

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

**APPROVED:**

Academic Council of PJSC  
"IAPM"

Minutes №6 of "17" \_07\_2025

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

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**REGULATIONS**

**on the exercise by higher education students of the right to free choice of  
academic disciplines in the Private Joint-Stock Company Higher  
Educational Institution Interregional Academy of Personnel Management**

**Put into effect:**

Order No. 88/1-o dated 22.07.2025

Rector of PJSC "IAPM"

\_\_\_\_\_ Kyrylo Muraviov

**Kyiv - 2025**

## **I. GENERAL PROVISIONS**

1.1. The Regulations on the exercise of the right to free choice of academic disciplines by applicants for higher education of PJSC "IAPM" (hereinafter - the Regulations) regulates the procedure for providing applicants for higher education with the right to free choice of academic disciplines in PJSC "Higher Educational Institution "Interregional Academy of Personnel Management" (hereinafter - the Academy) in accordance with the Law of Ukraine "On Higher Education" and the Regulations on the organisation of the educational process in PJSC "IAPM".

1.2. The Regulations provide conditions for the formalisation of the procedure:

- Formation and communication to applicants of all levels of higher education (hereinafter referred to as applicants for education) a list of disciplines of free choice;
- selection of academic disciplines by applicants from the list of elective general training disciplines and the list of elective professional training disciplines formed by the departments of the Academy.

1.3. The volume of elective disciplines is not less than 25% of the total volume of the relevant educational programme in which the applicant is studying at the appropriate level of higher education.

Thus, the volume of elective disciplines is not less than  
for the first (bachelor's) level of higher education

- 60 ECTS credits (for an educational programme of 240 credits);
- 45 ECTS credits (for a study programme with a shortened period of study of 180 credits);
- 30 ECTS credits (for a study programme with a shortened study period of 120 credits);

for the second (master's) level of higher education

- 30 ECTS credits (for a 120-credit study programme);
- 24 ECTS credits (for an educational programme of 90 credits);

for the third (educational and scientific) level of higher education

- 15 ECTS credits.

1.4. Elective disciplines contribute to the realisation of the personal interests of the student and determine the individual learning trajectory that fully meets the need of students to expand or deepen knowledge in the areas of public

life and future professional activities, to meet the requirements of the labour market and to gain a general understanding of other fields of knowledge or specialties.

1.5. The choice of academic disciplines by students in the amount of at least 25% (for regulated specialties at least 10%) of the total number of ECTS (European Credit Transfer and Accumulation System) credits in the relevant study programme and curriculum creates conditions for the following purposes

- Formation of an individual learning trajectory;
- deepening of learning outcomes and special (professional, professional) competences within the speciality or related specialties;
- acquisition of soft skills, determined by the objectives of the educational programme, further professional activity and ensuring personal development in accordance with their own needs and interests.

1.6. The content of a particular elective discipline is determined by the syllabus/work programme of the discipline.

The content of the elective disciplines should take into account the requirements for relevance, knowledge intensity, practical orientation and level of higher education.

1.7. The total volume and scope of classroom classes, the form of semester control of free choice disciplines for a particular semester are determined by the educational programme and the relevant curriculum.

1.8. The student chooses disciplines in accordance with the curriculum, which determines the number and scope of disciplines of the student's free choice for a particular semester.

1.9. The curriculum, in addition to the scope and semesters of elective courses, usually indicates the catalogues from which the courses are selected: The General Academic Catalogue of Elective Courses (hereinafter referred to as the GAC) and/or the Professional Catalogue of Elective Courses (hereinafter referred to as the PC).

19.1. Each Catalogue is a systematic annotated list of academic disciplines that belong to the elective component of the educational programme for a particular level of higher education.

1.9.2. The formation of the Catalogue must comply with the principles of alternative, competitive and student-centredness.

Disciplines can be considered elective only if they are so from the point of view of a higher education student.

It is unacceptable to impose certain elective disciplines in the interests of individual departments or certain stakeholders.

1.10. The applicant has the right to choose academic disciplines from the lists of the General Academic Catalogue (GAC) and the Professional Catalogue (PC) of the EP offered by the Academy/Institute at different levels of higher education, taking into account the prerequisites (prerequisites for studying the discipline). If an applicant chooses a discipline of another level of higher education, a prerequisite is the approval of this choice by the Dean of the Institute where the applicant is studying and the Dean of the Institute whose department provides teaching of the chosen discipline.

1.11. The heads of the departments offering elective disciplines ensure the timely preparation of syllabi, curricula, methodological and organisational materials necessary for the study of elective disciplines.

1.12. The results of the choice of disciplines of free choice by the applicant for higher education are indicated in his/her individual curriculum.

The disciplines included in the individual curriculum of the applicant are compulsory for study.

## **II. ORGANISATIONAL AND METHODOLOGICAL SUPPORT FOR THE CHOICE OF DISCIPLINES**

2.1. The volume of each of the elective disciplines is unified and amounts to **3** (three) ECTS credits with the form of semester control - **credit**.

It is not allowed to provide for term papers/projects in elective disciplines.

2.2. The scope, types of classroom instruction and control measures in elective disciplines are determined by the relevant curriculum.

2.3. The list of elective subjects includes subjects that:

2.3.1. are relevant, knowledge-intensive, innovative or practice-oriented.

2.3.2. Are aimed at developing soft skills.

2.3.3. Combine traditional technologies with information and communication technologies in the educational process, offer active and interactive teaching methods.

2.3.4. Enhance the development of certain competences and learning outcomes.

2.3.5. Ensure that the state of the labour market, the needs of employers and the needs of students are taken into account.

2.3.6. Correspond to the profile of educational and scientific activities of the department to which the discipline is assigned, with mandatory compliance with the Licence Conditions for the conduct of educational activities and accreditation requirements in terms of personnel, educational, methodological, logistical and information support.

2.3.7. Have full information and educational and methodological support necessary for learning in accordance with the requirements specified by the regulatory framework of the Academy.

2.3.8. It is not allowed to include in the list disciplines with identical names taught by several departments and teachers from different departments.

2.4. To ensure that the volume of elective courses is not less than 25% of the total number of credits of the curriculum, except for regulated specialities, it is recommended that each semester the following volume of credits of elective components be provided:

2.4.1. For a bachelor's degree - 60 credits of elective courses (with a total of 240 ECTS credits):

- 1-2 semesters - no electives;
- 3-7 semesters - 12 credits of elective courses per semester;
- 8th semester - no electives;

2.4.2. For a bachelor's degree with a shortened period of study - at least 45 credits of elective subjects (with a total of 180 ECTS credits) and at least 30 credits (with a total of 120 credits). The study of electives begins in the first semester. They are chosen during the admission process after fulfilling the requirements for admission or during the first two weeks of study.

2.4.3. For the Master's degree - at least 24 credits of elective courses (with a total of 90 ECTS credits), as a rule, with the distribution of credits per semester by the decision of the developers of the educational programme and the graduating department. The choice of disciplines for the 1st and 2nd semesters is made during the first two weeks of study.

2.4.4. For the master's degree, at least 30 credits (32 credits) of elective courses (with a total of 120 ECTS credits), as a rule, with the distribution of credits per semester by the decision of the developers of the educational programme, 1-4 semesters.

2.4.5. For the third (educational and scientific) level of higher education, the amount of credits of elective disciplines depends on the amount of the educational component of the educational and scientific programme, which is 45-60 credits depending on the speciality. If the volume of the educational and

scientific programme is 60 credits, the volume of elective courses is 15 ECTS credits:

The free choice of academic disciplines by applicants for the degree of Doctor of Philosophy is carried out for the entire period of study within two months from the date of admission to graduate school. The organisation and control is carried out by the Head of the Postgraduate School, Doctoral School.

2.5. The Catalogue provides a brief description of each discipline (abstract), indicates the prerequisites (requirements for the beginning of the discipline, *if any*) and learning outcomes of the discipline, the volume in ECTS credits, the department that provides teaching, etc.

2.6 The General Academic Catalogue (GAC) includes selective disciplines that form

- worldview and social skills (soft skills);
- ability to innovate;
- value and motivational aspect;
- humanitarian, social and communication, cognitive, information and communication skills;
- personal qualities and emotional intelligence.

***Procedure for the formation of the General Academic Catalogue of Elective Disciplines:***

2.6.1. The volume and semester control of elective academic disciplines of the UAC is unified and amounts to 3 ECTS credits with the form of semester control - credit.

2.6.2. The annual updating of the ECTS is organised by the Department of Educational and Methodological Support and Quality of Education of the Academy according to the following procedure:

2.6.2.1. During the first month of the academic year, the departments offering disciplines for the ECQA provide the Department of Educational and Methodological Support and Quality of Education with an annotated list of relevant disciplines and their methodological support.

2.6.2.2. By the end of the autumn semester, the Department of Educational and Methodological Support and Quality of Education examines the submitted materials and forms a draft of the ECQs for selective academic disciplines for approval by the Academic and Methodological Council of the Academy.

2.6.2.3. Before the beginning of the spring semester, the Syllabus of Elective Disciplines approved by the Academic and Methodological Council of the Academy is posted on the Academy's website for general review.

2.6.3. The list and annotations of the EPC disciplines are entered into the relevant information system of the Academy.

2.6.4. The EPC includes only those elective disciplines that are offered for all fields of knowledge without restrictions or for all specialties of several related fields of knowledge, except for those for which these disciplines are professional.

2.7. The Professional Catalogue (PC) includes elective disciplines of industry and professional orientation from the specialties of the Institutes, which allow to acquire professional skills in a particular field of knowledge, and professional disciplines (programme elective components) that contribute to in-depth training in the educational programme and consolidate the acquired professional competencies, in accordance with higher education standards or the National Qualifications Framework (NQF). When forming the FC, it should be borne in mind that some of the disciplines may be available for study by students enrolled in other study programmes of the Academy.

2.7.1. The volume and semester control of the elective disciplines of the FC is unified and amounts to 3 ECTS credits with the form of semester control - credit.

2.7.2. The main criteria for the formation of the FC of elective academic disciplines are:

2.7.2.1. Stakeholder demand (relevance of the discipline in terms of the development of the relevant sector of the economy, the direction of scientific research, the demand for relevant competencies in the labour market, etc.)

2.7.2.2. Staffing (academic degree, academic title, advanced training, experience in teaching the discipline, feedback from students on the quality of teaching).

2.7.2.3. Educational and methodological support (syllabus, work programme of the discipline, textbooks, manuals, guidelines, etc.)

2.7.2.4. Information and didactic support (presentations, videos, demonstration materials, samples, etc.).

2.7.2.5. Material and technical support (availability of equipment / software for laboratory work, computer workshops, etc.)

2.7.3. When forming the FC, it is necessary to:

2.7.3.1. Prevent the presence of disciplines that have virtually identical content or duplicate the educational material of compulsory disciplines.

2.7.3.2. To introduce reasonable restrictions on the need to study predecessor disciplines or restrictions on the simultaneous study of disciplines whose content is partially duplicated.

2.7.3.3 Form a list of elective disciplines in the form of an ordered structural and logical sequence of study in accordance with the educational programme, if, in particular, there are prerequisites for the possibility of studying the discipline.

***The procedure for the formation of the Professional Catalogue of Elective Disciplines:***

2.7.4. The formation and/or revision of the FC is carried out annually according to the following procedure:

2.7.4.1. Working groups are created in educational and research institutes under the leadership of the chairmen of scientific / educational / methodological councils / commissions to develop and/or update the list of FC disciplines.

It is recommended to include in the working groups: heads of departments, educational programme support groups and guarantors of educational programmes.

2.7.4.2. The working groups analyse the methodological, informational and logistical support of the elective disciplines proposed by the departments.

2.7.4.3. The list of FC disciplines is formed taking into account that the number and variety of the proposed disciplines will be sufficient to provide students with a real choice.

2.7.4.4. After the recommendation of the relevant Academic Councils of the educational and research institutes, the FCs formed by the working groups are submitted to the Scientific and Methodological Council of the Academy for approval.

2.7.4.5. Approved in accordance with the established procedure FC are posted on the official websites of the relevant educational departments for review by students.

2.7.5. The heads of departments, educational programme support groups and guarantors of educational programmes are responsible for the preparation and updating of the FC taking into account the proposals of stakeholders, trends in the development of the speciality, the labour market, the industry and regional context, as well as the experience of similar domestic and foreign educational programmes.



2.8. The head of the department to which the student is assigned is responsible for compliance with the established criteria, content and implementation of elective disciplines in the educational process. The heads of the relevant departments that propose the inclusion of elective disciplines in the catalogues organise and control the preparation of syllabi, methodological and organisational materials necessary for the study of elective disciplines, the publication of syllabi, information about the elective discipline on the website of the department, the implementation of learning and teaching methods declared in the proposals for the catalogues of elective disciplines.

2.9. As a rule, catalogues of elective disciplines should be updated annually, taking into account the results of monitoring and periodic review of educational programmes and, in particular, the wishes and comments received from students and other stakeholders, the results of a survey of students on the organisation of their studies, the results of labour market monitoring, etc. The revision of catalogues is initiated by the working (project) group of the educational programme, departments, external and internal stakeholders, and is documented in the minutes of the meetings of the relevant departments.

2.10. Disciplines that have negative feedback from students on the quality of teaching, as well as disciplines that have not been chosen by students in the last two years, are subject to exclusion from the catalogues of elective courses.

2.11. The above distribution of ECTS credits for elective courses is recommended and may be redistributed by the developers of the EP by semesters, taking into account the specifics of the educational programme.

2.11.1. For majors that provide access to professions for which additional regulation has been introduced, the volume of elective courses is at least 10% of the total ECTS credits of the educational programme. The recommended distribution of credits may be different from that specified in clause 2.4 of these Regulations. Depending on the total volume of the educational programme, the developers and guarantor of the educational programme calculate the number of credits for elective courses and distribute it by semesters, taking into account the specifics of the educational programme.

### **III. THE PROCEDURE FOR STUDENTS TO CHOOSE ACADEMIC DISCIPLINES**

3.1. At the beginning of the academic year, the Director/Dean of the Institute organises the acquaintance of students with the procedure, terms and

features of registration and formation of groups for the study of elective disciplines.

3.2. Annually, the directors of the Academy's educational and research institutes, deans, heads of departments and academic staff, guarantors of educational programmes, specialists of the educational and research institutes organise informational, explanatory and organisational work on the proper exercise of the right of students to freely choose academic disciplines, including

3.2.1. Familiarise first-year students with the peculiarities of the educational process and the structure of the curriculum in terms of compulsory and elective components, including ensuring their registration in the electronic information environment of the Academy.

3.2.2. Organise explanatory work with applicants for education on the procedures for the formation of catalogues of elective disciplines and the peculiarities of the choice (procedure, terms, formation of groups for studying elective disciplines, etc.)

3.2.3. Provide advice to students on the choice of academic disciplines, operational information support for the selection procedure.

3.2.4. Conduct an information campaign for in-depth acquaintance of students with elective disciplines through meetings, presentations of interesting materials on the content of a particular elective discipline.

3.3. An education applicant has the right to choose any discipline from the catalogues of elective disciplines, subject to all the restrictions specified in the annotation to the discipline, and provided that the discipline is not in the curriculum of his or her educational programme and has not been studied before.

3.4 The choice of disciplines from the ECL and PLC by applicants for the first (bachelor's) level of higher education is carried out at the beginning of the spring semester (the selected disciplines will be studied in the next academic year). The generalised results are used to form the working curricula of the respective years of study.

3.5. The procedure for selecting academic disciplines from the GCF and FC by applicants for education is implemented through the Academy's information system and includes the following stages:

3.5.1. Registration of students in the information system.

3.5.2. The first stage of selection is the selection of academic disciplines from the GCF and FC (for first-year students - study in the next academic year).

***Deadlines for choosing elective subjects***

Educational degree of the applicant	Minimum ECTS credits of elective disciplines/total ECTS credits of the EP	Period of study of elective disciplines	Deadline for choosing elective subjects <i>(recommended)</i>
Bachelor's degree	60/240	3-7 semester	Annually from 01 February to 01 March for the next academic year
	45/180	1-5 semester	During the admission campaign or during the first two weeks of study in the first semester for the current academic year
	30/120	1-3 semester	
Master's degree	30/120	1-2 semester	During the first two weeks from the beginning of the first semester for the current academic year
		3-4 semester	From 01 February to 01 March for the next academic year
	24/90	1-2 semester	During the first two weeks from the beginning of the first semester for the current academic year
		3rd semester	From 01 February to 01 March for the next academic year
Doctor of Philosophy	15/60	3-4 semester	Within two months from the date of enrolment in postgraduate studies for the entire period of study

Part-time students may make their choice during the examination session of the current academic year for the next academic year, but no later than the deadlines specified in the table.

3.5.3. Preliminary processing of the results of the choice, formation of study groups/streams for their study. This stage is carried out by the responsible person from the educational unit - the administrator of the information system at

the level of the educational and research institute/faculty, taking into account the established minimum number of students in the study group/stream.

3.5.3.1. The normative number of students in an academic group for studying elective disciplines in full-time education must be at least

- 15 people for the first (bachelor's) level of higher education;
- 5 persons for the second (master's) level of higher education.

3.5.3.2. The restrictions on the minimum number of study groups for the study of elective disciplines specified in paragraph 3.5.3.1. of these Regulations may be increased for FC disciplines by decision of the Academic Council of the relevant educational and research institute in order to optimise the planning of the class schedule.

3.5.3.3. It is allowed to form study groups of different years of study to study elective disciplines in the field of physical education.

3.5.3.4. A student of the third educational and scientific level has the right to choose academic disciplines that provide the acquisition of knowledge and abilities in a narrow specialisation relevant to a particular dissertation research or scientific direction of the student. For the study of such disciplines, the minimum number of groups is usually not set. The minimum group size for studying a discipline with a ZAK is 5 people. An applicant may be denied the right to choose the disciplines of the EPC if the number of applicants who have made the same choice is less than 5 people, and the supervisor proposes to make a new choice from the FC disciplines.

3.5.3.5. Applicants for the third (educational and scientific) level of higher education have the right to choose academic disciplines offered for other levels of higher education and related to the subject of dissertation research, in agreement with their supervisor and the head of the relevant Institute.

3.5.4. Confirmation to the student of his/her choice of academic disciplines or notification of the impossibility of forming a group/stream to study the chosen discipline and transfer to the second wave of choice.

3.5.4.1 If it is impossible to form study groups of the normative number to study a particular discipline, applicants are informed of the impossibility of implementing their choice and are given the opportunity to make a second choice by joining the already formed study groups.

Also, a student may be denied the opportunity to make a choice and offered to make a new choice if

- the choice of discipline results in exceeding the established maximum number of disciplines that a student can study simultaneously and/or the number of final (semester) forms of control;
- the choice of academic discipline results in the formation of academic debt due to the lack of the required level of input knowledge and skills;
- there are coincidences in the schedule of classes (simultaneous teaching of two or more elective disciplines).

At this stage, any student may change the disciplines chosen by him/her, if this does not lead to a decrease in the number of already formed groups for studying elective disciplines. The stage is controlled by the dean's office to ensure the participation of students in the procedure for re-selection of academic disciplines.

These restrictions do not apply to applicants for the third (educational and scientific) level of higher education. Their choice may be directed to an individual area of research.

3.5.5. The second stage of the choice is the implementation of the choice by students from the adjusted list of academic disciplines.

3.5.6. Final processing of the results of the choice of disciplines (fixing the results of the choice) and adjustment of the composition of study groups/streams for their study.

3.5.6.1. Based on the results of the final formation of groups, the academic department prepares a draft order on the composition of study groups for the study of elective disciplines by 01 November and 30 June of the current academic year, respectively.

3.5.6.2. The final information on the disciplines chosen by the students, the number of streams, groups, their personnel, etc. is transmitted by the academic department:

- to the deans' offices for the formation of individual plans of applicants;
- to the departments that provide teaching of the discipline to form the teaching load of academic staff.

3.6. If the applicant has not decided on the list of elective disciplines and has not made his/her choice within the specified time limits, the director of the educational and research institute / head of the relevant department, in agreement with the dean of the faculty / head of postgraduate and doctoral studies, shall enrol such an applicant in a certain group independently, taking into account the quantitative indicators of the choice made by other applicants, which will be necessary to optimise the quantitative composition of study

groups / streams for the study of elective disciplines. The student must be notified of such a decision.

3.7. The student may not unilaterally refuse to study the discipline of his/her choice. A personal refusal to study a discipline is a gross violation of the discipline, will entail academic debt, which is the basis for expelling the student for failure to comply with the individual curriculum.

3.8. If the student for a valid reason could not choose the disciplines in time, or found a mistake in his/her expression of will, he/she applies to the dean's office with an application for registration for the study of the chosen disciplines, providing documents certifying the validity of the reasons. An application to change the elective discipline in the individual curriculum must be submitted no later than one month before the beginning of the semester in which the discipline is taught.

3.9. In case of renewal, transfer of the student, admission to classes after the end of the academic leave, the choice of disciplines is carried out in accordance with the curriculum from the list of disciplines for which study groups / streams are formed for the current academic year and taking into account the current schedule of classes.

3.10. It is not allowed to change the selected academic disciplines after the beginning of the academic semester in which they are taught.

#### **IV. FINAL PROVISIONS**

4.1 This Regulation shall come into force from the date of approval by the Academic Council of the PJSC "IAPM" and implementation by the order of the Rector.

4.2. Amendments and additions to this Regulation are considered and approved by the Academic Council of the PJSC "IAPM" and put into effect by the order of the Rector. In the same manner, the Regulations are cancelled.

4.3. In case of discrepancies between the Regulations and the document to which the Regulations refer, the later version shall be considered valid.

4.4. Responsibility for updating the Regulations and control over the implementation of its requirements is borne by the officials of the PJSC "IAPM" in accordance with their functional responsibilities.