the future!

**1.2. Objectives of the Programs**

Upon successful completion of the Bachelor Programs focused on Management and Business, students can demonstrate knowledge and understanding in business and management at the level that corresponds to the requirements for junior and middle managers. Placing a value on the practical side of business, the program emphasizes case studies and class participation which develops competences demonstrated through devising and sustaining arguments and solving problems as related to business and management. Bachelor students are determined to succeed and possess the capacity for hard work; their creativity and individuality facilitate the exchange of ideas and ensures result-oriented learning; they can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

The program focused on IT Management combines specialized courses in information technology and business management, teaching students how to use computer systems and software to manage information. The undergraduate educational program International Economic Relations provides a fundamental economic background and combines it with knowledge of management, business administration, social and political science. The program exposes students to international economic processes in a global perspective, thus preparing them for successful careers in a challenging multinational business environment. The undergraduate educational program International Business prepares students for an international career as it exposes them not only to the theoretical dimensions of international business, but also to different cultures, customs and business practices, which is invaluable knowledge in our globalized economy.

Ukrainian-American Concordia University not only gives you the practical skills you need to gain competitiveness in the job market after graduation, but we make sure that our graduates easily manage their own business activities. Business education at UACU prepares students for effective leadership positions in organizations and business. Our goal is to prepare a competent and confident leader who can face the challenges of tomorrow.

**SECTION 2. ADMISSION****2.1. Bachelor Programs Admission Requirements**

Students applying to study at Ukrainian-American Concordia University must have completed secondary school with a satisfactory grade point average. In addition, students must prove English proficiency by submitting a TOEFL/IELTS score (or an equivalent English test) or by taking a placement test/interview at UACU to begin study according to a Bachelor curriculum.

Students scoring below standard will be expected to enroll in UACU Language School until such time that they have reached satisfactory English proficiency. The faculty teaches classes with the understanding that students have the required English proficiency.

**List of the Documents Required for Admission of Ukrainian students:**

- A photocopy of a document verifying the applicant's identity and citizenship;
- A photocopy of the military service card or military service registration certificate – for persons liable for military service;
- The original of a nationally recognized document certifying previously obtained education (education qualification level), on the grounds of which a student is enrolled, and the official supplement (transcript) accompanying this document;
- External Independent Evaluation Certificate(s) of the relevant level or the results of National Multi-subject Test;
- Documents justifying an applicant's right to take part in the admission procedure based on the results of admission examinations on the basis of a complete general secondary education end admission interview (if available);
- Four (4) color photos (3 x 4 cm).

**List of the Documents Required for Admission of International students:**

- The Certificate of previous (matriculation / school leaving / high school diploma / etc.) education or degree obtained with the accompanying Transcript Record, containing the names of subjects, scores and grades achieved (nostrified and legalized translation into Ukrainian);
- A valid Medical Certificate, certifying absence of medical contraindications (consular legalization);
- A photocopy of a valid Medical Insurance Policy testifying their right for urgent medical treatment;
- A copy of birth certificate (translation into Ukrainian, notarized);
- A notarized photocopy of the national passport (its notarized translation into Ukrainian);
- The Invitation to Study (original); student's visa (type D);
- The Certificate of Legalization (nostrification) of a foreign document on education in Ukraine;
- 14 (fourteen) photos (3 x 4 cm), matte type.

## 2.2. Registration

Ten days before the beginning of a semester a student must get acquainted with the list of subjects offered by the Dean's Office (in the Moodle system) and write an application for subjects, including electives, that he/she will take during the coming semester. Students cannot register for those courses for which the prerequisites are provided, without the preliminary successful completion of the prerequisites.

**It is a student's responsibility to contact the Accountant Office, which issues bills, and make sure that the fees have been paid according to the schedule established for them.**

The tuition fee is paid according to the Agreement. A student pays for a semester (until August 15 and January 15). Additionally, a student pays for subjects that he/she retakes or takes additionally. Payment for these courses is made by students until September 20 (February 20). It is worth paying attention to the conditions for early termination of the Agreement.

The student can drop the course without getting indication of an unsatisfactory grade in the Academic Transcript before the Midterm. All courses indicated in the application signed by the student have to be paid for. Payment for subjects is not refundable, in particular, if a student has refused to take the course or has not attended classes.

At the beginning of the semester (no later than in 10 days) a student has to get acquainted with the Syllabus of the course, the assessment system (from the instructor during the first class and/or in the electronic system – Moodle) and to borrow the necessary textbooks from the library (liability deposit is paid to the University bank account). The instructor introduces a student to the Syllabus and Gradebook during the first class.

### 2.3. Transfer Students

In order to transfer credits from another educational institution to Ukrainian-American Concordia University, a future student must provide UACU with the information regarding the learning outcomes of the course, for which the credit transfer is sought. Furthermore, adequate information on certification/ accreditation/quality assurance of the HEI from where the credit transfer is sought must be provided by the future student.

If the HEI possesses nationally/internationally recognized accreditation, and if the learning outcomes are not substantially different from the ones at UACU, credit transfer may be allowed.

UACU students can attend the courses of partner universities if any. The information on available courses from partner universities can be found in the Moodle and in the Dean's Office.

Information on Mobility Programs is also in Moodle and at the International Department.

There is no limitation to the quantity of the courses that may be transferred.

## SECTION 3. ACADEMIC INFORMATION

## 3.1. Bachelor Programs Curricula

Following is a sample curriculum of the UACU Bachelor Programs

<b>Bachelor of International Economic Relations Program</b>	
<b>General Education Courses</b>	<b>Core Courses</b>
<ul style="list-style-type: none"> <li>• Business Ukrainian (6 ECTS Credits)</li> <li>• English Composition I (6 ECTS Credits)</li> <li>• English Composition II (6 ECTS Credits)</li> <li>• Psychology (6 ECTS Credits)</li> <li>• Interpersonal Communication (6 ECTS Credits)</li> <li>• Mathematics for Economics (6 ECTS Credits)</li> <li>• Computer Science (6 ECTS Credits)</li> </ul> <p>+ 5 Elective General Education Courses from the Catalogue (6 ECTS Credits / course)  <a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>	<ul style="list-style-type: none"> <li>• Principles of Management (6 ECTS Credits)</li> <li>• International Economic Relations (6 ECTS Credits)</li> <li>• Introduction to Business (6 ECTS Credits)</li> <li>• International Business (6 ECTS Credits)</li> <li>• Microeconomics (6 ECTS Credits)</li> <li>• Macroeconomics (6 ECTS Credits)</li> <li>• Area Studies (6 ECTS Credits)</li> <li>• Statistics (6 ECTS Credits)</li> <li>• IT Applications (6 ECTS Credits)</li> <li>• Organizational Behavior (6 ECTS Credits)</li> <li>• Human Resource Management (6 ECTS Credits)</li> <li>• Business Policy (6 ECTS Credits)</li> <li>• Business Law (6 ECTS Credits)</li> <li>• Principles of Marketing (6 ECTS Credits)</li> <li>• European Integration (6 ECTS Credits)</li> <li>• International Investments (6 ECTS Credits)</li> <li>• International Management (6 ECTS Credits)</li> <li>• European Law (6 ECTS Credits)</li> <li>• Global Marketing Strategies (6 ECTS Credits)</li> <li>• Course Paper in Economics (3 ECTS Credits)</li> <li>• Educational Internship “Introduction to Profession” (3 ECTS Credits)</li> <li>• Internship (6 ECTS Credits)</li> </ul> <p>+ 6 Elective Core Courses from the Catalogue (6 ECTS Credits / course)  <a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>
<p>+ <b>Bachelor’s Qualification Work</b> (6 ECTS Credits)</p> <ul style="list-style-type: none"> <li>• Physical Training - Non-credit</li> </ul>	

<b>Bachelor of International Business Program</b>	
<b>General Education Courses</b>	<b>Core Courses</b>
<ul style="list-style-type: none"> <li>• Business Ukrainian (6 ECTS Credits)</li> <li>• English Composition I (6 ECTS Credits)</li> <li>• English Composition II (6 ECTS Credits)</li> <li>• Psychology (6 ECTS Credits)</li> <li>• Interpersonal Communication (6 ECTS Credits)</li> <li>• Mathematics for Economics (6 ECTS Credits)</li> <li>• Computer Science (6 ECTS Credits)</li> </ul> <p>+ 5 Elective General Education Courses from the Catalogue (6 ECTS Credits / course)</p> <p><a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>	<ul style="list-style-type: none"> <li>• Principles of Management (6 ECTS Credits)</li> <li>• International Economic Relations (6 ECTS Credits)</li> <li>• Introduction to Business (6 ECTS Credits)</li> <li>• International Business (6 ECTS Credits)</li> <li>• Microeconomics (6 ECTS Credits)</li> <li>• Macroeconomics (6 ECTS Credits)</li> <li>• Area Studies (6 ECTS Credits)</li> <li>• Business Statistics (6 ECTS Credits)</li> <li>• IT Applications (6 ECTS Credits)</li> <li>• Organizational Behavior (6 ECTS Credits)</li> <li>• Human Resource Management (6 ECTS Credits)</li> <li>• Business Policy (6 ECTS Credits)</li> <li>• Business Law (6 ECTS Credits)</li> <li>• Principles of Accounting (6 ECTS Credits)</li> <li>• Managerial Accounting (6 ECTS Credits)</li> <li>• Principles of Finance (6 ECTS Credits)</li> <li>• Business Finance (6 ECTS Credits)</li> <li>• Principles of Marketing (6 ECTS Credits)</li> <li>• Money and Banking (6 ECTS Credits)</li> <li>• Course Paper in Economics (3 ECTS Credits)</li> <li>• Educational Internship “Introduction to Profession” (3 ECTS Credits)</li> <li>• Internship (6 ECTS Credits)</li> </ul> <p>+ 6 Elective Core Courses from the Catalogue (6 ECTS Credits / course)</p> <p><a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>
<b>+ Bachelor’s Qualification Work (6 ECTS Credits)</b>	
Physical Training - Non-credit	

<b>Bachelor of Business Administration in Management and International Business Program</b>	
<b>General Education Courses</b>	<b>Core Courses</b>
<ul style="list-style-type: none"> <li>• Business Ukrainian (6 ECTS Credits)</li> <li>• English Composition I (6 ECTS Credits)</li> <li>• English Composition II (6 ECTS Credits)</li> <li>• Psychology (6 ECTS Credits)</li> <li>• Interpersonal Communication (6 ECTS Credits)</li> <li>• Mathematics for Economics (6 ECTS Credits)</li> <li>• Computer Science (6 ECTS Credits)</li> <li>• Business English I (6 ECTS Credits)</li> <li>• Business English II (6 ECTS Credits)</li> <li>• Business Ethics (6 ECTS Credits)</li> </ul> <p>+ 5 Elective General Education Courses from the Catalogue  <a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>	<ul style="list-style-type: none"> <li>• Principles of Management (6 ECTS Credits)</li> <li>• International Economic Relations (6 ECTS Credits)</li> <li>• Introduction to Business (6 ECTS Credits)</li> <li>• International Business (6 ECTS Credits)</li> <li>• Microeconomics (6 ECTS Credits)</li> <li>• Macroeconomics (6 ECTS Credits)</li> <li>• Statistics (6 ECTS Credits)</li> <li>• IT Applications (6 ECTS Credits)</li> <li>• Organizational Behavior (6 ECTS Credits)</li> <li>• Human Resource Management (6 ECTS Credits)</li> <li>• Business Policy (6 ECTS Credits)</li> <li>• Business Law (6 ECTS Credits)</li> <li>• Principles of Accounting (6 ECTS Credits)</li> <li>• Managerial Accounting (6 ECTS Credits)</li> <li>• Principles of Finance (6 ECTS Credits)</li> <li>• Business Finance (6 ECTS Credits)</li> <li>• Principles of Marketing (6 ECTS Credits)</li> <li>• Course Paper in Economics (3 ECTS Credits)</li> <li>• Internship (3 ECTS Credits)</li> </ul> <p>+ 6 Elective Core Courses from the Catalogue  <a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>
<b>+ Bachelor's Qualification Work (6 ECTS Credits)</b>	
Physical Training - Non-credit	

<b>Bachelor of Management Program</b>	
<b>General Education Courses</b>	<b>Core Courses</b>
<ul style="list-style-type: none"> <li>• Business Ukrainian (6 ECTS Credits)</li> <li>• English Composition I (6 ECTS Credits)</li> <li>• English Composition II (6 ECTS Credits)</li> <li>• Psychology (6 ECTS Credits) (6 ECTS Credits)</li> <li>• Interpersonal Communication (6 ECTS Credits)</li> <li>• Mathematics for Economics (6 ECTS Credits)</li> <li>• Computer Science (6 ECTS Credits)</li> </ul> <p>+ 5 Elective General Education Courses from the Catalogue  <a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>	<ul style="list-style-type: none"> <li>• Principles of Management (6 ECTS Credits)</li> <li>• Operational Management (6 ECTS Credits)</li> <li>• Strategic Management (6 ECTS Credits)</li> <li>• International Economic Relations (6 ECTS Credits)</li> <li>• Microeconomics (6 ECTS Credits)</li> <li>• Macroeconomics (6 ECTS Credits)</li> <li>• World Economics (6 ECTS Credits)</li> <li>• Business Statistics (6 ECTS Credits)</li> <li>• IT Applications (6 ECTS Credits)</li> <li>• Organizational Behavior (6 ECTS Credits)</li> <li>• Human Resource Management (6 ECTS Credits)</li> <li>• Business Policy (6 ECTS Credits)</li> <li>• Business Law (6 ECTS Credits)</li> <li>• Principles of Accounting (6 ECTS Credits)</li> <li>• Managerial Accounting (6 ECTS Credits)</li> <li>• Money and Banking (6 ECTS Credits)</li> <li>• Principles of Finance (6 ECTS Credits)</li> <li>• Business Finance (6 ECTS Credits)</li> <li>• Principles of Marketing (6 ECTS Credits)</li> <li>• Course Paper in Economics (3 ECTS Credits)</li> <li>• Educational Internship “Introduction to Profession” (3 ECTS Credits)</li> <li>• Internship (6 ECTS Credits)</li> </ul> <p>+ 6 Elective Core Courses from the Catalogue  <a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>
<b>+ Bachelor’s Qualification Work (6 ECTS Credits)</b>	
Physical Training - Non-credit	

<b>Bachelor of IT-Management Program</b>	
<b>General Education Courses</b>	<b>Core Courses</b>
<ul style="list-style-type: none"> <li>• Business Ukrainian (6 ECTS Credits)</li> <li>• English Composition I (6 ECTS Credits)</li> <li>• English Composition II (6 ECTS Credits)</li> <li>• Psychology (6 ECTS Credits)</li> <li>• Interpersonal Communication (6 ECTS Credits)</li> <li>• Mathematics for Economics (6 ECTS Credits)</li> <li>• Computer Science (6 ECTS Credits)</li> </ul> <p>+ 5 Elective General Education Courses from the Catalogue  <a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>	<ul style="list-style-type: none"> <li>• Principles of Management (6 ECTS Credits)</li> <li>• Operational Management (6 ECTS Credits)</li> <li>• Strategic Management (6 ECTS Credits)</li> <li>• International Economic Relations (6 ECTS Credits)</li> <li>• Microeconomics (6 ECTS Credits)</li> <li>• Macroeconomics (6 ECTS Credits)</li> <li>• World Economics (6 ECTS Credits)</li> <li>• Statistics (6 ECTS Credits)</li> <li>• IT Applications (6 ECTS Credits)</li> <li>• Organizational Behavior (6 ECTS Credits)</li> <li>• Human Resource Management (6 ECTS Credits)</li> <li>• Business Policy (6 ECTS Credits)</li> <li>• Business Law (6 ECTS Credits)</li> <li>• Principles of Marketing (6 ECTS Credits)</li> <li>• Introduction to Programming (6 ECTS Credits)</li> <li>• Analysis and Design of Information Systems (6 ECTS Credits)</li> <li>• Information Assurance and Systems Security (6 ECTS Credits)</li> <li>• Database Management Systems (6 ECTS Credits)</li> <li>• Modeling and Forecasting of the Economy (6 ECTS Credits)</li> <li>• Course Paper in Economics (3 ECTS Credits)</li> <li>• Educational Internship “Introduction to Profession” (3 ECTS Credits)</li> <li>• Internship (6 ECTS Credits)</li> </ul> <p>+ 6 Elective Core Courses from the Catalogue  <a href="https://www.concordia.edu.ua/electives/">https://www.concordia.edu.ua/electives/</a></p>
<b>+ Bachelor’s Qualification Work (6 ECTS Credits)</b>	
Physical Training - Non-credit	

## 3.2. Course Descriptions

### BACHELOR PROGRAMS COURSE DESCRIPTIONS

#### American Culture

**Prerequisites:** none

The main objective of this course is to learn about American culture through main events of U.S. history, society, politics and literature and practice your conversation and reading skills. The student will gain an understanding of the broad sweep of United States' history, and to get insight into the current state of affairs. The class includes lectures and discussions, and uses videos, music, maps, photos and assignments.

#### Area Studies

**Prerequisites:** none

The concept of the course is aimed at acquainting students with the research of discrete regions. The topic of regional geography is revealed in terms of political, social and economic development, with an emphasis on their impact on international affairs. The focus is on the cultural, economic, environmental and political features of the world regions from a geographical point of view. The main sub-topics include population, political and economic systems, development, globalization, conflict zones, environmental issues and current events. Each region is analyzed as a part of large world community with a special focus on current issues and trends. The course engages students in an analysis of the major geographic regions of the modern world, connections and barriers, demographic models, economic assets and liabilities, and the human potential and perspectives of each region with an emphasis on comparison.

#### Analysis and Design of Information Systems

**Prerequisites:** IT Applications, Statistics, Database Management Systems

Overview of existing information systems, their structure and design principles for economic tasks

Discipline includes:

- History of information systems development;
- Classification and scope of information economic systems;
- Examples of information economic systems used in management, banking and finance, accounting, economics;
- Structure of information economic systems;
- Business processes and their place in IT project;
- Principles of designing economic information systems.

#### Business English I

**Prerequisites:** none

Presents business-related vocabulary, practice in note-taking skills, preparing presentations; introduces terminology and techniques used in commercial transactions, including interpretation and writing of business materials. Emphasis is given on correct, effective and concise use of the language, both oral and written. The course provides study of letters and documents used in legal, governmental and business transactions.

#### Business English II

**Prerequisites:** Business English I

The course is designed to bring the real world of international business into the language teaching classroom. It has been developed in association with the Financial Times and the Economist, the world's leading sources of professional information, to ensure the maximum range and authenticity of business content.

On the completion of the course the students should improve their skills in communication, critical thinking, discussion and negotiation, writing for business audiences, design and delivery effective presentations, manners and etiquette.

**Business Ethics****Prerequisites:** none

The course provides an analysis of ethical issues arising in contemporary business life. Sample topics include: fair and unfair competition; responsibilities towards employees, society and the environment; honesty and integrity in business; the moral status of corporations; corporate culture and group think, racial and sexual discrimination, affirmative action, the responsibilities of American companies abroad, and leveraged buyouts. Text, articles, and case studies will be employed.

**Business Finance****Prerequisites:** Principles of Finance

An examination of financial concepts and tools of analysis as they apply to the management of domestic and international operations. This course is taught from the point of view of a firm engaged in international business.

**Business Law****Prerequisites:** none

This course is designed to familiarize students with some of the basic concepts underlying daily business legal transactions. Topics examined include the law as it affects sole proprietors, partnerships and corporations, bankruptcy and insolvency, and ethical behavior. Practical examples are cited by the instructors who are active practitioners in the field of law.

**Business Policy****Prerequisites:** Principles of Management, Principles of Marketing, International Economic Relations

The course examines the development of the planning, financing, marketing and personnel management functions unique to the international company. The analysis of major international organizations will provide current information on how these companies operate, and relate theory to actual practice. The course utilizes the knowledge of all business areas for broad involvement in the management decision making process.

**Business Statistics****Prerequisites:** Mathematics for Economics

Statistics is the art of using data to make wise decisions in the face of uncertainty. Descriptive statistics is the art of summarizing data. Topics include: histograms, the average, the standard deviation, the normal curve, correlation. Much statistical reasoning depends on the theory of probability. Topics include: expected value, standard error, probability distributions, convergence to the normal curve. Statistical inference is the art of making valid generalizations from samples. Topics include: estimation, tests of statistical significance.

The course discusses the basic concepts of data analysis and statistical computing. Topics covered include basic descriptive measures, measures of association, probability theory, confidence intervals, and hypothesis testing. The main objective is to teach students how to think critically about data—how they were collected and analyzed—and their uses in different statistical analyses, to prepare students for future courses having quantitative components.

**Business Ukrainian****Prerequisites:** none

The course introduces Ukrainian used in fields of business, government, administration and economics. The course covers basic specific subject-related vocabulary required to handle everyday business conversations at elementary level, corresponding effectively, and reading business-related texts.

**Computer Science****Prerequisites:** none

Computer science is the study of processes that interact with data and that can be represented as data in the form of programs. It enables the use of algorithms to manipulate, store, and communicate digital information. A computer scientist studies the theory of computation and the practice of designing software systems. Its fields can be divided into theoretical and practical disciplines. Computational complexity theory is highly abstract, while computer graphics emphasizes real-world applications. Programming language theory considers approaches to

the description of computational processes, while computer programming itself involves the use of programming languages and complex systems. Human–computer interaction considers the challenges in making computers useful, usable, and accessible.

### Course Paper in Economics

The course work on the discipline of Economics is an important tool of students' logic and new economic thinking formation, and the first step towards mastering their specialty. Coursework deepens and systemizes students' scientific knowledge of economic theory, provides students with the opportunity to gain experience of independent analysis of the real economic processes, to pursue a topic in great depth, to learn more about it, and be a kind of expert. The students prepare the paper as independent scholars: they analyze resources, identify the problems they're trying to solve or address, and then write and present the paper. In this sense the course work in Economics is a valid theoretical basis for further learning.

### Database Management Systems

**Prerequisites:** Introduction to Programming

General principles of database design, development and administration. The discipline deals with the following topics:

- A historical excursion for the development of computer storage technologies;
- Database management systems, classification and applications;
- MS Access data management system. Basic principles of application, design and administration;
- MS SQL language;
- Security and protection of information in databases;
- Modern data processing technologies: Big Data, Data Mining.

### Econometrics

**Prerequisites:** Statistics (Business Statistics)

Econometrics is a science that studies the quantitative and qualitative economic relationships using mathematical and statistical methods and models. Econometrics is provided for economics tools, as well as a methodology for evaluating the parameters of models for microeconomics and macroeconomics. In addition, econometrics is actively victorious in predicting economic processes in terms of economy as a whole, as well as in economic conditions. Econometrics is a part of economic theory, the order of macro and micro economics.

### English Composition I

**Prerequisites:** none

This is an introductory course to the logic and structure of the English language with special emphasis upon reading development and the application of language skills to reading comprehension and the art of composition. The goal is to prepare the student not only for success in academic writing but also for effective participation in and critical understanding of the public and professional discourses of the "real" world beyond school. On completion of the course the students develop a flexible and effective command of style, arrange essays effectively to guide readers through complex structures, employ the basics types of arguments and persuasive reasoning using different kinds of proofs and appeals.

### English Composition II

**Prerequisites:** English Composition I

This course develops techniques for effective writing through a study of the writing process and of the skills necessary for producing purposeful, unified, and coherent short essays; it includes outlining as it relates to support for a selected thesis statement and developing skills in writing research papers using on-line and library resources; rhetoric, logical thought, audience, critical thinking, and governing human relationships are considered. The course introduces standard research and bibliographical techniques and research papers are assigned.

**European Integration****Prerequisites:** none

The course describes the stages of the European Union creation, the main steps in European integration. Determinates of the EU founding and current trends are considered. During the study various aspects of the integration process are explored: economic integration, industrial, legal, social, Schengen, Eurozone, etc. It also examines the current state of development of the EU economy and financial sectors a whole, as well as of individual EU members. Particular attention is paid to the criteria applied to the countries applying for the EU membership.

**European Law****Prerequisites:** none

The European Union affects our daily lives. National governments implement regulations and laws which have been made at the EU level. The EU removes barriers between Member States, and we all profit from the freedom of movement of people and services in the EU. However, it is not always clear how these decisions are made, what policies are in place or the consequences these have for citizens and the EU as a whole.

This course provides useful details about EU, economic facts, policies and insights main aspects of law for students who would like to know more about EU. This course will be dedicated on various EU policies, from financial topics to justice issues to foreign policy.

**Financial Accounting****Prerequisites:** none

The purpose of this course is to develop skills needed to assess the financial condition of the enterprise and its operations, investments and financial activities, while understanding the accounting processes. The course will provide students with the necessary basis for understanding the concepts, parameters underlying financial reporting, and the mechanics of moving from business accounting to the preparation of basic financial statements: balance sheet, income statement and cash flow statement. The course covers a wide range of topics for valuation and reporting on assets, liabilities and equity. The course also includes interactive discussions of business cases based on the analysis of the actual financial statements of companies.

**Foreign Language (Second) I****Prerequisites:** none

Emphasizes study of German/Spanish/Russian grammar with aim of mastering all grammatical forms; development of speaking ability, reading and interpretation of simple texts; introduction to all basic grammatical structures; intensive drill in written and conversational skills; systematic discussion of selected grammatical difficulties; intermediate composition; expansion of conversational and writing skills through discussion and written exercises; development of oral proficiency.

**Foreign Language (Second) II****Prerequisites:** Foreign Language I

The course examines fundamentals of grammar, composition, conversation and reading. More time is spent in development of reading and writing skills. Students are encouraged to form their own dialogues based on new topics as they are presented. Cultural information supplements the course.

**Global Marketing Strategies****Prerequisites:** Principles of Marketing

This course is to provide students with the understanding of Global Marketing Strategies (GMS). Marketing Strategy is a set of tools and techniques that help to learn the customers, its pains, habits, channels of communication and convert potential leads to loyal customers taking them through the customer journey. Global Marketing Strategies help to make the brand well known globally.

**Green Economics****Prerequisites:** Macroeconomics, Microeconomics

The concept of the course is aimed to introduce a green economy to students, as a new approach of sustainable development and to show increasing international attention due to the fact that countries explore new patterns of development that take into account economic, social and environmental sustainability considerations. This course will explore greening the economy on four levels – individual, business, city, and nation. We will look at the relationships among these levels and give many practical examples of the complexities and solutions across the levels. In addition, we will investigate the impact of green economy benefits on economic and social areas that boost/facilitate states to transition to a green economy.

**Human Resource Management****Prerequisites:** Organizational Behavior

The course is an introduction to the human resources function and related elements and activities. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities. Emphasis is placed on contemporary importance of HRM and the new “corporate view” of the function. Additionally, the student will be exposed to the view of HRM from the perception of both management and subordinate employees. The student will be exposed to practical situations and problem solving regarding areas of employee counseling, discipline and termination. Other critical areas of training and development, staffing and strategy will also be explored.

**Information Assurance and Systems Security****Prerequisites:** Mathematics for Economics, Introduction to Programming

An overview of current methods and approaches to ensure the integrity of information in economic systems.

Discipline includes:

- The basics of information security and cybersecurity;
- Review of potential threats and malware;
- Classification of information security systems;
- Protect information on your PC;
- Cybersecurity for computer networks
- Protection against social engineering and phishing technologies;
- Features of information protection in economic systems.

**International Business****Prerequisites:** Introduction to Business

This course aims to provide a comprehensive foundation for all students studying Business as a formal discipline. It provides an overview of the principles and the terminology associated with the concepts of business and its primary components – financing, objectives, role within the economy, organizational structure, functions and mandatory evolution and change required by internal and external factors. Studies international trade and monetary theories applied to multinational organizations are involved too. Emphasis is placed on understanding trade, customs, unions, foreign exchange rates and balance of payments.

**International Economic Relations****Prerequisites:** Microeconomics, Macroeconomics

This is an introductory course in the study of international relations. The goal of this course is to acquaint students with the concepts, ideas, and analytical tools necessary to understand state behavior and relationships among actors in the international system. The course covers the major concerns, issues, and actors that characterize world politics, examine various theoretical explanations for state behaviors, such as realism, liberalism, and constructivism and explores vital topics such as war, cooperation, international law, political economy, terrorism, human rights, and the forms of conflict that characterize the international system.

**International Investments**

**Prerequisites:** Microeconomics, Macroeconomics

The course emphasizes accounting as a practical and useful tool of control for business management. The fundamental bookkeeping process is presented from the background of a simple balance sheet equation. A logical development and unfolding of the subject then follow the profit and loss statement, the ledger, the special journal, scientific account classification and control. The course also introduces students to costing principles and techniques, to elements of managerial accounting which are used to make and support decision making process.

**International Management**

**Prerequisites:** Principles of Management

The aim of the discipline “International Management” is the formation of students’ theoretical and practical knowledge of the coherent and logical-consistent system of knowledge about the essence of international management and organization, to reveal the fundamentals of theory, methodology and management practices under the conditions of the market mechanism of international management. The course is a study of international management focusing on the role of executive, middle, and front-line management in directing and improving organizational performance in international business. Major topics include strategic, operational, behavioral, cultural, socio-ethical issues, and functional aspects of management in international settings. Concepts covered include the management of strategic planning, operations, communications (external/internal), international management of risk, negotiations, and socio-ethical issues facing modern institutions. Students will be exposed to the tools and methodology of management used in the international environment –techniques that will be further developed in other management courses and consequent employment.

**Internship**

This part is designed for creating connection between theoretical, methodological and practical parts of the studying. The idea is to give the opportunity to the students apply their knowledges in precise practical sphere and share their achievement and doubts with the supervisor and other students during the public presentation of the results.

Also, it gives the opportunity to build up the connection between the university and employees and improve the courses through adaptation to the requirements of the markets.

**Interpersonal Communications**

**Prerequisites:** English Composition II

This course gives a comprehensive view of communication, its scope and importance in business. It will cover the role of communication in establishing a favorable internal and external business environment. The course will also address and place emphasis upon the practical side of planning, composing, and keyboarding business and employment correspondence, reviewing basic English skills, delivering oral reports and interviewing for jobs. Organizational communication topics will also be considered.

**Introduction to Business**

**Prerequisites:** none

This is an introductory level course that specifically focuses on today’s business climate. The course reviews the cultural, social, political, and economic factors that shape business institutions and gives an opportunity to understand the basic role of business in the contemporary society.

**Introduction to Profession**

**Prerequisites:** none

The goal of the course is to acquire the abilities and understandings to design and critically assess business, international companies. The attention will be drawn to practical foundations and abilities of different companies. The course introduces students to the basic tools of business development and the principles necessary to widespread economic, marketing relationships, management, business behavior, and consumer choice, show productive reality of the companies.

### Introduction to Programming

**Prerequisites:** Computer Science

Overview of computer software development technologies. The discipline deals with the following topics:

- History of programming languages development;
- Classification of programming languages and the range of applications that may be associated with them;
- Fundamentals of algorithmization;
- Technologies of modern programming;
- The basic structural elements of modern software such as C++ and Python programming languages;
- Programming practice (object-oriented and visual programming).

### IT Applications

**Prerequisites:** Computer Science

IT Applications is the study about IT applications for business and management. IT Applications studies the theory of computation and the practice of designing software systems. IT local business-functional applications embedded in business processes, activities, products and/or services. Research and development work in the IT area performed to create a situation-specific bridge between new or existing IT hardware and software technologies and the information needs/wants of a customer. The combination of proper hardware, software, and tailored application delivers a well-rounded IT solution for the customer's problem.

### IT Applications in Business

**Prerequisites:** Computer Science

IT Applications studies the theory of computation and the practice of designing software systems emphasizing the application in the field of international business, in particular, business projects and startups. IT business-functional applications embedded in business processes, activities, products and/or services. Research and development work in the IT area performed to create a situation-specific bridge between new or existing IT hardware and software technologies and the information needs/wants of a customer. The combination of proper hardware, software, and tailored application delivers a well-rounded IT solution for the customer's problem.

### Leadership

**Prerequisites:** none

The primary purpose of this course is to prepare students to become effective leaders. The orientation of the course is leadership in business management, human resources management, and financial staff management. Based upon theory and practical application, the emphasis of the course features the role of leaders who practice core values, build strong teams, develop people, foster motivation, nurture vision, improve performance, and produce future leaders. The learning methodology is action and reflection.

### Macroeconomics

**Prerequisites:** none

The course presents principles and theories of macroeconomics with emphasis on economic analysis and special application to the international trade market and to management economics. Emphasis is given on such macroeconomic issues such as unemployment, inflation, cyclical business fluctuations, economic growth, the role of money, theories of interest rates, stabilization policies, foreign exchange rates, balance of payments difficulties, and comparative economic advantages among nations.

### Managerial

### Accounting

**Prerequisites:** Principles of Accounting

The course emphasizes accounting as a practical and useful tool of control for business management. The fundamental bookkeeping process is presented from the background of a simple balance sheet equation. A logical development and unfolding of the subject then follow the profit and loss statement, the ledger, the special journal, scientific account classification and control. The course also introduces students to costing principles and techniques, to elements of managerial accounting which are used to make and support decision making process.

### Mathematics for Economics

**Prerequisites:** none

This course provides students with a mathematical foundation in business, economic, social sciences, and the 'life'. It presents concentrated and more detailed study of sets and Vein Diagrams, linear equations and solution of  $2 \times 2$  systems of linear equations, polynomials, rational and radical expressions, quadratic equations, and inequalities. Emphasis is on application to business situation.

### Microeconomics

**Prerequisites:** none

The course presents a study of the fundamental economic principles and theories with emphasis on microeconomics and special application to the organization of different national economic systems in the performance of their tasks of production, exchange and distribution of consumer and capital goods and services.

### Modeling and Forecasting of the Economy

**Prerequisites:** Statistics (Business Statistics), Computer Science, Microeconomics, Macroeconomics

The most widespread in the construction of development forecasts in the practice of commercial activity are economic and statistical models that describe the dependence of the economic indicator under study on one or several factors that have a significant impact on it.

Regularities in economics can be expressed in the form of mathematical models of connections and dependencies of economic indicators. Such dependencies and models are obtained only by processing real statistical data, taking into account internal communication mechanisms and random factors. The availability and quality of information support, the real possibilities of collecting and processing primary information largely determine both the scope of practical application of statistical modeling in economics and the choice of various types of applied models.

### Money and Banking

**Prerequisites:** Microeconomics, Macroeconomics

The course examines basic theories in monetary economics and international finance and the impact of the domestic and foreign monetary policies on the Ukrainian economy. Topics include Ukrainian and international financial institutions, financial intermediaries, financial instruments, interest rates, money demand, money supply, exchange rate, balance of payments, and central banking and monetary policies.

### Negotiation and Conflict Resolution

**Prerequisites:** none

This course provides students with the knowledge and skill necessary to understand the basics of conflict management, negotiation, and resolution. In this course, the student will learn about the nature and definition of conflict, its causes, how to analyze a conflict and engage in methods to reach agreement with counterparts. This course uses scenario-based exercises to develop skills and knowledge. The course covers negotiation and conflict resolution cases that are applicable across the spectrum of business management activities, from labour relations to government relations, by way of day-to-day issues.

### Operational Management

**Prerequisites:** Principles of Management, Statistics (Business Statistics)

The course examines the methods of planning, coordination, and execution of activities in transformation processes in manufacturing and service organizations. The role of the operations manager is explored, and attention is given to analytical methods that improve production processes and enhance competitiveness. The course illustrates how manufacturing and service operations can apply quantitative tools to decisions using queuing theory, staffing, scheduling or product mix planning using linear programming, and using simulation in inventory control. Emphasis is given on application to real life situations.

### Organizational Behavior

**Prerequisites:** none

This course explores the fundamentals of organizational behavior using a system approach- examining how each component of the organization (individual, group, organization, etc.) contributes to the functioning of the whole.

The study of organizational behavior includes a broad array of topics including cultural diversity, ethics, group psychology and communication. The course objective is to illustrate how people work together in business environments and how to utilize course material in real life situations.

**Philosophy**

**Prerequisites:** none

The goal of this course is to present philosophy to newcomers as a living discipline with historical roots. While a few early lectures are historically organized, my goal is to trace a developmental progression of thought that introduces basic philosophical methods and frames issues that remain relevant today. Later lectures are topically

organized. These include philosophy of science and philosophy of mind, areas where philosophy has shown dramatic recent progress.

This course concludes with four lectures on ethics, broadly construed. I cover traditional theories of right action in the third of these. Students are first invited first to think about what is good for themselves and their relationships in a lecture of love and happiness. Next a few meta-ethical issues are considered; namely, whether they are moral truths and if so what makes them so. The end of the ethics sequence addresses social justice, what it is for one's community to be good. Our sphere of concern expands progressively through these chapters. Our inquiry recapitulates the course of development into moral maturity. Over the course of the text I've tried to outline the continuity of thought that leads from the historical roots of philosophy to a few of the diverse areas of inquiry that continue to make significant contributions to our understanding of ourselves and the world we live in.

### **Principles of Accounting**

**Prerequisites:** none

The course presents comprehensive instruction in the basic accounting practices, with the emphasis on mercantile and personal service enterprises. The course deals with both the bookkeeping process and the presentation and use of accounting data in the management of a business enterprise.

### **Principles of Diplomacy**

**Prerequisites:** none

This course aims to provide students with basic knowledge of diplomatic and consular law, as well as professional and personal skills and competencies necessary to effectively perform the functions of a specialist in international relations and business in various situations when working in international companies, science and education, including the use of knowledge gained in the performance of official duties abroad. In particular, we will try to address issues form thorough theoretical and practical knowledge for diplomatic and consular work, as well as to apply this knowledge in cooperation with international business; analysis the role of diplomatic relations in creating a positive internal and external image of Ukraine as a whole and at an individual enterprise.

### **Principles of Entrepreneurship**

**Prerequisites:** none

This course provides instruction in the basic principles of entrepreneurship including the role of the entrepreneur, entrepreneurship as a career, ethics in business, and the principles of marketing, financing, and managing a business. There is no occupational completion point after the completion of this course. Entrepreneurship is commonly regarded as the pursuit of opportunity beyond the resources apparently to hand. With this maxim in mind, we explore the theory and practice of starting then growing new ventures, where opportunities exist but the pathways to unleash promising outcomes are uncertain. Knowledge and skill development is built by identifying and developing a new business idea within the class, through adaptive execution to generate information by building and testing business hypotheses so to navigate uncertainties. These skills are then used to analyze conditions across various entrepreneurial firms. Topics include the process of entrepreneurial logic, designing business models for value capture and delivery, framing competitive strategy, determining assumptions-based finance needs, understanding different innovation types and managing growth to build stronger ventures.

### **Principles of Finance**

**Prerequisites:** Financial Accounting (Managerial Accounting)

Examines the role of financial management with emphasis on multinational corporations. Studies principles and practice of financing; sources and control of funds, financial instruments, capital market analysis. Some major topics are state budget, state revenue, tax system, regional finance, insurance, interest rates, stock and bond values, financial strategies.

### Principles of Management

**Prerequisites:** none

The course introduces the principles and functions of management with an integration of line and staff relationships, theories of management, authority and responsibility, centralization and decentralization, planning, organizing, directing, and controlling.

### Principles of Marketing

**Prerequisites:** none

The course presents an analysis of marketing problems and techniques relating to management and marketing in the profitable operation of a business enterprise. Attention is given to evaluating consumers and their needs, product strategy, distribution strategy, promotional strategy, and price determination. This course allows students to build foundational marketing skills, which are utilized while preparing a marketing plan.

### PR Management

**Prerequisites:** none

A course is focused on the analysis of public relations campaigns, solving/preventing problems, utilizing PR strategy. A particular emphasis is placed on PR as a management function for connections between an organization and its key stakeholders. There will be minimal lecturing in this course: through case studies and other mechanisms, students will examine key principles in PR practice specializations, including media relations, employee relations, community relations, government relations, consumer relations, and crisis communications, etc. The students will write press releases, address internal and external audiences, and study the basic principles of effective guidance of public opinion with integrity. The course incorporates use of pertinent media tools and role-playing presentations among other approaches to effective instruction.

### Project Management

**Prerequisites:** Principles of Management

This course provides a systematic and thorough introduction to all aspects of project management, underlining the importance of understanding the relation between projects and the strategic goals of the organization. The course provides an overview of the five project management process groups, including initiating, planning, executing, controlling and monitoring, and closing. It also discusses the technical, cultural, and interpersonal skills necessary to successfully manage projects from start to finish. The course emphasizes that project management is a professional discipline with its own body of knowledge and tools – used during their entire life cycle, from scoping the project until its closure. Concepts will be reinforced by case studies covering a variety of project types and industries.

### Psychology

**Prerequisites:** none

This course will survey the science of psychology and will address such topics as research methods, biological bases of behavior, sensation and perception, states of consciousness, process of learning, memory peculiarities, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment as well as applications of psychology in a culturally diverse world.

### Public Administration

**Prerequisites:** none

The course will provide an overview of the basics of Ukrainian public administration with comparative analysis and will be focused on modern government relations between local, regional and state levels. This course is an opportunity for students to familiarize with the basic principles, concerns, and methods of public administration. Also, comparative analysis with the USA, Germany and France public authority structures will give a basic overview of modern state structures and public administration in the World. Also, students will learn the basics of government internal relations and public services.

### Public Speaking

**Prerequisites:** none

This skills-based course is meant to help students become a better public speaker through theory and, more importantly, practice. Students will learn concepts and models of communication, how to lessen speaker anxiety, how to adapt a speech for different occasions and audiences, how to effectively support own ideas, how to select and organize materials in preparation for a speech, and how to utilize multimedia tools in presentations, among other skills. Progress in this area will be assessed with the following graded assignments: written outline assignments, presentations, communication assessments, embedded test questions, etc. This course should be relevant in academic, business, and social settings.

### Sociology

**Prerequisites:** none

This course provides an applied sociological analysis of the major trends shaping current and future business worldwide. The course will examine these issues in light of demographic effects, ethical concerns, technological innovation, the role of producers and consumers, and the changing role of government. We will use “applied sociology” in achieving a firm understanding of the social structures and processes involved in business and management systems. Topics also include institutions and social structures, group interactions, group think, and a host of other ideas directly relevant to business.

### Statistics

**Prerequisites:** Mathematics for Economics

This course helps students to analyze and interpret statistical data. Quantitative concepts and basic techniques in research are stressed. The course objectives cover methods of sampling, probability, the normal distribution, constructing confidence intervals, correlation, hypothesis testing and linear regression. Emphasis is given on applications to real life situations.

### Strategic Management

**Prerequisites:** Principles of Management

This course is to provide students with the understanding of strategic management through practical and theoretical work. Specific focus on: strategic management features; value of professional strategic management; aspect of strategic success; understanding methods of strategic analysis; understanding strategic potential of organization and formation of its competitive advantages.

Upon successful completion of this course, students will be able to use knowledge of the strategic management in enterprise, principles and methods of strategic management; to identify needs in changes of strategy oriented organization, initiate them and construct a target state system; to use tools and methods of strategic analysis; to use skills of communication in different functional areas of businesses that need change in strategic management.

### Sustainability Management

**Prerequisites:** Principles of Management, Macroeconomics, Microeconomics

Sustainability management – a course focused on contemporary approaches to managerial activities and governance principles that built on sustainability basis; gives the idea of rethinking issues and problems as well as of using tools, ideas, and theories in a new way; create new managers which focus not on implementing sustainable development principles but make them as a basis for management.

### Ukrainian Foreign Language (for International Students)

**Prerequisites:** none

Ukrainian Foreign Language I is the first step on your way to speak Ukrainian. This course is an elementary practical course for English-speaking persons. The course can serve as an introduction to a deeper and fundamental study of the Ukrainian language, it promotes acquiring the habits of reading, oral speech and, writing in the sphere of everyday communication. Our classes will acquaint the student with the Ukrainian alphabet, phonetic system, articulation of the sounds, peculiarities of stress and intonation. They also contain the main grammar patterns designed to develop everyday speech and serve as the basic for more extensive study of the Ukrainian language.

**World Economics****Prerequisites:** Microeconomics, Macroeconomics

This course is a study of economic development in the Third World nations. Emphasis is on the analysis of critical development problems combined with theoretical, empirical, and policy-oriented perspective. The course will also explore the historical, political, social, and economic roots of underdevelopment and the future of the world economy in the age of increasing independence. 1

**Non-credit****Physical Training****Prerequisites:** none

This course is designed to give students the opportunity to learn fitness concepts and conditioning techniques used for obtaining optimal physical fitness. Students will benefit from comprehensive weight training and cardiorespiratory endurance activities. Students will learn the basic fundamentals of strength training, aerobic training, and overall fitness training and conditioning. Course includes both lecture and activity sessions. Students will be empowered to make wise choices, meet challenges, and develop positive behaviors in fitness, wellness, and movement activity for a lifetime.

### 3.3. Course Syllabi

During the first class meeting a course syllabus is handed out to each student and time is taken to go over the syllabus. A copy of the syllabus is also posted on the Moodle online platform for the student's access.

A course syllabus is the **basic structure of every course and offers an outline and summary of what should be completed by the time the course is over**. TAKE THE TIME TO UNDERSTAND AND CONSIDER all aspects of the syllabus. The final design of the syllabus will reflect the individual differences of the faculty member but every syllabus should have, at a minimum, the following information:

#### Course Information

The first items of information in a syllabus provide course information: course title, days and hours for consultation hours, prerequisites if any, instructor information including contacts.

#### Course Synopsis

A course synopsis is the official description of the course as stated in the institution's catalog of courses. The synopsis may also provide additional detail, offer an updated view, and emphasize certain aspects of the course. Broadly speaking, it indicates the overall goal of the course, briefly, characterizes the main topics to be covered, points out why the course is important, identifies any special instructional methods to be used, and comments on what background students should have in order to best appreciate the course content.

#### Student Evaluation Methods

The syllabus clearly explains the grading policies that will be followed in the course. It should include the dimensions for gauging student performance that include evaluation of participation in class discussion, work on knowledge management exercises, papers, projects, and reports in terms of the quality of both written and verbal presentations, etc.

#### Text, Readings, Materials

The syllabus provides you with detailed information about the following:

- Textbook(s) – Including title and author.
- Supplementary reading(s) – if applicable the syllabus should indicate whether the readings are required or only recommended, and whether the readings are on reserve in the library.

#### Class Policy

- **Attendance, lateness** – the syllabus also includes some statement about attendance and about lateness, at least if it is penalized.
- **Class participation** – in the medieval lecture hall, class participation was not an issue, but if you as students are to learn to apply, analyze, synthesize, etc., you **NEED** to be active.
- **Missed exams or assignments** – Syllabi should inform the student whether exams and assignments can be made up; statements regarding earning extra credit should also be included if that is an option.
- **Academic dishonesty and class disturbance** – UACU approaches cheating, plagiarism and classroom disturbance to be **unseemly, academically unacceptable and therefore any such**

**behavior must be penalized.** UACU approaches cheating and disruptive behavior with a **ZERO-TOLERANCE** policy.

- Students caught cheating during an exam will be asked to leave the classroom immediately.
- The Dean's Office will be informed of the incident including the students name, number and circumstances. Subsequently disciplinary action will be taken.
- The student will receive a 0 (zero) grade for the exam/test or quiz and in particular cases – for the whole course.

### **Course Schedule**

Every Syllabus contains information about the course program, number of assessment activities and their distribution through the course indicating maximum points assigned for each task, days and time for each class.

**3.4. Bachelor Programs Graduation Requirements**

Graduate students will be granted a Bachelor's degree upon satisfactory fulfillment of the following requirements:

- Completion of the required courses and credit hours required for the degree.
- Submission of an acceptable thesis when required.
- Development, submission (when required) of an acceptable thesis, comprehensive examination.

Any case of academic dishonesty is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory grade ("0") is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

Petitions for graduation will be approved by the Academic Department if all degree requirements have been completed before the proposed graduation date and if all required documents have been submitted and fees paid.

A student may be dropped from candidacy for serious academic or personal misbehavior by decision of the Academic Department.

UACU students are offered an opportunity to become interns in the field of international management, business, economic relations at prestigious Ukrainian, international and joint companies with the perspective of obtaining a job after graduation.

### 3.5. Academic Transcript

An Academic Transcript is an official document detailing a student's academic record for the period of enrolment at UACU. It is a student's complete and permanent academic record, and includes all courses undertaken or attempted and the final letter grade for each course.

**Note:** The Transcript records all courses successfully and unsuccessfully completed courses, and are calculated in the cumulative GPA.

#### Contents of an academic transcript:

- Student name and ID number
- Year of study and program
- Course and unit titles
- Credit points
- Marks and letter grades including their ECTS' equivalents - all recorded grades and marks, including any fail grades or courses you discontinued after the official add/drop period.
- Grade point averages (GPA) for each semester and a cumulative GPA for the overall period of study.
- Total number of credits and its ECTS equivalent.
- The percentage of students achieving the respective grade category in previous cohorts.

#### Routine

- Academic Transcripts can be requested in person or via corporate mail.
- Provided that all fees are paid, the Academic Transcript will be prepared within 20 working days.
- Official Academic Transcripts are signed by the Dean and have the University seal imprinted on it.

**SECTION 4. ACADEMIC REGULATIONS****4.1. Expectations**

As mentioned earlier, the Student Handbook covers the major regulations which will affect you as a student. They are presented as guidelines, a frame on which to build your academic career. There are certain aspects that should be brought to light, or areas that require special attention.

The following list of expectations, by no means all-inclusive, is intended to serve as a guide. Please read through these expectations carefully because you must accept responsibility for planning your educational experience within the confines of the policies of UACU. Please contact the Academic Office Coordinator if you are unsure about expectations or institutional policies.

It is expected that students are ready to demonstrate:

- Academic responsibility.
- Integrity of character.
- Ability to work constructively in a collegial environment and contribute to collective efforts.
- Compliance with the established policies and procedures of the institution.
- Ethical behavior in relations to fellow students, faculty, staff, in the use of institutional resources as well as in scholarly activities.

## 4.2. Disciplinary Actions

Students are subject to disciplinary actions for any of the following reasons:

- Dishonesty, such as cheating, plagiarism, or knowingly providing false information to UACU.
- Forgery, alteration, or misuse of UACU documents, records, or identification.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other UACU activities, including authorized activities on UACU premises.
- Physical abuse of any person or of property owned or controlled by UACU, or conduct which threatens or endangers the health or safety of any person.
- Theft of or damage to property of a member of UACU community, or of a campus visitor.
- Unauthorized entry into or use of UACU facilities.
- Violation of UACU policies or regulations.
- Use, possession, or distribution of illegal drugs, and drinking or possession of alcoholic beverages.
- Disorderly conduct, including lewd, indecent or obscene conduct or expressions.
- Failure to comply with directions of UACU officials acting in the performance of their duties.

Disciplinary action will be taken for any of the above mentioned points, expulsion is not excluded.

### 4.3. Classroom Management and Policies

- Attend classes on time and for the full period.
- Make sure you receive a course syllabus for each course. The syllabus should be distributed by your instructor at the beginning of the semester.
  - The syllabus will contain all information the instructor wants you to know or pay attention to, over the duration of the course.
- Use consultation hours provided by your instructors.
  - Consultation hours are outside of class time in which you can meet with your instructor to discuss covered material or to get help.
- Provide appropriate notification and, as applicable, seek approval if you are:
  - Unable to attend classes (in cases of emergency).
  - Going to be absent for any reason.
  - Provide a signed leave document (i.e. a medical report etc.) if unable to attend class.
- As world citizens we must be mindful of diversity. At UACU, we have students and instructors, who are of different races, age, religious backgrounds, nationalities, genders, family backgrounds, ethnic groups, and who have different physical or learning abilities and disabilities.
- Be prudent about the use of possibly offensive language, allusions, or humor in the classroom and in general. The university seeks to maintain an environment in which there is freedom of inquiry and expression but also freedom from discrimination and intimidation.

**If unable to attend a class you need to inform your instructor and the Dean's Office in advance via corporate email.  
Keep in mind that your words and conduct are influential.**

#### Classroom Policy and Student Responsibility

Students are expected to leave the classroom and its equipment in order (e.g., whiteboards clean, chairs arranged, electronic equipment switched off). Taking furniture away from any classroom is forbidden.

Food, drinks, gum, seeds, or tobacco products are prohibited in all UACU classrooms, including the Library and Computer Lab, at all times.

The designated areas for taking meals include the cafeteria on the 6th floor, Domashna Kuhnya, Coffee shop and other eateries of campus.

University policy prohibits smoking in all classrooms, offices and other designated public areas within buildings.

University policy prohibits the possession and consumption of alcoholic beverages, and the unlawful possession, use, or distribution of illicit drugs. Failure to adhere to these policies may result in severe consequences including expulsion.

### Midterms/Tests/Quizzes

The following are general expectations for assessment activities:

- All tests, exams and/or quizzes are proctored.
- Examinations represent the material covered in the course and are graded in a timely manner.
- All examinations are designed to distinguish between knowledge levels of students.
- No re-take of examinations to improve grades is allowed.

### Final Examinations – Scheduling and Grading Policies

- The scheduling of final examinations is done by the Academic Office.
- The schedule includes the place and time for all final examinations.
- Students who want to change a final examination time must receive approval from the Dean.
- Final grades are usually provided no later than 5 (five) working days after the Final.
  - No grade changes will be accepted after the deadline.
  - Grade changes must be approved by the Dean, and processed officially. A completed Change of Grade form must be submitted within the deadline.

### Official Policy on Missed Exams

All examinations must be taken when scheduled. A student who misses an exam with a valid excuse is responsible to contact the Academic Office or/and the instructor before the exam.

If the rescheduled exam is missed, a zero (0) will be given for the exam, and the student will receive an appropriate grade mark, based on previous performance.

- No re-take of examinations to improve grades is allowed.
  - Extra credit work is only acceptable if it is stated in the original course syllabus. Therefore, if extra credit work or re-take exams are to be conducted they must be given to ALL students.
- Grade changes will only be allowed if a student provides a well-justified appeal and must be approved by the Academic Office.

### Course Grades and Grade Distribution

Specific Grading requirements:

- Final course gradebooks are usually completed by the instructor, no later than five (5) working days after the final class.
  - No grade changes will be accepted after the deadline.
  - Grade changes must be approved by the Dean, and processed officially. A completed grade change form must be submitted within the deadline.
- All examinations will be designed to distinguish between knowledge levels of students.
- Grades are useful in helping you as students to plan your overall academic programs. Many of the choices students make about the courses should be influenced by performance in previous courses since that performance is a legitimate assessment of the student's readiness for subsequent courses.

### Academic Integrity

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

- **Plagiarism** — submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
- **Cheating** — using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
- **Facilitating Academic Dishonesty** — helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
- **Fabrication** — altering or transmitting, without authorization, academic information or records.

Principles of academic integrity require that UACU student:

- properly acknowledge and cite all use of the ideas, words or results of others;
- make sure that all work submitted as his/her work in an academic activity is produced without the aid of unsanctioned collaboration or unsanctioned materials;
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

Compliance with these principles is necessary in order to ensure that:

- every student is given proper credits for her/his ideas, words, results and other academic accomplishments;
- all academic work done by a student is fairly evaluated and no student has an inappropriate advantage over others;
- the academic and ethical development of all students is fostered;
- the reputation of the university for integrity in teaching and research is maintained and enhanced.

Failure to adhere to these principles of academic integrity threatens both the reputation of the university and the value of the degree awarded to its students.

### Penalty for Academic Dishonesty

Each incident of academic dishonesty will be reported in writing to the appropriate Academic Office. A disciplinary notation for academic dishonesty may be entered on the student's academic record. Any violation of academic integrity rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory grade ("0") is assigned for the course total. Cases of academic dishonesty are not considered by the Academic Council.

#### 4.4. Grading policy

Student grades for this course will be calculated based on performance.

Note: the minimal grade to pass a subject is 60%.

#### Graduate Grading Guidelines

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

#### Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

#### Criteria for grading:

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

#### 4.5. Academic Office

The Academic Office exists to help facilitate, initiate and coordinate the academic work of the university, particularly the teaching and assessment of students. The Academic Office implements academic policies and procedures to manage academic records. The goals of the Academic Office are to:

- publish academic policy, interpret it correctly, and enforce it fairly;
- organize and supervise an efficient registration process and maintain clear and accurate institutional enrollment records;
- develop, maintain, and safeguard a complete and accurate academic record for each student according to institutional policy and in keeping with professional and legal standards;
- respond appropriately to requests for information from institutional and student academic records.

The Academic Office provides support and advice to faculty members and students. The Office also provides guidance for staff and students about how to handle circumstances that might have affected students' performance in examinations/assessments.



**5.2. The Library Resource Room**

Ukrainian-American Concordia University has a high-quality library, which serves as one of the major tools for studying at UACU. The library holds textbooks, books, science journals and other academic literature in Ukrainian, English, German, Spanish and other languages. The UACU library holds catalog and dictionaries which can be easily accessed. Students can use the reading room for their conveniences. UACU library staff is always willing to assist you in your information search.

UACU IT-Center opens access to virtual Internet data bases: libraries, information centers, foreign publishing houses, archives and science magazines. Internet provides distance learning technologies and connects UACU to colleagues and partners throughout the world.

### 5.3. IT Support services

#### Computer Lab and Personal Profiles

The Computer Lab mission is to provide students, faculty and staff with an environment conducive to academic research and writing. Any inappropriate or disruptive behavior that compromises this mission will NOT be tolerated.

In order to use any computer in the Computer Lab, you must log in using your assigned personal username and password.

Once you log in to a computer, you must remember to log out. Someone else can access your files and use your profile if you leave it logged in.

Personal files left on the classroom computers will be deleted.

When classes are scheduled in the Computer Lab, all other users must leave the room by the start of the class\*. If you are logged in to a classroom computer but have left the room at the start of a class, your computer will be restarted.

*\*Lab hours are subject to change and may vary throughout the semester — please check the schedule posted on the Moodle or Informational board.*

#### Online Educational Platform (Moodle)

In order to provide high quality education in line with innovative approaches of world leading education institutions and recognizing the benefit of online learning, feedback and assessment, UACU uses Moodle – the virtual distance and online learning resources and activities platform, which facilitates access to learning resources and enhances communication between instructors and students in real time.

Allowing instructors to create and develop learning resources and activities as well as assess and evaluate students' performance, Moodle provides rich assessment tools from regular course quizzes and tests to Midterm and Final examinations. These are marked and graded by the system itself, which totally undermines being labeled as inaccurate, biased or corrupt.

Moodle enables students to communicate with their instructors (i.e. via text messages, forums and chats) outside their academic hours and access a wealth of materials and learning resources of all kinds provided by their course instructors.

Students register for courses by filling in an application and sending it to the Academic Office by email; following tuition payment verification, they are enrolled in the chosen courses and added to the Moodle system. Having logged in to Moodle, you are given access to the course syllabus and electronic gradebook showing all of the course assignments and ongoing course activities, as well as available online resources.

#### Computer Hardware and Software

You may not alter / remove any component of the computers' hardware (cables, drives, monitors), even on temporary basis.

You may not attempt to circumvent the security protections included with any of the software applications.

You may not attempt to change configuration settings during setup. All computers are set to the same Classroom standard (i.e. monitor resolution and refresh rate, bios, etc.) and are protected from changes with security measures.

You may not make permanent changes to any computer or install your own software on any computer in the Computer Lab.

Any violation of these rules regarding computer hardware and software in the Computer Lab will result in the revocation of user privileges for the period of no less than one term.

### Courtesy

Audio material may be used in the Computer Lab only with effective headsets. If someone else can hear the sound, you will be asked to turn down the volume.

If you are working with a partner or in a small group, talk quietly.

Do not sit on the desks or arms of chairs. All classroom furniture must be used appropriately.

Do not use a computer that is already used by another person. In order to access any computer in the classroom, you must use your own personal username and password.

Cell phones need to be turned off or mute when entering the computer lab. Calls are to be answered or made outside the Computer Lab.

Anyone failing to act appropriately in the Computer Lab will receive a verbal warning. If that verbal warning is ignored, a student will be asked to leave.

### Technical Assistance

If you have any questions regarding Moodle platform or need technical assistance, please contact:

#### **Head of the Information, Technologies and Innovations Department,**

#### **Academic Office Coordinator**

Prof. Anastasiia Kinash

(+380 50) 015-9771

anastasiia.kinash@uacu.edu.ua

#### **Head of IT Center**

Mr. Vladyslav Nadtochii

(+380 50) 015 9569

vladyslav.nadtochii@uacu.edu.ua

**5.4. Recreational/Refreshment Facilities**

UACU students take part in yearly sport events and competitions. The sports facilities used by UACU students include the Sports Center with a swimming pool and athletic fields as well as a stadium and smaller sports halls. There are cafeterias and food-corners in the university and in a walkable distance

### 5.5. Electronic Device Policy

Technology use in the classroom is intended to enhance the learning environment for all students. To this end, UACU establishes the right of each faculty member to determine if and how personal electronic devices are to be used in the classroom. Any use of technology that substantially degrades or jeopardizes the learning environment, promotes dishonesty or illegal activities, is prohibited and will be penalized by the instructor.

Students are permitted to possess mobile phones and other electronic devices on campus provided that any such device is switched -off and stored in a backpack, purse, pocket, or other place where it is not visible. Ear-buds and earphones must also be stored away.

**Please switch off all devices during class sessions and store them in your backpack, purse or bag.**

University instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes or class work. However, communication devices such as **phones must be turned off**. Students who fail to comply with an instructor's restrictions or prohibition will be subject to penalty or be asked to leave the class.

All forms of electronic devices are **prohibited in exams**, except when otherwise directed by the instructor. If a student violates the stated policies, student will receive a zero for the assignment or exam, and may be subject to further disciplinary action.

**5.6. Academic Mobility Programs at UACU**

The university has always paid considerable attention to the academic mobility of students.

UACU students have had an opportunity to study for a semester or two at the University of Trier (Germany), the University of Applied Sciences (Worms, Germany) and the University of Koblenz-Landau (Germany).

In the spring semester of 2022 our partners provided UACU students with online courses at their universities. Our students successfully took courses from ACSENDA School of Management (Vancouver, Canada), Concordia University Wisconsin (USA), the University of Richmond (London, UK), the University of Applied Sciences (Worms, Germany). Students who went abroad had an opportunity to study full-time at the University of Trier and the University of Applied Sciences, Worms.

Some students received a monthly exchange scholarship from German Academic Exchange Service (Deutscher Akademischer Austauschdienst/ DAAD) with funding from the Federal Ministry of Education and Research of Germany.

Our students have successfully completed the courses of mobility program.

During 2022-2023 academic year UACU students will take courses from:

1. ACSENDA School of Management (Vancouver, Canada)
2. Concordia University Wisconsin (USA)
3. University of Trier (Germany)
4. University of Applied Sciences (Worms, Germany).

## 5.7. Students Life

The Student Council of the Ukrainian-American Concordia University helps students become responsible and active members of the community.

The Student Council as the voice of students helps share ideas, interests, and students' concerns with the Professors, Deans and the Rector.

During the year, UACU organizes a range of on- and off-campus cultural, social and educational events, recreational activities, and sporting events:

- Scientific conferences and research activities
- Meetings with businessmen, politicians, and diplomats
- Business workshops and master classes
- Language competitions and contests
- Internships at international Ukrainian and foreign companies, the Ukrainian Chamber of Commerce and Industry, and the Kyiv Chamber of Commerce and Industry
- Dual diploma and exchange programs
- Sport competitions and athletic tournaments
- Sightseeing tours, excursions and field trips
- Picnics and celebrations

### Sport

Ukrainian-American Concordia University is the place for students, staff and the UACU community to get active, stay fit, and play sport in a range of fun, convenient and social programs. We have something for everyone and every level.

Our students use the facilities of the athletics complex at National Pedagogical Dragomanov University: a pool, where each student has an opportunity to swim (or learn to swim), and gyms for regular PE classes. Students also play football, volleyball, basketball, and train at the gym. It has become a tradition to hold sports competitions: UACU Cup competitions are held every year in football, basketball, swimming, and athletics. Interesting events take place in the open sports grounds. There are highly-qualified athletes among our university students specializing in swimming, cycling, fencing, powerlifting, and team sports games.

### Dormitories

Our students may, if necessary, stay in the dormitory. As UACU has agreements with three educational institutions, our students have an opportunity to choose a more comfortable dormitory for stay according to their needs.

## OFFICE HOURS

Most departments have office hours of Monday-Friday, 9 am – 6 pm. Faculty hours are usually posted on their syllabus. For personal issues a student may contact the Provost, Dean, Admission Officer, or the Academic Office Coordinator by the following contacts:

- Provost for Academic Affairs

**Prof. Liubov Kondratenko**

Room 2-5

(+380 50) 331 2473

lubov.kondratenko@uacu.edu.ua

- Dean of Management and Business Faculty, Head of Distance Learning Center

**Prof. Natalia Chaplynska**

Room 2-5

(+380 50) 440 1358

natalia.chaplynska@uacu.edu.ua

- Head of the International Economic Relations, Business and Management Department

**Dr. Liubov Zharova**

Room 2-6

(+380 44) 236-1916 [ext 201]

lubov.zharova@uacu.edu.ua

- Head of the General Studies Department, Admission Officer for Ukrainian Students

**Prof. Halyna Bevzo**

Room 1-4

(+380 50) 331 4295

halyna.bevzo@uacu.edu.ua

- Head of the Information, Technologies and Innovations Department,  
Academic Office Coordinator

**Prof. Anastasiia Kinash**

Room 2-5

(+380 50) 015-9771

anastasiia.kinash@uacu.edu.ua

- International Department Director, Admission Officer for International Students

**Mrs. Olga Glazova**

Room 1-4

(+380 50) 440 1356

olga.glazova@uacu.edu.ua

The important updated information can be found at our website [www.concordia.edu.ua](http://www.concordia.edu.ua)

**SOCIAL MEDIA:**



**FB Official (6407 followers)**

**FB Alumni (636 followers)**

**FB Internship (477 followers)**

**FB HMC Projects (1500 followers)**

**FB Business English Competition (644 followers)**

**FB Preparatory Department (122 followers)**

**FB Study Abroad (243 followers)**



**LinkedIn official (1579 followers)**



**YouTube (427 followers)**



**Instagram (1030 followers)**



**Telegram**