

**PRIVATE JOINT-STOCK COMPANY "HIGHER EDUCATIONAL  
INSTITUTION INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT"**

**APPROVED:**

Academic Council of PJSC "IAPM"

Minutes № 6 of "17" July\_2025

Chairman of the Academic Council, President of  
PJSC "IAPM"

\_\_\_\_\_ Rostyslav Shchokin

**REGULATIONS  
on educational programmes  
in "PJSC "Higher Educational Institution "Interregional Academy of  
Personnel Management"**

**Kyiv - 2025**

## 1. GENERAL PROVISIONS

1.1. The Regulations on Educational Programmes of the PJSC "IAPM" (hereinafter referred to as the Regulations) is an integral part of the Regulations on the organisation of the educational process at the PJSC "IAPM", an element of the system of internal quality assurance of higher education at the PJSC "IAPM" and defines the procedures for the development approval, monitoring, updating and revision of educational and professional and educational and scientific programmes at PJSC "IAPM" (hereinafter referred to as the Academy) in order to streamline, unify and transparently conduct certain procedures for the educational programmes of the Academy.

1.2. The Regulations are developed in accordance with the Law of Ukraine "On Higher Education", the National Qualifications Framework, the Regulations on Accreditation of Educational Programmes for the Training of Higher Education Applicants, the Licensing Conditions for Educational Activities, orders of the Ministry of Education and Science of Ukraine, the Charter of the Academy and are based on the following materials: ECTS User's Guide, Standards and Guidelines for Quality Assurance in the European Higher Education Area, Recommendations of the National Agency for Quality Assurance in Higher Education on the implementation of an internal quality assurance system, Development Strategy of PJSC "IAPM".

## 2. IMPLEMENTATION OF THE EDUCATIONAL PROGRAMME

2.1. According to the Law of Ukraine "On Higher Education" The Academy has the right to develop and implement educational (educational and professional and educational and scientific) programmes within the licensed speciality.

2.2. Educational programmes are introduced by levels of higher education in order to meet the needs of the state, society, individuals and legal entities in highly qualified specialists to fulfil the order of the labour market, taking into account trends in the development of the labour market and the regional and sectoral context, ensuring the professional success of graduates, increasing the role of the Academy in providing educational services at the international and national levels, provided that it is economically feasible for the Academy.

2.3 The Academy's educational programmes are implemented in licensed specialities, taking into account the requirements of the relevant higher education standards. Educational programmes that provide for the award of professional qualifications must ensure that the requirements of the relevant professional standards (if any) are met, unless otherwise provided by law.

2.4 The title of the educational programme may not include in full or in part the names of other specialities and fields of knowledge, educational programmes within specialities that provide access to professions for which additional regulation has been introduced, as well as professional qualifications for which the legislation provides for higher education in another speciality and/or education of another level.

2.5. As a rule, the initiators of the introduction of a new EP are the Academy's educational and research units / graduating departments. The initiators, by decision of the Academy's Scientific and Methodological Council in the relevant speciality, form a project group to develop the EP. In the case of the introduction of an EP in a speciality in which the educational process has not been carried out at the Academy, the composition of the project team is approved by the decision of the Academic Council of the unit that initiates the creation of such an EP.

2.5.1. A graduating department is a department that has the necessary personnel, material, technical and information support for the implementation of the educational programme and the vast majority of disciplines provided by the educational programme.

2.6 The process of designing a new EP involves two stages:

- The first stage includes: studying the needs of the labour market, determining the state of resource (material, personnel, information) support of the department, identifying the project team and its leader, determining the purpose of the EP.

The purpose of the educational programme should be determined taking into account current trends in the development of science, current needs of existing labour markets, sectoral and regional context, comply with the Development Strategy of PJSC "IAPM", as well as take into account the experience of implementing similar domestic and foreign educational programmes.

- the second stage involves: determining the list of educational components, their logical sequence of mastering to achieve the stated competencies and learning outcomes of the future graduate.

2.7. To develop the draft programme, the initiators form a working group, the minimum requirements for the staffing of which are determined by the Licensing conditions for the conduct of educational activities of educational institutions and the current documents governing the accreditation of educational programmes.

The working group prepares a rationale for the introduction of the educational programme, proposals for the licence scope, determines the ability to ensure the quality implementation of the educational initiative.

2.8. The project group prepares a package of documents for the introduction of a new EP, which includes:

1) recommendations for the implementation of the EP from employers and/or other stakeholders;

2) justification for the introduction of the new PO (**Annex 1 - Justification**);

3) a draft description of the EP in accordance with the established form and completed in accordance with the methodological recommendations (**Appendix 2 - Description of the EP**);

4) a draft curriculum.

2.9. The project team submits a package of documents according to the list in clause 2.6 of this Regulation to the Centre for Quality Control of Educational Services, Accreditation and Licensing of the Academy for verification of compliance with the conditions for the introduction of a new EP.

2.10. The conditions for making a decision to introduce a new EP are:

1) Each educational component of the educational programme must be provided by scientific and pedagogical (teaching) and/or research staff, taking into account the relevance of their educational and/or professional qualifications, as determined by clause 37 of the Licensing Conditions for the Conduct of Educational Activities.

2) Scientific and pedagogical, pedagogical and scientific workers who provide the educational process must meet the requirements specified in clause 38 of the Licence Conditions for Conducting Educational Activities.

3) For educational programmes, the educational process of which is fully implemented in English, pedagogical, scientific and pedagogical, research staff who ensure the implementation of educational components must have a document certifying the knowledge of English at a level not lower than B2.

4) Classrooms (classrooms and laboratories) used in the implementation of the educational process for a particular educational programme must be provided with appropriate multimedia equipment.

5) Each mandatory educational component defined by the educational programme must be provided with the material and technical and teaching and methodological base, including equipment, devices, devices, technologies, licensed software, distance learning courses, teaching and methodological materials, etc. that will allow students to achieve the relevant programme learning outcomes.

2.11. After reviewing the documents, the Centre for Quality Control of Educational Services, Accreditation and Licensing of the Academy provides the project team with a conclusion recommending the EP for implementation or with a justified refusal to implement the EP. In case of refusal to implement the EP, the project team may revise the draft EP, make the necessary changes, finalise the package of documents and submit it to the Centre for Quality Control of Educational Services, Accreditation and Licensing of the Academy again.

2.12. The conclusion with a recommendation on the implementation of the EP and a package of documents in accordance with clause 2.6 of this Regulation of the Centre for Quality Control of Educational Services, Accreditation and Licensing of the Academy sends to the Department of Teaching and Methodological Support and Quality of Education of the Academy.

2.13. The project team publishes the description of the EP on the official web resources of the Academy for public discussion, informing the Department of Educational and Methodological Support and Quality of Education of the Academy, which checks the EP for compliance with regulatory documents. The public discussion lasts at least one month with the obligatory indication of the date of publication of the draft, the deadline for submission of proposals and/or comments, the list of changes/issues to be considered, and feedback contacts. During the public discussion, the project team leader presents the draft OP at a meeting of the department responsible for the implementation of this OP.

2.14. After the public discussion, the PLO project team considers, discusses suggestions and/or comments from stakeholders, takes into account the comments of the Department of Educational and Methodological Support and Quality of Education of the Academy, and submits the PLO to the Academic and Methodological Council of the Academy for approval.

2.15. Responsibility for the appropriate professional level of scientific and pedagogical, teaching and research staff involved in the provision of educational programmes, the availability of necessary information resources, specialised equipment and facilities, the relevance, objectivity and openness of the processes of assessment of students' academic achievements, for the compliance of assessment procedures with the speciality and level of qualification

is the responsibility of the head of the graduating department and the guarantor of the study programme.

2.16. The department, as the main and basic structural unit of the Academy, is fully responsible for the implementation of the educational programmes in which it is involved.

2.17. The head of the department ensures the effective implementation of the procedures of the internal quality assurance system at the level of the Institute.

### 3. GUARANTOR OF THE EDUCATIONAL PROGRAMME

3.1. To organise and coordinate the implementation, monitoring and review of the educational programme, to ensure quality control of the training of students within a particular educational programme and level of higher education, the Rector appoints a guarantor of the educational programme by order of the Rector.

3.2. The guarantor of an educational programme cannot simultaneously be the guarantor of another educational programme.

3.3 The candidacy of the guarantor of the educational programme of a particular speciality of the corresponding level of higher education is discussed at a meeting of the graduating department (departments) and approved by the minutes of the department meeting. If there is more than one graduating department for a particular study programme, a joint meeting of the departments is held.

3.4. In case of objective reasons (long business trip, illness, etc.) for the inability of the guarantor to temporarily perform his/her duties, a temporary acting guarantor shall be appointed from the members of the support group.

3.5. Guarantor's responsibilities for the implementation of the educational programme:

- Coordination of activities aimed at promoting the educational programme in the market of educational services, participation in career guidance among applicants;
- ensuring interaction with stakeholders;
- participation in the development of the curriculum of the study programme;
- assessing the compliance of the following determined by the teacher: content, methods of conducting and assessing (all forms of control) of individual components of the educational programme (disciplines, practices, coursework) with the goals and requirements of the educational programme;
- coordination of activities to monitor and modernise the content of the educational programme (taking into account the proposals of stakeholders, trends in the development of the speciality, labour market, sectoral and regional contexts, as well as the experience of similar domestic and foreign educational programmes);
- analysis of the results of semester control in the context of the components of the educational programme, informing at the meetings of the departments, the Academic Council of the Institute and, if necessary, the Scientific and Methodological Council of the Academy. The results of the discussions are the basis for developing changes to the educational programme;
- participation in determining the forms, programmes and methods of certification of higher education students enrolled in the educational programme, assessment criteria used during certification - in agreement with the relevant department (departments) and the Academic Council of the Institute;
- participation in determining the professional level of the teacher/teachers who provide teaching of the discipline of the educational programme by the relevant department (departments);
- control and coordination of activities on information support of the educational programme (including the availability of all necessary information on the official website of the Academy).

3.6. Responsibilities of the guarantor for the accreditation of the educational programme:

- timely submission of an application for accreditation of the educational programme to the responsible structural unit;
- Ensuring the preparation of information on the self-assessment of the educational programme and posting them on the official website of the Academy;

- ensuring the formation of a complete package of documents in the electronic cabinet of the EDBO;

- ensuring coordination of the programme of work of the expert group at the Academy and publication of information on the time and place of the open meeting;

- ensuring communication on issues related to the accreditation of the educational programme;

- participation in meetings of the sectoral expert council and meetings of the National Agency for Higher Education Quality Assurance, during which the relevant accreditation case is considered.

3.7. The Guarantor is obliged to comply with the norms of ethical behaviour, academic integrity, prevent conflicts at all stages of the educational programme and take measures to ensure compliance with these norms by all participants in the educational process.

3.9. Guarantor's rights to improve the educational programme:

- initiate early review and/or termination of the educational programme;

- propose changes to the educational programme;

- initiate decisions to take into account the opinions of stakeholders when making changes to the educational programme;

- participate in the development of practical training programmes for applicants and other regulatory documents;

- receive information on the implementation of the educational programme from the structural units of the Academy;

- initiate and/or organise feedback from the stakeholders of the educational programme.

3.10. The Guarantor has the following rights regarding the staffing of the educational programme

- to participate in monitoring the quality of work of academic staff who provide the educational process under the educational programme;

- to make proposals for the formation and change of the staff of employees who provide the educational process based on the results of monitoring the educational programme;

- to make proposals for the appointment or change of supervisors of applicants for higher education of the degree of Doctor of Philosophy (educational and scientific programmes);



- to participate in meetings of examination commissions for the certification of higher education students studying under the relevant study programme;

- initiate a petition to the head of the structural unit (Academic Council - for the third level of higher education) to expel a higher education student for failure to fulfil an individual (individual study, individual educational and research) plan;

- participate in meetings on the annual certification of higher education students of the degree of Doctor of Philosophy to monitor the implementation of their individual curricula (educational programme of the third level of higher education);

- to make proposals to the heads of structural subdivisions on the composition of working groups for preparation for external quality assessment;

- make proposals for educational, methodological, scientific, informational, logistical, and organisational support for the implementation of the educational programme;

- to make proposals for encouraging participants in the educational process (research and teaching staff, teaching staff, higher education students, support staff) involved in the implementation of the educational programme and its accreditation;

- to improve the professional qualifications and develop the competencies of the head of the educational programme by participating in training events for guarantors of educational programmes.

3.11. Other rights and obligations of the guarantor of the educational programme are regulated by the relevant regulations of the Academy.

#### 4. APPROVAL AND APPROVAL OF THE EDUCATIONAL PROGRAMME

4.1 The EP approved at the meeting of the Academic and Methodological Council of the Academy is submitted to the Department of Educational and Methodological Support and Quality of Education of the Academy, which provides further support for the approval procedure.

4.2. The educational programme approved by the Academic and Methodological Council of the Academy shall be approved by the Academic Council of the Academy.

4.3. The EP approved by the Academic Council of the Academy is put into effect by the relevant order of the Rector and included in the list of EP of the Academy.

4.4. The decision of the Academic Council of the Academy on the approval of the EP is the basis for the development and approval of the curriculum for the training of higher education applicants for this programme.

## 5. MONITORING AND REVISION OF THE EDUCATIONAL PROGRAMME

5.1. The process of implementing the educational programme includes its monitoring and review for improvement, which involves updating the EP.

5.2. Monitoring of the EP is carried out annually by the EP working group together with its guarantor to establish the achievability of the defined goals and programme learning outcomes. The monitoring procedure involves the Department of Educational and Methodological Support and Quality of Education and, if necessary, other structural units, experts, practitioners, students and other stakeholders.

5.3. Monitoring of EP includes:

- analysis of proposals and results of the annual survey of all participants in the educational process involved in the implementation of the EP, in particular, students, research and teaching staff, graduates, employers and other stakeholders;
- checking the level of residual knowledge of HE students;
- analysis of the staffing of the EP, material and technical, educational and methodological support, other objective changes in infrastructure, personnel and/or other resource conditions for the implementation of the educational programme;
- analysis of the results of admission of HE applicants to this EP;
- analysis of the feasibility of implementing the recommendations of expert groups and sectoral expert councils provided during accreditation examinations, in particular for other EPs;
- analysis of current trends in the development of the industry / speciality;
- taking into account the requirements of the existing approved/updated Higher Education Standard in the speciality to which the EP belongs;
- taking into account the regulations of PJSC "IAPM".

5.4. Based on the results of the monitoring, the guarantor of the EP together with the working group prepares a report that is considered at a meeting of the Scientific and Methodological Council of the Academy, on the basis of which a decision is made on the feasibility of updating / closing the EP.

5.5. The decisions of the Academic and Methodological Council of the Academy together with the relevant reports are submitted to the Centre for Quality Control of Educational Services, Accreditation and Licensing of the Academy and the Department of Educational and Methodological Support and Quality of Education of the Academy.

5.6. Updating of the EP involves making changes to the content of the EP, the conditions of its implementation, the objectives of the EP and/or the programme learning outcomes, changing the name of the EP, etc.

5.7. The description of the updated EP is published on the official web resources of the Academy for public discussion.

5.8. After the public discussion, the EP working group discusses the proposals and / or comments of the stakeholders of the educational programme, and, if necessary, makes changes to the relevant structural elements of the EP and submits the EP to the Academic and Methodological Council of the Academy for approval.

5.9. The updated EP goes through the procedure for approval and approval specified in section 4 of this Regulation.

5.10. The terms of development, approval, monitoring, updating and revision of educational and professional and educational and scientific programmes are determined annually by the relevant orders / instructions of the Academy.

5.11. The decision to close the EP and exclude it from the list of EPs of the Academy is made by the Academic Council of the Academy on the basis of the submission of the Scientific and Methodological Council of the Academy.

5.12. Modernisation of the educational programme

5.12.1. The modernisation of an educational programme is aimed at a more significant change in its content and conditions of implementation than in the case of a planned update, and may also relate to the purpose (mission), programme learning outcomes of the EP. Changing the type of study programme is also referred to as modernisation.

5.12.2. The modernisation of an educational programme may be carried out

- at the initiative of the Academy/Institute management in case of unsatisfactory conclusions about its quality as a result of self-examination or analysis of the dynamics of enrolment of higher education applicants;
- at the initiative of the guarantor of the educational programme and/or the Academic Council in the absence of enrolment of applicants for study under the educational programme;
- if there are conclusions about the insufficiently high quality of the EP based on the results of various procedures for assessing the quality of the educational programme;
- at the initiative of key stakeholders;
- at the initiative of the educational programme support group in order to take into account changes in the scientific and professional field in which the educational programme is implemented, as well as changes in the educational services market or labour market.

5.12.3. It is desirable to involve representatives of key employers, experts external to the educational programme (both from the professional community of the Academy and independent) in the modernisation of educational programmes.

5.12.4. The modernised study programme, together with reasonable changes, shall be approved in accordance with the procedure provided for in section 3 of these Regulations.

## 6. CLOSURE OF THE STUDY PROGRAMME

6.1. Under circumstances in which further implementation of the study programme is impossible or inappropriate, the study programme may be terminated.

6.2. The educational programme may be terminated under objective conditions, which include: lack of higher education students, changes in legislation, insufficient level of resource provision, economic inexpediency, etc.

6.3. The EP may be excluded from the list of EPs implemented at the Academy:

- on the initiative of the department that provides training under the educational programme, agreed by the Academic Council of the Institute or at the request of the guarantor of the educational programme;
- on the initiative of the Academy's management in the absence of enrolment of applicants for the EP for two years or insufficient enrolment (which leads to the formation of small groups) for three years;

- on the initiative of the Academy's management, if the external quality assessment procedures of the EP resulted in conclusions about the low quality of the EP and it is impossible to improve the level of quality of the EP to the required level.

6.4. The Scientific and Methodological Council of the Academy considers the issue and provides reasonable proposals for the exclusion of the EP from the list of implemented EP to the Academic Council of the Academy. The decision to exclude an EP from the list of implemented EPs is made by the Academic Council of the Academy.

6.5. In case the Academic Council of the Academy decides to close the EP, the Centre for Quality Control of Educational Services, Accreditation and Licensing of the Academy with the participation of the Department of Teaching and Methodological Support and Quality of Education of the Academy prepares a draft order to terminate its implementation. No competitive proposals for admission are formed for this EP and, upon completion of the training of already accepted higher education applicants, the EP is excluded from the list of EPs.

## 7. FEATURES OF THE CREATION OF INTERDISCIPLINARY EDUCATIONAL PROGRAMMES

7.1. Interdisciplinary EPs are developed in accordance with the Law of Ukraine "On Higher Education", the Requirements of the Ministry of Education and Science of Ukraine for interdisciplinary educational programmes, approved higher education standards for relevant specialties and levels of higher education and can be created at all levels of higher education within the relevant interdisciplinary subject area. The interdisciplinary subject area may not include majors that provide access to professions for which additional regulation has been introduced in accordance with the List of majors, the completion of which is necessary for access to professions for which additional regulation has been introduced.

7.2. The titles of interdisciplinary EPs may contain keywords of the interdisciplinary subject area, as well as professional qualifications, if awarded. The title of an interdisciplinary EP may not use in whole or in part the names of specialties and fields of knowledge that are not part of the interdisciplinary subject area, educational programmes within specialties that provide access to professions for which additional regulation has been introduced, as well as

professional qualifications for which the law provides for higher education in a specialty that is not part of the interdisciplinary subject area and/or education of another level.

7.3. The main types of interdisciplinary study programmes are:

- Combined - interdisciplinary subject areas of which combine the subject areas of two specialities of one or two fields of knowledge and provide for the acquisition of competencies (learning outcomes) in both specialities that form an interdisciplinary subject area;

- combined - interdisciplinary subject areas are formed from selected components of subject areas of three to five specialities of one or different fields of knowledge and provide a synergistic effect of acquiring both related and different in content, but complementary competencies (learning outcomes);

- sectoral - interdisciplinary subject areas that combine the subject areas of all or part of the specialities of one field of knowledge and provide for a deferred choice of speciality. Sectoral interdisciplinary EPs should be aimed at acquiring common (if any) or related competencies with further mastering a selective block of competencies in a particular specialty or transferring an education applicant to an educational programme in a specialty.

7.4. The interdisciplinary EP should ensure that students achieve

- achievement of the competences defined by them, in particular from among the specialities provided for by the standards of higher education that form an interdisciplinary subject area;

- Acquisition of competences and learning outcomes that give the right to award/confer an educational or educational and professional qualification(s) defined by the interdisciplinary study programme as defined by the National Qualifications Framework.

7.5. Interdisciplinary educational programmes should determine the total number of credits for the study of educational components of the free choice of the higher education applicant, and may also contain elective blocks focused on in-depth study of objects of activity related to the subject areas of individual industries/specialties of the interdisciplinary subject area, and/or relevant methods, techniques, technologies, tools and equipment.

7.6. The interdisciplinary EP is designed to ensure the formation of competencies of the appropriate level of the National Qualifications Framework, taking into account the possibility of obtaining the next level of higher education in any speciality, except for those whose standards contain requirements for the speciality of the previous level of higher education.

Graduates of interdisciplinary EPs are awarded a degree of higher education with the name of the EP, but without specifying in the qualification the specialties included in the subject area of the interdisciplinary EP.

7.7. The interdisciplinary EP is approved by the Scientific and Methodological Council of the Academy, which form its subject area.

7.8. The choice of the form of implementation of the interdisciplinary EP (form of education) is carried out taking into account the restrictions provided by the higher education standard for the relevant specialties and levels of higher education.

## 8. FINAL PROVISIONS

8.1 The Regulations are approved by the Academic Council of the Academy and put into effect by order of the Rector of the Academy.

8.2. Changes and/or additions to these Regulations are made in accordance with the procedure established for its adoption.

8.3. In the event of amendments to the regulations governing the relations defined in this Regulation, the norms of the legislation of Ukraine shall apply until the relevant amendments to this Regulation are made.

8.4. Control over the implementation of the Regulations shall be exercised by the officials of the Academy within the limits of their powers established in their job descriptions.