

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

**APPROVED:**

Academic Council of PJSC "Higher  
Educational Institution "Interregional  
Academy of Personnel Management"

Minutes №\_6\_ of 15.05.2024

Chairman of the Academic Council:

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

**REGULATIONS  
ON THE ORGANISATION OF THE EDUCATIONAL PROCESS IN THE  
PRIVATE JOINT-STOCK COMPANY "HIGHER EDUCATIONAL  
INSTITUTION "INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT"**

**Put into effect:**

Order №\_\_\_ dated 15.05.2024

Rector of PJSC "IAPM"

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

Kyiv 2024

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## **1. General provisions.**

1. The Regulations on the organisation of the educational process in the Private Joint Stock Company "Higher Educational Institution Interregional Academy of Personnel Management" (hereinafter referred to as the Regulations) is the main regulatory document governing the organisation and implementation of educational activities in the Private Joint Stock Company "Higher Educational Institution Interregional Academy of Personnel Management" (hereinafter referred to as the Academy).

2. The Regulations of the Academy define the basic principles and principles of educational activities, peculiarities of the formation of educational programmes, their implementation and scientific and methodological support, assessment of learning outcomes and awarding of qualifications, ensuring the quality of the educational process, rights and obligations of participants in the educational process.

3. Separate appendices to this Regulation may regulate the peculiarities of the educational process in separate structural subdivisions of the Academy and in structural subdivisions that carry out the educational process under programmes that do not belong to higher education.

4. The Regulations and amendments thereto shall be approved by the Academic Council of the Academy.

### **Regulatory framework**

The organisation of the educational process at the Academy is carried out in accordance with:

- The Constitution of Ukraine;
- Law of Ukraine "On Education" of 05.09.2017 № 2145-VIII;
- The Law of Ukraine "On Higher Education" of 01.07.2014 No. 1556-VII;
- Law of Ukraine "On Professional Higher Education" of 06.06.2019 No. 2745-VIII;
- Law of Ukraine "On Scientific and Scientific-Technical Activities" of 26.11.2015 No. 848-VIII.
- The list of fields of knowledge and specialties in which higher education students are trained, approved by the Cabinet of Ministers of Ukraine on 29.04.2015 No. 266;

- The Procedure for Exercising the Right to Academic Mobility, approved by Resolution of the Cabinet of Ministers of Ukraine No. 579 of 12 August 2015 (as amended by Resolution of the Cabinet of Ministers of Ukraine No. 599 of 13 May 2022);

- Licensing conditions for the implementation of educational activities of educational institutions, approved by the Cabinet of Ministers of Ukraine dated 30.12.2015 No. 1187;

- The Procedure for the Training of Higher Education Applicants for the Degree of Doctor of Philosophy and Doctor of Science in Higher Education Institutions (Scientific Institutions), approved by the Resolution of the Cabinet of Ministers of Ukraine No. 261 of 23.03.2016;

- Regulations on the Procedure for Transfer, Expulsion and Reinstatement of Students of Higher Education Institutions, approved by the Order of the Ministry of Education of Ukraine of 15.07.1996 No. 245;

- "On Approval of the National Qualifications Framework", Resolution of the Cabinet of Ministers of Ukraine of 23.11.2011, No. 1341

- "On Approval of the Regulation on Practical Training of Students of Higher Education Institutions of Ukraine", Order of the Ministry of Education and Science of Ukraine of 08.04.1993, No. 93

- "Some issues of advanced training of pedagogical and scientific-pedagogical workers", Resolution of the Cabinet of Ministers of Ukraine of 21.08.2019 No. 800

- Letter of the Ministry of Education and Science of Ukraine dated 28.04.2017 No. 1/9-239 on the use of exemplary samples of educational programmes in the work of higher education institutions;

- Letter of the Ministry of Education and Science of Ukraine dated 05.06.2018 No. 1/9-377 on providing clarifications on educational programmes;

- Guidelines for the development of higher education standards. Order of the Ministry of Education and Science of Ukraine of 01.06.2017 No. 600;

- Letter of the Ministry of Education and Science of Ukraine dated 09.07.2018 No. 1/9-434 6 on recommendations for teaching and methodological support;

- Order of the Ministry of Education and Science of Ukraine of 06.11.2015 No. 1151 "On the peculiarities of introducing the list of fields of knowledge and specialities in which higher education students are trained";

- Order of the Ministry of Education and Science of Ukraine of 11.06.2019 No. 977 "On Approval of the Regulation on Accreditation of Educational Programmes for the Training of Higher Education Applicants",

and other Laws of Ukraine, Decrees of the President of Ukraine, acts of the Cabinet of Ministers of Ukraine, the Charter of the Academy, other regulations in the field of higher education, employment and social and labour relations.

### **Meaning of the main terms**

ACADEMIC HOUR is a minimum accounting unit of study time that serves as the basis for planning and accounting of classes. The duration of an academic hour is usually 45 minutes. Two academic hours form a pair of academic hours. It is not allowed to change the duration of an academic hour; in the case of a pair without a break, its duration may be reduced to 80 minutes.

ACADEMIC INTEGRITY is a set of ethical principles and rules defined by law that should guide participants in the educational process during learning, teaching and research/creative activity in order to ensure confidence in learning outcomes and/or research/creative achievements. Violations of academic integrity include academic plagiarism, self-plagiarism, fabrication, falsification, cheating, deception, bribery, and biased assessment.

ACADEMIC DEBT is the establishment of a student's failure to complete the curriculum, which occurs if: 1) at the beginning of the current semester control provided for in the curriculum for a particular academic (educational) component (discipline, practice, course work), the student has scored less points than the limit of unsatisfactory learning specified in the work programme of this component; 2) during the semester control of any academic (educational) component (discipline, practice, course work), the student has received fewer points than the limit of unsatisfactory learning specified in the Academy.

ACADEMIC MOBILITY is a process in the field of higher education that provides participants in the educational process with the opportunity to study, teach, do internships or conduct research in another higher education institution, educational institution / research institution in Ukraine or abroad.

ACADEMIC PLAGIARISM is the publication (in part or in full) of scientific/creative results obtained by other persons as the results of their own research/creativity and/or reproduction of published texts (published works of art) of other authors without attribution.

ACADEMIC TEXT means an author's work of scientific, scientific, technical and educational nature in the form of a dissertation, qualifying final

work, scientific publication, article, report in the field of scientific and scientific and technical activity, deposited scientific work, textbook, manual, other scientific and educational works.

ATTESTATION (of students) - determination of compliance of the level and scope of knowledge, skills and other competences acquired by students with the requirements of the relevant education standards.

LEARNING AGREEMENT/LEARNING AGREEMENT - an agreement concluded by the parties involved in the educational process (including academic mobility programmes): a student and higher education institutions (institutions/organisations), institutions/persons who send and pay for education (if education is provided at the expense of legal entities or individuals). The Agreement shall be signed before the start of study. After signing, if necessary, the Agreement may be amended by agreement of all parties.

SPECIALITY PROVIDING GROUP - a group of pedagogical, scientific and pedagogical and/or research staff for whom the Academy is the main place of work and who are responsible for the implementation of educational programmes in the speciality at certain levels of higher and professional higher education, postgraduate education for persons with higher education, personally involved in the educational process and meet the approved qualification requirements.

The European Credit Transfer and Accumulation System (ECTS) is a credit transfer and accumulation *system* used in the European Higher Education Area for the purpose of granting, recognising, validating qualifications and educational components and facilitating the academic mobility of higher education students. The system is based on determining the workload of a higher education student required to achieve certain learning outcomes and is recorded in ECTS credits.

EDEBO - *the Unified State Electronic Database on Education*, includes the Register of Higher Education Institutions, the Register of Higher Education Documents and the Register of External Independent Assessment Certificates.

QUALITY ASSURANCE OF EDUCATIONAL ACTIVITIES AND HIGHER EDUCATION AT THE ACADEMY - a set of standards, recommendations and decisions adopted in accordance with the principles of quality assurance of educational activities and higher education at the Academy, and the process of their implementation.

GENERAL COMPETENCIES - universal competences that do not depend on the subject area, but are important for the successful further

professional and social activities of the applicant in various fields for his/her personal development.

**LEARNERS** - pupils, students, cadets, trainees, interns, clinical residents, postgraduate students/adjuncts, doctoral students, other persons who receive education in any type and form of education.

**INDIVIDUAL EDUCATIONAL TRAjectory** is a personal way of realising the personal potential of an education applicant, which is formed taking into account his/her abilities, interests, needs, motivation, capabilities and experience, based on the choice of types, forms and pace of education, subjects of educational activity and educational programmes offered by them, academic disciplines and their level of complexity, methods and means of teaching. An individual educational trajectory in an educational institution can be implemented through an individual curriculum.

**INDIVIDUAL EDUCATIONAL PLAN** is a document that determines the sequence, form and pace of mastering the educational components of the educational programme by the student in order to implement his/her individual educational trajectory and is created by the educational institution in cooperation with the student, provided that the necessary resources are available. The individual curriculum includes mandatory components (academic disciplines, practices, coursework, etc.) of the educational programme and disciplines (types of work) chosen by the student in the exercise of their right to choose 25% of the volume of the training programme.

**INCLUSIVE EDUCATION** is a system of educational services guaranteed by the state, based on the principle of non-discrimination, consideration of human diversity, effective involvement and inclusion of all participants in the educational process.

**QUALIFICATION** - a standardised set of competences (learning outcomes) acquired by a person, recognised by an authorised body and certified by a relevant document. Qualifications are divided into full and partial, and educational and professional by their content. A qualification is considered complete if a person has acquired the full list of competences of the appropriate level of the National Qualifications Framework, as defined by the relevant standard. A qualification is considered partial if a person has acquired part of the competencies of the appropriate level of the National Qualifications Framework as defined by the relevant standard.

**COMPETENCY** is a dynamic combination of knowledge, skills, abilities, ways of thinking, attitudes, values, and other personal qualities that determines

a person's ability to successfully carry out professional and/or further educational activities.

ECTS CREDIT is a unit of measurement of the academic workload of a higher education student, which is necessary to achieve certain (expected) learning outcomes. The volume of one ECTS credit is 30 hours. Usually, with an even distribution of academic time in the disciplines in a semester, one ECTS credit corresponds to a study load of three academic hours of classes and independent work in an academic week; does not include the time allocated for final control.

MODULE - a study component of an educational programme in which each study component contains the same or a multiple number of ECTS credits (e.g. 6, 12, 18).

STUDENT LOAD - the time required to achieve the defined (expected) learning outcomes, which includes all types of academic work: lectures, seminars, practical, laboratory classes, independent work, control measures, training and industrial practices, etc.

CLASSES - lectures; laboratory, practical, seminar, individual classes, individual assignments, consultations. The duration of classes is calculated in academic hours.

LEARNING AND METHODOLOGICAL COMPLEX (LMC) is a document that describes the integral educational process in a particular discipline, contains a set of didactic and methodological materials aimed at its study and mastery, taking into account the specifics of the discipline. An EMI is a methodological publication (methodological publication) and the intellectual property of a teacher (team of teachers). Responsibility for its quality and preservation lies with the teacher (head of the author's team), who is assigned to the discipline. Each element of the discipline's ECM should contain a) didactic goals - clearly defined benchmarks, planned learning outcomes to be achieved by a higher education student, in particular, the knowledge to be acquired; practical skills to be mastered in the process of studying a particular discipline; tools to be used to achieve the goal; b) educational material, which is structured into educational elements, according to its assimilation; c) information on the ways of learning the educational material, methods of control and self-control, explanations of the system (form and organisation) of assessment of learning outcomes.

Failure to comply with the curriculum occurs when a student is not awarded a certain number of ECTS credits within the period specified in the



curriculum (individual curriculum) for completing the mandatory and/or elective components of the educational (educational and professional, educational and scientific) training programme at the minimum required level. Failure to comply with the curriculum is recorded when a person in any academic (educational) component (discipline, practice, course work) has scored fewer points than the limit of unsatisfactory learning determined by the Academy. The dates when the student's completion or non-completion of the curriculum is recorded are determined by the schedules of sessions, defence of internships, defence of term papers, defence of qualification papers, and the schedule of the examination committee. Failure to complete the curriculum is also considered to be a case when the student does not start to complete it without good reason.

**NORMAL TERM OF STUDY** - the standard number of academic years during which a higher education student must complete an educational (educational and professional, educational and scientific) programme. The workload of one academic year of full-time higher education programmes is usually 60 ECTS credits.

**EDUCATIONAL PROCESS** is a system of scientific, methodological and pedagogical measures aimed at acquiring, increasing and using knowledge, skills and other competences of students, as well as at forming a harmoniously developed personality.

**EDUCATIONAL ACTIVITIES** - the activities of an educational entity aimed at organising, providing and implementing the educational process.

**EDUCATIONAL QUALIFICATION** - a set of learning outcomes (competencies) established by the educational institution or other authorised educational entity and certified by the relevant educational document.

**EDUCATIONAL SERVICE** - a set of actions of an educational entity determined by the legislation, educational programme and/or contract, which have a certain cost and are aimed at achieving the expected learning outcomes by the student.

**EDUCATIONAL (EDUCATIONAL, PROFESSIONAL, EDUCATIONAL AND SCIENTIFIC) PROGRAMME** is a single set of educational components (subjects, disciplines, individual tasks, control measures, etc.) that are planned and organised to achieve certain learning outcomes. At the higher education levels, the educational programme defines the requirements for the level of education of persons who can start studying under this programme, the list of academic disciplines and the logical sequence

of their study, the number of ECTS credits required to complete this programme, as well as the expected learning outcomes (competencies) that the applicant for the relevant higher education degree must master.

**PERSON WITH SPECIAL EDUCATIONAL NEEDS** - a person who needs additional permanent or temporary support in the educational process in order to ensure his/her right to education.

**ASSESSMENT** - any quantitative or qualitative measure based on defined criteria used to determine the level of learning outcomes of a particular discipline or educational/study programme as a whole.

**STUDENT ASSESSMENT** is a formalised process of determining the level of student mastery of the planned (expected) learning outcomes, which is necessary to improve the educational process, increase the effectiveness of teaching, and develop students.

**PEDAGOGICAL ACTIVITIES** - intellectual, creative activity of a pedagogical (scientific and pedagogical) employee or self-employed person in the field of education aimed at training, education and development of a person, his/her general cultural, civic and/or professional competences.

**CREDITS RE-CALCULATION/TRANSFER** - the process of recognising credits awarded in another higher education institution for the purpose of obtaining a qualification. Credits awarded to participants within one study programme of a particular educational institution may be transferred for accumulation in another programme offered by the same or another educational institution, as the learning outcomes satisfy some or all of the requirements of a particular programme, part of a programme or qualification.

Postgraduate education is a specialised improvement of education and professional training of a person by deepening, expanding and updating their professional knowledge, skills and abilities or obtaining another profession, speciality on the basis of previously acquired educational level and practical experience.

**GRANTING A DEGREE/EDUCATIONAL QUALIFICATION** is the act of granting a student a certain degree of higher education/educational qualification based on the results of successful completion of the relevant educational programme.

**PROGRAMME COMPETENCIES** - the most important competences that determine the specifics of the programme and are included in the Programme Profile. The programme competences must fully take into account

the competences defined by the standard of education in the speciality of the corresponding level.

**PROGRAMME LEARNING OUTCOMES** - an agreed set of 15-20 statements about what a student should know, understand and be able to do after successful completion of an educational programme. The programme learning outcomes of an educational programme must ensure the achievement of all the learning outcomes defined in the relevant standard.

**PROJECT GROUP OF SPECIALITY** - a group of pedagogical, scientific and pedagogical and/or research staff determined by the rector's order, responsible for the launch of educational activities in the speciality at a certain level of higher education, professional pre-higher education and in the field of postgraduate education for persons with higher education, and meeting the approved qualification requirements.

**PROFESSIONAL QUALIFICATION** is a standardised set of competences (learning outcomes) recognised by a qualification centre, educational entity, other authorised entity and certified by a relevant document, which allows a person to perform a certain type of work or carry out a certain professional activity.

**PROGRAMME PROFILE** is an integral part of the programme description, which is designed to provide basic information about the educational programme in a standardised form. It allows to accurately position the educational programme among others, correlate it with the topics of scientific research, which facilitates its understanding by all key stakeholders: students, employers, researchers, teachers, education quality assurance agencies, etc. Defines the subject area to which the educational programme belongs, its educational level and specific features that distinguish it from other similar programmes.

**QUALITY ASSURANCE PROCESS OF EDUCATIONAL ACTIVITIES AND HIGHER EDUCATION AT THE ACADEMY** is a set of procedures aimed at implementing the principles of quality assurance of educational activities and higher education in accordance with the legislation of Ukraine and the Regulations on the system of internal quality assurance of educational activities and higher education at the Academy.

**LEARNING OUTCOMES** - knowledge, skills, abilities, ways of thinking, attitudes, values, other personal qualities acquired in the process of learning, education and development that can be identified, planned, evaluated

and measured and which a person is able to demonstrate after completing an educational programme or individual educational components.

**LEVEL OF EDUCATION** - a completed stage of education characterised by the level of complexity of the educational programme, a set of competences usually defined by the educational standard and corresponding to a certain level of the National Qualifications Framework.

**INTERNAL QUALITY ASSURANCE SYSTEM** is a system of ensuring the quality of educational activities and the quality of higher education by the Academy, which provides for the following procedures and activities: 1) determining the principles and procedures for ensuring the quality of higher education; 2) monitoring and periodic review of educational programmes; 3) annual evaluation of higher education students, research and teaching staff of the Academy and regular publication of evaluation results on the official website of the Academy, information stands and in any other way; 4) ensuring the professional development of pedagogical, scientific and research staff; 5) ensuring the availability of necessary resources for the organisation of the educational process

**SPECIALISATION** is a component of a speciality that may be determined by the Academy and provides for one or more specialised higher (professional undergraduate) or postgraduate education programmes. The specialisation may be aimed at acquiring competences defined by the relevant professional standard.

**INTERNSHIP** - a period of experience gained outside a higher education institution planned as part of an educational programme in order to develop specific skills, knowledge and abilities in students.

**STRUCTURAL-LOGICAL SCHEME OF TRAINING** - scientific and methodological justification of the process of implementing an educational and professional (educational and scientific) training programme and the basis for creating curriculum and work curriculum.

**STUDENT** - a person enrolled in a higher education institution for the purpose of obtaining a higher education degree of a junior bachelor, bachelor's or master's degree.

The **STUDENT-CENTRED APPROACH** involves the development of educational programmes that focus on learning outcomes, take into account the specific priorities of the student, and are based on the realism of the planned workload, which is consistent with the duration of the educational programme.

At the same time, students are given greater opportunities to choose the content, pace, method and place of study.

**DEGREE PROGRAMME** - a set of educational components, upon successful completion of all requirements of which the student is awarded the appropriate degree.

**DEGREE** is a higher education qualification usually awarded upon successful completion of an educational programme at a particular cycle/level of higher education.

**PROFESSIONAL (SPECIAL, SUBJECT SPECIFIC) COMPETENCIES** - competences that depend on the subject area and are important for successful professional activity in a particular speciality.

**QUALITY OF EDUCATION** is the compliance of learning outcomes with the requirements established by law, a particular education standard and/or an agreement for the provision of educational services.

**QUALITY OF EDUCATIONAL ACTIVITIES** is the level of organisation and implementation of the educational process that ensures that individuals receive quality education and meets the requirements established by law and/or the contract for the provision of educational services.

## **2. General principles of organisation of the educational process at the Academy**

2.1.1. The educational process at the Academy is an intellectual, creative activity in the field of higher education and science, carried out through a system of scientific, methodological and pedagogical activities and aimed at the transfer, acquisition, assimilation, multiplication and use of knowledge, skills and other competencies of students, as well as the education (formation) of a harmoniously developed personality.

2.1.2. The main purpose of the Academy's educational activities is to train highly qualified and competitive specialists in the national and international labour markets for institutions, organisations, enterprises of all forms of ownership of public authorities and governments, at all levels of higher education in all fields of education (in accordance with international and national classifications of education), and to promote universal and national cultural values.

2.1.3. The content of education is determined by the educational (educational and professional or educational and scientific) programme, structural and logical scheme of training, curricula, work curricula, individual

curriculum of the student, programmes of academic disciplines, regulatory documents of the state administration of higher education and the Academy and is reflected in the relevant educational and teaching materials.

2.1.4. The organisation of the educational process at the Academy is based on the following principles:

- self-government and autonomy of the Academy in making independent decisions on the organisation of the educational process, determining the forms of the educational process and forms and methods of teaching;
- ensuring human rights, humanism, democracy, strict observance of the Constitution of Ukraine and legislation;
- student-centred learning;
- academic freedom and integrity;
- ensuring the competitiveness of the Academy and its graduates at the national, European and global levels;
- scientific and innovative approach, wide implementation of innovative educational technologies;
- democracy, partnership and social responsibility of participants in the educational process;
- continuity and continuity;
- ensuring the quality of higher education and the quality of educational activities;
- active representation of the Academy in international and national studies to determine the rankings of higher education institutions, taking into account the results of the Academy's evaluation in improving the academic quality assurance system and the quality assurance system of educational activities;
- Providing favourable conditions for independent learning and creative development for higher education students.

2.1.5. The organisation and implementation of the tasks of the Academy's educational activities provides for:

- building educational programmes on a competence basis, in accordance with the levels of the National Qualifications Framework;
- development of educational programmes of all levels with mandatory consideration of modern educational and professional standards, determination of criteria for assessing learning outcomes (knowledge, skills and other competencies), terms and procedure for confirming the qualifications obtained by a person;

- development of academic policy based on the analysis of labour market needs and development prospects of relevant industries;
- maintaining feedback from graduates, involving them in the evaluation and improvement of study programmes and disciplines;
- strict adherence to academic integrity by participants in the educational process;
- development and improvement of the internal system of quality assurance of educational activities at the Academy;
- integration of education, research and production;
- Involvement of representatives of employers, leading scientists and practitioners, including foreign ones, in the formation of the content of educational programmes, in determining the evaluation procedures, in participating in the educational process and final certification;
- independence of educational activities from the influence of political parties and religious organisations;
- ensuring transparency and accessibility of information about the educational process at the Academy.

## **2.2 Levels and degrees of higher education.**

2.2.1. Training of applicants for higher and postgraduate education shall be carried out at the Academy in accordance with the relevant educational and professional, educational and scientific programmes at the following levels of higher education

- initial level (short cycle) of higher education;
- first (bachelor's) level;
- second (master's) level;
- third (educational and scientific) level.
- Scientific level.

*The initial level (short cycle) of higher education* corresponds to the fifth qualification level of the National Qualifications Framework and provides for the acquisition of general cultural and professionally oriented training, special skills and knowledge, as well as some experience in their practical application in order to perform typical tasks provided for primary positions in the relevant field of professional activity.

*The first (bachelor's) level of higher education* provides for the acquisition by higher education students of the ability to solve complex specialised problems in a particular field of professional activity.

*The second (master's) level of higher education* corresponds to the seventh qualification level of the National Qualifications Framework and provides for the acquisition of in-depth theoretical and/or practical knowledge, skills, abilities in the chosen speciality (or specialisation), general principles of methodology of scientific and/or professional activity, other competencies sufficient for the effective performance of innovative tasks of the relevant level of professional activity.

*The third (educational and scientific) level of higher education* corresponds to the eighth qualification level of the National Qualifications Framework and provides for the acquisition of theoretical knowledge, skills and other competencies sufficient to generate new ideas, solve complex problems in the field of professional and/or research and innovation activities, master the methodology of scientific and pedagogical activities, as well as conduct their own scientific research, the results of which have scientific novelty, theoretical and practical significance.

*The scientific level of higher education* corresponds to the ninth qualification level of the National Qualifications Framework and provides for the acquisition of competencies in the development and implementation of research methodology and techniques, the creation of new systemic knowledge and/or advanced technologies, and the solution of an important scientific or applied problem of national or global significance.

2.2.2. Obtaining higher education at each level of higher education involves the successful completion by a person of a relevant educational (educational and professional or educational and scientific) or research programme, which is the basis for awarding the relevant degree of higher education:

- 1) junior bachelor;
- 2) Bachelor's degree;
- 3) Master's degree;
- 4) Doctor of Philosophy;
- 5) Doctor of Science.

*Junior bachelor's* degree is an educational and professional degree obtained at the initial level (short cycle) of higher education and awarded by the Academy as a result of the successful completion of an educational and professional programme of 90-120 ECTS credits by a higher education student.

A person has the right to obtain a junior bachelor's degree provided that he or she has a complete general secondary education.



A *bachelor's* degree is an educational degree obtained at the first level of higher education and awarded by the Academy as a result of the successful completion of an educational and professional programme of 180-240 ECTS credits by a higher education student. The scope of the educational and professional programme for a bachelor's degree on the basis of a junior bachelor's degree is determined by the Academy.

A person has the right to obtain a bachelor's degree provided that he or she has a complete general secondary education.

A master's degree is an educational degree obtained at the second level of higher education and awarded by the Academy as a result of the successful completion of the relevant educational programme by a higher education student. A master's degree is obtained in an educational and professional or educational and scientific programme. The volume of the educational and professional master's degree programme is 90-120 ECTS credits, the volume of the educational and scientific programme is 120 ECTS credits. The educational and scientific programme of a master's degree must include a research (scientific) component of at least 30 per cent.

A person has the right to obtain a master's degree if he or she has a bachelor's degree.

*Doctor of Philosophy* is an educational and, at the same time, the first scientific degree obtained at the third level of higher education on the basis of a master's degree. The degree of Doctor of Philosophy is awarded by the Specialised Academic Council of the Academy as a result of the successful completion of the relevant educational and research programme by the higher education student and the public defence of the dissertation in the Specialised Academic Council.

A person has the right to obtain the degree of Doctor of Philosophy during postgraduate studies. Persons who are professionally engaged in scientific, scientific, technical or scientific-pedagogical activities at their main place of work have the right to obtain the degree of Doctor of Philosophy outside of postgraduate studies, in particular during a sabbatical, provided that they successfully complete the relevant educational and scientific programme and publicly defend their dissertation in a one-time specialised academic council.

The standard period of preparation for a Doctor of Philosophy degree in postgraduate studies is four years. The volume of the educational component of the Doctor of Philosophy study programme is 30-60 ECTS credits.

*Doctor of Science* is the second academic degree obtained by a person at the scientific level of higher education on the basis of a Doctor of Philosophy degree and provides for the acquisition of the highest competencies in the development and implementation of research methodology, conducting original research, obtaining scientific results that provide a solution to an important theoretical or applied problem, are of national or global importance and are published in scientific journals.

The degree of Doctor of Sciences is awarded by the Specialised Academic Council of the Academy based on the results of a public defence of scientific achievements in the form of a dissertation or published monograph, or a set of articles published in domestic and international peer-reviewed professional journals, the list of which is approved by the central executive body in the field of education and science.

### **2.3 Educational programmes**

2.3.1 Educational activities at the Academy at different levels of education are carried out according to the relevant educational, educational and professional, educational and scientific programmes (hereinafter referred to as the Educational Programmes).

2.3.2. The list of majors and educational programmes at the relevant levels of higher education, in which the Academy provides training, is defined in the Rules of Admission to the Private Joint Stock Company "Higher Educational Institution "Interregional Academy of Personnel Management".

2.3.3. Educational (educational, professional, educational and scientific) programme is a system of educational components at the appropriate level of higher education within a speciality that defines the requirements for the level of education of persons who can begin studying under this programme, the list of disciplines and the logical sequence of their study, the number of ECTS credits required to complete this programme, as well as the expected learning outcomes (competencies) that the applicant for the relevant higher education degree must master.

2.3.4. The educational programmes of individual structural subdivisions of the Academy may be aimed at obtaining a complete secondary education or professional higher education (junior specialist qualification) by students.

2.3.5. The educational programme is used during:

- accreditation examination of the educational programme, inspection of educational activities in the speciality;

- development of curriculum, programmes of academic disciplines and practices;

- development of tools for diagnosing the quality of higher education;

- determining the content of training in the system of retraining and advanced training;

- professional orientation of higher education students.

2.3.6. The procedure for the development, review and approval of educational programmes, compliance with the principles and procedures of quality assurance (monitoring, evaluation, internal accreditation, periodic review, termination) are determined by the Regulations on the quality assurance system of education and the educational process.

2.3.7. Educational programmes of higher education are developed taking into account the requirements of the higher education standard of the relevant speciality (ECTS credits, list of graduate competencies, learning outcomes, forms of certification of higher education students, requirements for the availability of a system of internal quality assurance of higher education), requirements of professional standards (if any).

2.3.8. The volume of higher education programmes is determined in ECTS credits and is usually (unless otherwise specified by the higher education standard)

- at the educational level of professional junior bachelor on the basis of complete general secondary education - 180 ECTS credits;

- Bachelor's degree on the basis of complete general secondary education (11 years) - 240 ECTS credits;

- Bachelor's degree on the basis of complete general secondary education (12 years) - 180 ECTS credits;

- at the bachelor's level on the basis of qualification on the basis of the educational qualification level of junior specialist, educational and professional degree of professional junior bachelor, educational degree of junior bachelor, the normative volume of the educational programme remains unchanged, while

the possibility of re-accreditation of learning outcomes in the amount of up to 60-120 ECTS credits is allowed;

- at the master's degree level: educational and scientific programme - 120 ECTS credits (including a research component of at least 36 ECTS credits), educational and professional programme - 90-120 ECTS credits.

2.3.8.1. The volume of educational (educational-professional and educational-scientific) programmes of Master's degree in Medicine is 300-360 ECTS credits;

- at the educational and scientific level of Doctor of Philosophy - 4 years, the volume of the educational component of the educational and scientific programme of Doctor of Philosophy is determined by the Academy (within 30 to 60 ECTS credits) in accordance with the requirements of the higher education standard of the relevant speciality.

2.3.8.2. The volume of the educational and professional programme for Master's and Specialist's degree in "Dentistry" and "Pharmacy, Industrial Pharmacy" on the basis of complete general secondary education is 300 ECTS credits.

2.3.9. The volume of educational programmes that do not provide for the acquisition of higher education degrees (secondary education programmes, advanced training programmes, etc.) is determined in hours and ECTS credits.

2.3.10. The scope of study programmes for part-time higher education is the same as for full-time higher education, but the duration of part-time study may exceed the duration of full-time study, but not more than 25%.

2.3.11. The educational programme in terms of the list of educational components (disciplines) has two components (cycles):

- **general training;**
- **professional training.**

2.3.12. Not less than 50% of the volume of the educational programme of the first (bachelor's) level of higher education and not less than 35% of the volume of the educational programme of the second (master's) level of higher education should be directed to the provision of general and special (professional, subject) competences defined by the standard of higher education in the relevant speciality.

2.3.12.1. Not less than 25% of the total volume of the educational programme must be made up of disciplines of the choice of higher education students.

2.3.13. The description of the educational programme includes: the programme profile (description of the purpose of the programme, programme competences and learning outcomes, teaching, assessment and resource provision, requirements for persons who can start studying under the programme, etc.); a list of components (parts) of the educational programme; a structural and logical diagram of the programme; a description of the forms of certification of students; matrices of provision of programme components with programme competences and learning outcomes.

2.3.13.1. The curriculum is an appendix to the Educational Programme, which defines (in ECTS credits) the list and scope of academic disciplines, the sequence of their study; forms of training, their scope; schedule of the educational process; forms of current and final control.

2.3.13.2. The requirements for the content and form of the description of the Educational Programmes shall be approved by the Academic Council of the Academy and approved by the Rector.

#### 2.3.14. Opening of study programmes

2.3.14.1 Educational programmes are opened in licensed specialties in order to meet the needs of the state in highly qualified specialists, and citizens of Ukraine - in educational services of guaranteed quality, fulfilment of the labour market demand. Within a licensed speciality at a certain level of higher education, the Academy may develop and implement one or more study programmes.

2.3.14.2. The conditions for making a decision to open any study programme at the Academy are: adherence to the principle of transparency; consultation of stakeholders; assessment of methodological, personnel and material support; risk assessment and economic feasibility; external examination; ensuring open consideration of the study programme and the results of assessments and examinations.

2.3.14.3. The development of a draft educational programme may be initiated by departments and/or institutes/faculties/branches, research and development and research units of the Academy, as well as individual full-time research and teaching staff.

2.3.14.4 The opening of educational programmes consists of the following stages

- justification of the expediency of opening a new study programme (preparation of an explanatory note);

- preliminary approval of the feasibility of opening a new study programme at the level of a structural unit;
- development of the profile of the study programme and curriculum;
- approval by the Department of the Centre for Quality Control of Educational Services, Licensing and Accreditation;
- examination of project materials: internal assessment at the level of the institute/faculty/branch and the Academy, external professional examination;
- review of the educational programme description by the Academic and Methodological Council of the Academy;
- Approval of the educational programme description by the Academic Council of the Academy;
- implementation of the educational programme and appointment of the guarantor of the educational programme by order of the rector;
- publishing the description of the educational programme.

2.3.15. The direct management of the educational programme by levels of higher education is carried out by the guarantor of the educational programme (a full-time scientific and pedagogical (research) employee of the Academy, for whom the Academy is the main place of work, who has a scientific degree and / or academic title in the relevant or related to the educational programme, experience in scientific and pedagogical and / or scientific work for at least 5 years). The requirements for the qualification of the guarantor of the educational programme are determined by the Licensing conditions for the implementation of educational activities of educational institutions. One academic staff member may be a guarantor of only one study programme. The guarantor of the educational programme is responsible for ensuring the quality of teaching and learning in the educational programme, timely provision of information on programme monitoring, its accreditation and competitiveness.

2.3.15.1. Appointment of the guarantor of the educational programme is carried out by order of the Rector of the Academy on the basis of the submission of the Academic Council of the structural subdivision approved by the Academic Council of the Academy. The absence of a guarantor in the educational programme is a formal basis for its closure.

2.3.16. The Academy is responsible for the high 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 assessing the learning outcomes of students, the relevance of assessment procedures to the level of qualification and speciality.

2.3.17. Departments as the main and basic structural unit are fully responsible for the implementation of the Educational Programmes in which they are involved.

2.3.18. Monitoring of educational programmes is carried out at the local (institute/faculty/branch) and general academic levels. Requirements for local and general academic monitoring are approved by the Rector.

2.3.18.1. Participants in the monitoring of educational programmes are external and internal stakeholders, the administration of the Academy.

2.3.18.2. The responsibility for organising and conducting local monitoring of the educational programme lies with its guarantor. The results of local monitoring shall be discussed at the Scientific and Methodological Council and the Academic Council of the relevant structural subdivision.

2.3.18.3. The organisation and implementation of general academic monitoring, which aims to summarise and disseminate best practices within the Academy, timely detection of negative trends, assistance in the preparation of self-reports for accreditation of educational programmes and the formation of the evidence base for institutional accreditation, is entrusted to the Centre for Quality Control of Educational Services, Licensing and Accreditation of the Academy.

2.3.18.4. The Centre for Quality Control of Educational Services, Licensing and Accreditation of the Academy prepares analytical materials for the Scientific and Methodological Council and the Academic Council of the Academy based on the results of monitoring. A necessary component of local and general academic monitoring is questionnaires, surveys of students, graduates and employers on their satisfaction with the educational programme, analysis of the achieved learning outcomes, evaluation of the educational programme for compliance with the criteria for ensuring the quality of educational programmes, etc.

2.3.19. The main grounds for changing or closing educational programmes are:

2.3.19.1. Changes in regulations governing the content of education at the relevant level and/or speciality, including the adoption of new educational and professional standards;

2.3.19.2. Conclusions based on the results of annual monitoring of the educational programme, which indicate

- inconsistency of the calculated workload with the actual workload of the higher education student for mastering the programme as a whole and/or individual educational components;
- insufficient level of mastery of programme learning outcomes by the majority of higher education students;
- insufficient validity of assessment results;
- other facts that indicate the failure to achieve the goals set by the educational programme and/or non-compliance with the requirements of quality assurance standards, in particular:
  - excessive costs for the implementation of the educational programme, which makes it impossible to finance it in full
  - results of labour market monitoring, which revealed the inconsistency of the educational programme with its needs;

2.3.19.3. Recommendations of the bodies of external quality assurance of higher education (accreditation bodies and others) on the need to amend the description of the educational programme;

2.3.19.4. Other circumstances determined by the legislation of Ukraine.

2.3.20. Educational programmes are published on the official website of the Academy.

2.3.21. The conditions of access to study under the educational programme for obtaining higher education at the appropriate level are given in the Rules of Admission to the Academy for the relevant academic year, which are formed in accordance with the Terms of Admission to Education, approved by the Ministry of Education and Science of Ukraine.

2.3.22. The Academy's educational programmes are focused on the higher education applicant, create conditions for the formation of individual learning paths and are aimed at expanding the person's employment opportunities and further education with a higher level of autonomy.

2.3.23. Each educational programme at each level of higher education in accordance with the established procedure provides for accreditation - assessment of the educational programme for compliance with the standard of higher education, the ability to meet the requirements of the standard and achieve the learning outcomes stated in the programme.

2.3.24. The decision to open or close an educational programme is made by the Academic Council of the Academy.

2.3.24.1 The right to decide on the opening or closing of an educational programme may not be delegated to structural subdivisions.



2.3.25. All study programmes shall be approved by the Academic Council of the Academy.

## **2.4. Types of education**

2.4.1 A person exercises his or her right to lifelong learning through formal, non-formal and informal education.

2.4.1.1. *Formal* education is education that is acquired under educational programmes in accordance with the levels of education, fields of knowledge, specialities (professions) determined by law, provides for the achievement by students of the learning outcomes of the relevant level of education and the acquisition of qualifications recognised by the state as defined by educational standards.

2.4.1.2. *Non-formal* education is education that is obtained under educational programmes and does not provide for the assignment (award) of state-recognised qualifications by level of education and the receipt of an educational document established by law.

2.4.1.2.1. Higher education students have the right to confirm qualifications and learning outcomes obtained through non-formal education. Assessment of learning outcomes, namely knowledge, skills and competences acquired through non-formal education, plays an important role in expanding employment opportunities and student mobility, as well as in increasing motivation for continuous learning.

2.4.1.2.2. Non-formal education programmes, namely: open public lectures, seminars, conferences, workshops, trainings, round tables, master classes, etc., may be credited to a higher education applicant, with confirmation of participation in which a certificate or other non-state document confirming the acquisition of new and/or additional competencies.

2.4.1.2.3. The number of points for various forms of non-formal education is determined and approved by the graduating department and used by higher education students to form an individual educational trajectory.

2.4.1.3. *Informal education (self-education)* is education that involves the self-organised acquisition of certain competencies by a person, in particular in the course of daily activities related to professional, social or other activities.

## **2.5. Forms of higher education**

2.5.1. Higher education at the Academy is carried out in the following forms:

- full-time (day);
- part-time
- distance learning;
- mixed
- dual.

2.5.2. A higher education student may combine forms of study.

2.5.3. *In the full-time (full-time) form*, the student is directly involved in the educational process. Full-time study is the main form of obtaining education and/or qualification with a break from work.

2.5.3.1 The educational process in the full-time form of higher education involves constant personal contact between a research and teaching staff member and a higher education student, which ensures the acquisition of deep systemic knowledge and sustainable skills. Mastering the required competences is ensured by a combination of theoretical training, practical training and individual tasks set out in the curriculum.

2.5.4. *Correspondence form of higher education* is a way of organising the training of higher education students by combining classes and control activities during short-term sessions and independent mastery of the educational programme in the period between them.

2.5.4.1 Part-time higher education combines the features of self-study and full-time study. Part-time study involves more active use of information and communication technologies of distance learning by students and is characterised by the following stages: 1) acquisition of a knowledge base and methodology for independent learning of educational information and skills development (orientation session); 2) part-time higher education students independently learn the educational material, complete planned individual tasks; 3) direct verification of learning outcomes (verification of individual tasks, defence of coursework, exams and tests, final certification, etc.) At the same time, these stages are distant from each other in time according to the schedule of the educational process.

2.5.5. *Distance education* is an individualised process of education, which takes place mainly through the indirect interaction of participants in the educational process who are remote from each other in a specialised

environment that operates on the basis of modern psychological, pedagogical and information and communication technologies.

2.5.5.1. Distance learning may be implemented as a separate (distance) form of study by the decision of the Academic Council of the Academy in a particular speciality if: full-time study in this speciality is licensed; the educational programme is accredited in the relevant speciality and level of higher education; technological support for this form of study is available.

2.5.5.2. It is allowed to use distance learning technologies in the educational process as a method of conducting classes in any form of education, provided that the appropriate technical and educational and methodological support is available.

2.5.5.3. The organisation of the educational process in distance learning is carried out at the Academy in accordance with the "Regulations on the organisation of the educational process in distance learning at PJSC "IAPM", approved by the order of the Rector of the Academy and carried out in accordance with the law

2.5.6. The Academy can combine the forms of study of applicants in various ways, guided by Art. 49 of the Law of Ukraine "On Higher Education" and using the right to freely distribute the licensed volume of admission between different forms of education. The main options for combining are full-time and part-time distance learning.

2.5.7. In certain cases (force majeure, quarantine, legal regimes of emergency and/or martial law, etc.), the educational process may be carried out in a distance or blended mode, and the Academy, within the framework of academic autonomy, independently determines the methods of organisation and technologies for distance learning.

2.5.8. *Blended learning* is a modern educational technology that combines classroom work with elements of distance learning technologies and is based on new didactic capabilities of information technologies and modern teaching aids.

2.5.8.1. The application of the principles of blended learning allows:

– **expand the educational opportunities of students by increasing the accessibility and flexibility of education, taking into account their individual educational needs, as well as the pace and rhythm of learning material;**

- to stimulate the formation of an active position of the applicant: increasing his/her motivation, independence, social activity;

- to transform the style of the teacher: to move from the transmission of knowledge to interactive interaction with students, which contributes to the construction of their own knowledge;

- optimise the amount of teaching load of teachers by increasing the amount of independent work of students;

- to organise the educational process in study groups and lecture streams with a smaller number of higher education students than the standard number.

2.5.9. *Dual form of education* is a way of obtaining education that involves combining the training of persons in educational institutions with on-the-job training at enterprises, institutions and organisations to acquire a certain qualification in the amount of 25 percent to 60 percent of the total volume of the educational programme on the basis of appropriate agreements.

2.5.9.1. Dual form study is a form of organisation of the educational process for full-time higher education students, which is carried out on the basis of establishing an equal partnership between the Academy and a business entity that has the resources necessary to provide practical training for students in the workplace in combination with the performance of official duties in accordance with the employment contract, in order to gain experience in the practical application of competencies and their adaptation in real professional activities.

2.5.9.2. The organisation of the educational process in the dual form of education is carried out at the Academy in accordance with the "Regulations on the dual form of higher education at PJSC "IAPM", approved by the order of the Rector of the Academy and is carried out in accordance with the law.

## **2.6 Language of instruction**

2.6.1. The language of the educational process (language of teaching and assessment) at the Academy is the state language.

2.6.2. The use of languages at the Academy is determined by the Constitution of Ukraine, the Law of Ukraine "On Ensuring the Functioning of the Ukrainian Language as the State Language" No. 2704-VIII, the Law of

Ukraine "On Education" No. 2145-VIII and the Law of Ukraine "On Higher Education" No. 1556-VII.

2.6.3. The use of foreign languages in the educational process at the Academy is carried out in accordance with the law. The use of foreign languages in joint programmes with foreign higher education institutions is carried out in accordance with the law.

2.6.4. Educational programmes designed for the education of foreign citizens and stateless persons may provide for teaching and assessment in English, other languages of the European Union, etc. At the same time, it is ensured that such persons study the Ukrainian language as a separate academic discipline.

2.6.5. Educational programmes designed for the study of foreign or national minority languages shall provide for the teaching and assessment of professional disciplines in the languages studied under these programmes.

## **2.7. Peculiarities of organising the educational process under the legal regime of martial law**

2.7.1. The Academy, within its competence, shall provide state guarantees specified in part 1 of Article 57<sup>(1)</sup> of the Law of Ukraine "On Education" No. 2145-VIII for the creation of a safe educational environment, the organisation of education, the educational process under martial law, emergency or state of emergency (special period).

2.7.2. The main features of the organisation of the educational process under the legal regime of martial law are regulated by the Constitution of Ukraine, the Law of Ukraine of 24 February 2022 No. 2102-IX "On Approval of the Decree of the President of Ukraine "On the Introduction of Martial Law in Ukraine", which approved the Decree of the President of Ukraine of 24 February 2022 No. 64/2022 "On the Introduction of Martial Law in Ukraine", in accordance with part four of Article 34 of the Law of Ukraine "On Higher Education", the provisions of the Order of the Ministry of Education and Science "On Some Issues of Organisation of the Work of Professional Higher Education Institutions for the Time of Martial Law".

2.7.3. The educational process at the Academy may be organised in full-time, distance learning or a combination of both (mixed mode) depending on the capabilities of the institution's protective facilities and what is most safe for its participants.

2.7.4. The educational process under martial law is focused primarily on creating safe learning conditions, taking measures to protect participants in the educational process, staff and property.

2.7.5. When organising the educational process, regardless of the chosen form (full-time, distance, mixed mode), in case of activation of the "Air Alert" signal or other warning signals, unconditional interruption of training is ensured. Participants of the educational process should proceed to civil protection facilities in an organised manner and stay there until the alarm is cancelled, if possible, continuing training in a shelter.

2.7.5.1. After the alarm has been cancelled, it is recommended to continue the educational process, taking into account the necessary adjustments.

2.7.6. The Academy provides assistance to higher education students who are in the Armed Forces, the military, in the temporarily occupied territory, the war zone, etc. to provide, if necessary, academic leave and reinstatement to students for certification at any time.

### **3. Planning of the educational process**

3.1. The planning of the educational process is carried out on the basis of curricula and the schedule of the educational process. In order to specify the planning of the educational process, taking into account the conditions of study in a particular structural unit and in the relevant course (year of study), a working curriculum is drawn up for each academic year (separately for each form of study).

3.2. The curriculum is a regulatory document of the Academy that defines the list and scope of educational components in ECTS credits, their logical sequence, forms of organisation of the educational process, types and scope of classes, schedule of the educational process, forms of current and final control, which ensure the achievement of the relevant degree of higher education by the applicant of the programme learning outcomes.

3.3 The curriculum is developed on the basis of the relevant study programme of a particular speciality, determines the content of training and regulates the organisation of the educational process in this study programme. Curricula are drawn up separately for each level of higher education (including studies with a shorter period of study than the normative one) and form of higher education. Curricula are reviewed and approved by the Academic Council of the Academy and approved by the Rector of the Academy.

3.4 The Academic Council of the Academy may delegate the authority to review the curriculum for an already approved educational programme to the Academic Councils of the structural subdivisions.

3.5. The examination of curricula before their signing is carried out by the Department of Educational and Methodological Support and Quality of Education of the Academy.

3.6. Curricula are developed in accordance with the "Guidelines for the development of curricula in the Interregional Academy of Personnel Management", approved by the Academic Council of the PJSC "IAPM" of 29.12.2020.

3.7. The curricula are put into effect after they are signed by the Rector of the Academy.

3.8. The curriculum contains information on the field of knowledge, specialty and specialisation (if any), educational or educational and scientific level of training of the higher education applicant, educational programme, qualification (educational, professional (if any), standard period of study, defined in years and ECTS credits, schedule of the educational process, sections of theoretical and practical training, compulsory and elective components of the educational programme (with fixation of their volumes in ECTS credits and the number of hours of classes), number and forms of semester control, attestation, etc.

3.9. The volume of academic disciplines must be a multiple of the total number of ECTS credits, the minimum volume of an academic discipline is 3 ECTS credits, the maximum number of disciplines per academic year is no more than 16.

3.10. The structure of curricula includes normative (compulsory) and elective components.

3.10.1. The normative (compulsory) component of the curriculum for higher education programmes may not exceed 75% of the curriculum (in ECTS credits) and includes academic disciplines, term papers, diploma projects, internships and other types of academic workload of a higher education student aimed at achieving the learning outcomes defined by the educational programme. The normative (compulsory) component of the curriculum contains educational components, the mastery of which is necessary to achieve the programme learning outcomes and award the qualification defined by the educational programme.

3.10.2. The elective component of the curriculum, which is designed to enable a higher education student to deepen professional knowledge within the chosen study programme and/or to acquire additional general and special professional competencies, must be at least 25% of the total number of ECTS credits provided for a particular level of higher education. Within the scope of the elective component, a student has the right to choose educational components independently in order to ensure the formation of an individual educational trajectory within the educational programme.

3.11. The standard number of credits per academic year for full-time higher education is 60 ECTS credits. The total number of hours in a discipline includes time for lectures, practical, seminar and laboratory classes, independent and individual work. Academic disciplines and practices are planned, as a rule, in the amount of 3 or more ECTS credits, and their number per academic year, as a rule, does not exceed 16. The total number of exams and tests per semester may not exceed 8 (including no more than 5 exams per examination session).

3.12. The curriculum for part-time study contains a list of disciplines similar to the curriculum for full-time study, with fewer classroom sessions due to the increased amount of independent work. The list of disciplines (except for the discipline "Physical Education" and practical training), the volume in ECTS credits, the type of classes, practices and forms of final control must coincide with the full-time curriculum. The percentage of reduction in the volume of classroom classes (compared to the full-time curriculum) should be proportional for all disciplines of the curriculum.

3.13. Amendments to the approved curricula are made after their examination for compliance with the approved educational programme. If the proposed changes lead to a change in the number and/or content of the disciplines provided for in the curriculum, the curriculum must undergo the approval procedure again. If the proposed changes affect the programme learning outcomes, the entire educational programme is subject to re-approval.

3.14. To specify the planning of the educational process for each academic year, working curricula are drawn up. The working curricula shall be approved by the Academic Council of the relevant educational and research institute (faculty) and approved by the Rector of the Academy no later than 2 months before the beginning of the academic year.



3.14. *The working curriculum* is a regulatory document of the Academy for the current academic year, which specifies the types of classes, their scope, forms of control over semesters.

3.14.1 The working curricula are drawn up on the basis of the relevant curricula separately for each educational level and form of higher education by courses (years of study) for each educational programme, including training with a reduced period of study compared to the standard.

3.14.2. The structure of the curriculum should include: initial data of the educational programme; information on the contingent of students, including in the context of selective components of the programme; schedule of the educational process; time budget in weeks and hours, its distribution by semesters; distribution of classes by type, number of streams, groups and subgroups.

3.14.3. The weekly classroom load is:

- 24 to 27 hours for bachelor's and master's degree students studying on the basis of complete general secondary education;

- 18 to 20 hours for Master's degree applicants studying on the basis of a Bachelor's degree and a Doctor of Philosophy degree.

3.14.4. The working curriculum shall be considered by the Academic Council of the Institute/Faculty/Branch, signed by the Director/Dean, agreed with the Department of Educational and Methodological Support and Quality of Education of the Academy and approved by the Rector of the Academy.

3.15. Academic timetable is a normative document of the Academy, which is drawn up for each academic year, determines the calendar terms of theoretical training and practical training, semester control (examination sessions), liquidation of academic debt, preparation of course and qualification/diploma papers/projects, certification of students, holidays, research work.

3.15.1. The structural subdivisions of the Academy shall draw up their own schedules of the educational process in terms of programmes and courses (years of study) to take into account the peculiarities of the training programmes and the necessary details. They shall be developed by the directors of institutes/faculty deans, approved by the Academic Council of institutes/faculties, and approved by the Rector of the Academy annually.

3.15.2. The schedule of the educational process for the relevant academic year is drawn up on the basis of working curricula, taking into account the

schedule of postponement of working days, holidays and non-working days established by law, determined by the Cabinet of Ministers of Ukraine.

3.15.3. As a rule, 40 weeks of theoretical training (including test and examination sessions) are planned in the academic year at the Academy. The specific duration of theoretical training each year is determined taking into account the specifics of a particular speciality.

3.15.4. The educational process for full-time and part-time study is organised according to the semester system. Test and examination sessions are planned for two in an academic year lasting two to three weeks.

3.15.5. All types of practices are conducted outside the terms of theoretical training.

3.15.6. Holidays are established twice a year with a total duration of 8-12 weeks. Their terms are determined by the schedule of the educational process for each academic year.

3.15.7. For the certification of higher education students, the schedule of the educational process plans 1-2 weeks, depending on the form of certification of higher education students.

3.15.8. The consolidated schedule of the educational process for different forms of higher education, terms of study and training programmes is approved by the Rector of the Academy, is public and is communicated to the participants of the educational process.

3.16. **Individual curriculum of a higher education student** is a regulatory document of the Academy, according to which training is carried out based on the requirements of educational and professional, educational, scientific and research programmes in accordance with the levels of higher education, with maximum consideration of individual needs, personal educational and professional interests of higher education students in their professional training and labour market requirements.

3.16.1. Individual curricula of higher education students are drawn up on the basis of the working curriculum and contain information on the list and sequence of disciplines, the amount of academic workload of higher education students (all types of educational activities), types of individual tasks, assessment system (current and final control of knowledge, certification of higher education students).

3.16.2. In accordance with the Law of Ukraine "On Higher Education" and in order to specify the procedure for forming a list and further study of disciplines from the cycle of free choice by higher education students, pursuant

to the decision of the Academic Council of the Academy (Minutes No. 5 of 25 May 2016), the Regulations on the procedure and conditions for students to choose elective courses at PJSC "IAPM" (order of 08.06.2016 N 97-o; updated by order of 08.12.2020 №164-o).

3.16.3. Elective disciplines provided for in the educational and professional training programme are included in the individual curriculum of the higher education student and are compulsory for study.

3.16.4. The individual curriculum is drawn up for each academic year and approved by the director of the institute / dean of the faculty. The implementation of the individual curriculum of a higher education student is carried out within a time period that does not exceed the period of his/her study. The higher education student is responsible for the implementation of the individual curriculum. Control over the implementation of the individual curriculum of a higher education student is carried out by the director of the institute / dean of the faculty.

3.16.5. Higher education applicants who have studied in foreign higher education institutions may be granted permission to study under individual curricula with credit for grades in the disciplines they studied in the specified GLE, if these disciplines correspond (in content and scope) to the list of curriculum disciplines chosen at the Academy of the speciality (specialisation).

#### **4. Scientific and methodological support of the educational process**

4.1 A mandatory requirement of educational activities is the scientific, methodological, educational and methodological support of the educational process, which is a prerequisite for the quality of the training programmes. It provides for the availability of: standards of higher education in specialities; development of teaching methods, curricula, textbooks, manuals, other teaching materials and their examination; organisation of publication of textbooks (manuals), including electronic ones; advanced training of managerial, pedagogical and scientific-pedagogical staff related to the implementation of educational policy; scientific and methodological support for assessment and monitoring of the quality of education, including international programmes; educational programmes; training and workshops.

4.2. The development, examination and implementation of scientific and methodological support at the Academy shall be carried out by: research and teaching staff, guarantors of educational programmes, departments, institutes, Scientific and Methodological Councils of structural subdivisions, the

Department of Educational and Methodological Support and Quality of Education of the Academy, the Academic Council of the Academy.

4.3. The Scientific and Methodological Council of the Academy develops and submits for approval in accordance with the established procedure requirements for the form and content of materials and documents that are integral parts of the scientific and methodological support of the educational process, rules and terms of their publication.

4.4. A prerequisite for the placement of scientific and methodological materials (including textbooks and manuals) on the website of the institute/faculty is their approval by the Scientific and Methodological Council of the structural subdivision.

4.5. **The educational and methodological complex of the discipline** is a set of normative and educational and methodological materials in paper and/or electronic forms necessary and sufficient for the effective implementation by students of the work programme of the discipline provided by the working curriculum for the training of higher education students in the relevant educational programme of a certain educational level. The availability of the educational and methodological complex for the discipline and its updating is checked annually. The head of the department is responsible for the quality and completeness of the sets of educational and methodological documentation of the disciplines assigned to the department.

4.5.1. The educational and methodological complex of the discipline must contain: the work programme of the discipline; lecture notes or textbook, study guide (in print or electronic form); materials for seminars, practical, laboratory classes and independent work of students; criteria for assessing the learning outcomes of the student in this discipline; sets of tasks for module control and comprehensive control work, examination papers or a set of control tasks for test semester control; other documents (game

4.6. On the basis of the curriculum for each academic year, a work programme of the discipline is drawn up, which defines the specific content of the discipline, knowledge, skills and other competencies that a higher education student must acquire in accordance with the requirements of higher education standards and the curriculum, establishes the technology of studying the discipline, taking into account interdisciplinary links, organisational forms of study and the volume of different types of workload of higher education students, determines the forms and means of current and final assessment.

4.6.1. **The work programme of the discipline** is a normative document of the Academy and is developed by the scientific and pedagogical staff of the department for each discipline on the basis of the educational (educational and professional, educational and scientific) programme and the working curriculum for the training of higher education students. The developers of the work programme include the academic staff of the department who provide teaching of this discipline.

4.6.2. The curriculum of the discipline is reviewed and approved at a meeting of the department that provides teaching of the discipline, the content of the curriculum is reviewed and approved by the Scientific and Methodological Council of the institute / faculty / branch, and approved by the director of the institute / dean of the faculty.

4.6.3. The work programme of the discipline is approved, re-approved (without changes, with changes) annually, taking into account the results of monitoring and review of educational programmes and no later than 2 months before the beginning of the academic year.

4.7. The **syllabus** of the discipline is a document prepared for higher education students to explain the content of the discipline, which explains the mutual responsibility of the teacher and the student, highlights the procedures and principles of assessment, policies and course content. The syllabus clearly reflects the objectives, requirements for the acquisition of relevant competencies, as well as the expected learning outcomes that higher education students should achieve in the course of studying the discipline.

4.7.1. The syllabus of the discipline clearly reflects the assessment criteria used by the teacher during the current and final control and which the student is obliged to read before studying the discipline.

4.7.2. The syllabus is developed and approved before the beginning of the academic semester, is an integral part of the teaching and methodological support of the discipline, is stored at the department and published on the official website of the Academy.

4.7.3. The silabus is developed by the academic staff of the department, which is assigned to the discipline, in accordance with the curriculum for the training of higher education applicants.

4.7.4. A single silabus of the discipline is developed for different forms of education (full-time, part-time), indicating the number of hours of classroom classes, independent work of students, forms of control, etc.

4.7.5. The syllabus should not contain unnecessary components. The syllabus does not replace, but supplements the work programme of the discipline.

## **5. Forms of organisation of the educational process and types of classes**

5.1. The educational process at the Academy is carried out in the following forms:

- Classes: lecture, seminar, practical lesson, laboratory lesson, individual study, consultation, elective;
- independent work: independent mastery of educational components, individual assignments, including course and diploma design
- Practical training: educational and industrial practices, research work;
- control measures: exams, tests, quizzes, defence of term papers and qualification/diploma papers, etc.

5.2. Classes are held in the following main types: lecture, seminar, practical training, laboratory, individual training, consultation, elective.

5.2.1. **Lecture** is a type of classroom session designed to present theoretical material. As a rule, a separate lecture is an element of a course of lectures covering the basic theoretical material of one or more topics of the discipline. The subject matter of lectures is determined by the curriculum of the discipline.

5.2.1.1. Lectures are conducted by the academic staff of the Academy, as a rule, professors, associate professors and senior lecturers who have academic degrees and/or academic titles and/or experience in scientific, pedagogical and practical work, as well as leading scientists or specialists invited to give lectures.

5.2.1.2. The lecturer is obliged to adhere to the curriculum of the discipline regarding the topics of lectures, but is not limited in the interpretation of educational material, forms and means of communicating it to students

5.2.1.3. Lectures are held in appropriately equipped classrooms. If it is provided for by the curriculum of the discipline, lectures may be conducted remotely using electronic means of communication.

5.2.2. **Seminar** is a type of class in which a research and teaching staff member organises a discussion on predefined issues, tasks, problems. Seminars are aimed at deepening and systematising the knowledge of students, organising and improving their independent cognitive activity, forming evaluative judgements and analytical thinking.

5.2.2.1. The list of topics for seminars is determined by the curriculum of the discipline

5.2.2.2. Seminars are held in classrooms or study rooms, usually with one academic group. If it is provided by the curriculum of the discipline, seminars may be held remotely using electronic means of communication.

5.2.2.3. At each seminar, the academic staff evaluates students (the quality of students' performance of tasks, speeches, activity in the discussion, ability to formulate and defend their position, etc.) The final grades for each seminar lesson are entered into the "Academic Group Record Book", which is designed for the academic year. The grades received by a higher education student for individual seminars are taken into account when assigning a semester grade in the discipline.

5.2.3. **Practical** training is a type of training session in which the teacher organises a detailed consideration by higher education students of certain theoretical provisions of the discipline and forms the skills and abilities of practical application through the individual performance of appropriately formulated tasks by the higher education student.

5.2.3.1. Practical classes are conducted in classrooms or in training laboratories equipped with the necessary technical means of training, computer equipment. Practical training is conducted with higher education students of the academic group.

5.2.3.2. The list of topics for practical classes is determined by the work of the discipline's curriculum. The practical training is based on previously prepared methodological material - tests to determine the degree of mastery of the necessary theoretical provisions by higher education students, a set of tasks of varying complexity for solving them by higher education students in class. These methodological tools are prepared by the teachers who conduct the practical training in agreement with the sector of the discipline.

5.2.3.3. Practical training includes current control of knowledge, skills and abilities of higher education students, formulation of a general problem by the teacher and its discussion with the participation of higher education students, solving problems with their discussion, solving control tasks, their verification, evaluation.

5.2.3.4 Grades received by a higher education student for individual practical classes are taken into account when determining the semester grade in the discipline.

5.2.4. **Laboratory** class - a type of class under the guidance of a scientific and pedagogical worker, during which students conduct experiments or research using appropriate teaching aids, equipment, computer equipment for the purpose of practical confirmation of certain theoretical provisions of the relevant science, acquire practical skills in working with laboratory equipment, equipment, computer equipment, software, methods of experimental research in a particular subject area

5.2.4.1 Laboratory classes are conducted in specially equipped teaching laboratories using equipment adapted to the conditions of the educational process. Laboratory classes may also be held in a real professional environment (at an enterprise, in scientific laboratories, etc.). Laboratory classes are provided with appropriate teaching materials.

5.2.4.2. The admission of students to laboratory classes in any discipline is preceded by instruction on occupational health and safety.

5.2.4.3. For certain disciplines, taking into account the rules of safety and sanitary standards, it is allowed to divide the academic group into subgroups with a smaller number of people.

5.2.4.4. Topics of laboratory classes are determined by the curriculum of the discipline. The performance of laboratory work is assessed by a research and teaching staff member. The results of the assessment are taken into account when assigning a module grade and a semester final grade.

5.2.5. **Individual training** is conducted with individual students or with a small group in order to improve their level of training and reveal individual creative abilities.

5.2.5.1. Individual study sessions are organised according to a separate schedule, taking into account the individual curriculum and may cover part or all of the programme in one or more disciplines, and in some cases - the full scope of the curriculum for a particular higher education level.

5.2.5.2. The types of individual classes, their scope, forms and methods of conduct, forms and methods of control (except for certification) are determined by the work programme of the discipline.

5.2.6 **Consultation** is a type of class where the student receives answers from the teacher to specific questions or explanations of certain theoretical provisions or aspects of practical application. Consultation may be individual or conducted for a group of students, depending on whether the teacher advises students on issues related to the performance of individual tasks or on theoretical issues of the discipline.



5.2.6.1. During the semester, consultations on academic disciplines are held according to the schedule established by the department. The amount of time allocated to a research and teaching staff member for consultations in a particular discipline is determined by the working curriculum.

5.2.7. **Elective** - a type of academic class aimed at expanding scientific and theoretical knowledge and practical skills through in-depth study of academic disciplines, as well as the study of additional disciplines within or outside the speciality.

5.2.7.1. Elective classes are *an additional educational service*, are not mandatory for students, and do not have consequences for the award of educational qualifications provided by the educational programme.

5.3. **The independent work of** students is the main means of learning the educational material in their free time. It includes the study of educational material, individual tasks, research work, etc.

5.3.1. The study time allocated for independent work of students is regulated by the curriculum. The content of independent work in the study of a particular discipline is determined by the work programme of the discipline, teaching materials, tasks and instructions of the academic staff.

5.3.2. The independent work of students is provided by the system of means provided by the curriculum of the discipline: textbooks, teaching and methodological manuals, lecture notes, collections of tasks, sets of individual tasks, workshops, guidelines for the organisation of independent work and other teaching and methodological materials. Relevant scientific, monographic and periodical literature is also recommended for independent work.

5.3.3 When organising independent work of higher education students, it is possible to obtain the necessary advice or methodological assistance from research and teaching staff.

5.3.4. Methodological materials for independent work of higher education students should provide for the possibility of self-control.

5.3.5. The educational material of the discipline, provided for mastering by the student in the process of independent work, is submitted for semester control together with the educational material studied during classroom training and is taken into account when assigning a semester grade in the discipline.

5.3.6. **Control papers (CP)** are one of the types of independent work of part-time students in the intersession period and a form of intermediate control. KP should reflect specific theoretical and practical problems in the relevant discipline and be performed after the student has chosen a particular topic

(task). Based on the specific features of the disciplines, the KP is performed in the form of an essay or a control task (in which a specific analytical situation is solved). In some cases, a combination of these two forms of KP is not excluded. The completed KP is sent to the part-time department no later than 1 month before the start of the test and examination session. KPs are stored until the end of the examination sessions in which they were completed at the part-time department, after which they are destroyed. A KP written by a higher education student is not the property of the teacher, but is a document certifying that the student has fulfilled the requirements of the study programme.

**5.3.7. Term papers/projects** are a type of scientific work that involves independent research by a higher education student of current issues and a theoretical presentation in accordance with the requirements for the presentation of research results.

5.3.7.1. Term papers/projects are performed with the aim of consolidating, deepening and generalising the knowledge gained by higher education students during their studies and applying it to the complex solution of a specific professional task. The time for completing term papers/projects is not planned. The number of term papers/projects should not exceed one per semester (no more than one per academic year is recommended). For first-year students, term papers/projects are not planned; in the final semester, they can be planned only if there is no qualification work (diploma work/project) in the curriculum. A term paper/project that has an interdisciplinary nature may be a separate position in the curriculum (approximate volume - 3 ECTS credits) and be part of 16 disciplines per academic year.

5.3.7.2. The subject matter of course work/projects must meet the objectives of the discipline and be closely related to the practical needs of a particular speciality. The subject matter of course work/projects is determined at the beginning of each academic year by the department that provides teaching of the discipline, approved at a meeting of the department, reflected in the minutes and approved by the director of the institute / dean of the faculty.

5.3.7.3. The purpose, tasks and procedure for completing term papers, the content and scope of their individual parts, the nature of the initial data, as well as other requirements are given in the methodological instructions developed by the departments.

5.3.7.4. Course work/projects are supervised by teachers of the graduating department and other research and teaching staff with a scientific degree and/or academic title.

5.3.7.5. The defence of a course work / project by a higher education student is carried out before a commission consisting of two or three teachers of the department with the participation of the head of the course work / project. The composition of the commission is determined by the head of the department.

5.3.7.6. After defence, term papers are kept at the department until the end of the academic year, then handed over to the archive for storage. Term papers/projects are stored in the archive for three years (according to the order of the Ministry of Education and Science of Ukraine No. 161 of 02.06.1993), then written off in the prescribed manner.

5.3.7.7. Term papers/projects that have theoretical and practical value may be submitted to competitions of student research papers, proposed for implementation.

5.3.7.8. A student who fails to submit a term paper (project) within the specified time limit or fails to defend it without a valid reason is considered to have an academic debt.

5.3.8. **Qualification work (thesis/diploma project)** is a component of certification and is performed, in accordance with the curriculum, at the final stage of study of a certain educational (educational qualification) level and involves: systematisation, consolidation, expansion of theoretical and practical knowledge in the speciality and their application in solving specific scientific, technical, economic production and other problems; development of independent work skills and mastery of research and experimentation methods related to the topic of the work (project).

5.3.8.1. A qualification work (thesis/diploma project) is an independent individual qualification work with elements of research and innovation, which is the result of theoretical and practical training within the normative and elective components of the educational and professional or educational and scientific programmes of higher education.

5.3.8.2. The purpose of the qualification work (thesis/project) is to conduct theoretical and practical research, in-depth understanding of a professional problem, development of innovative proposals in a particular field of production or research and recommendations for their implementation.

5.3.8.3. The list of recommended topics for qualification works (diploma works/projects) shall be approved by the Academic Council of the structural subdivision no later than the beginning of the academic year.

5.3.8.4. One year before the end of the term of study for full-time and 6 months for part-time study, a higher education student is given the right to choose the topic of the qualification work (thesis/diploma project) determined by the graduating departments, or to propose his/her own topic with justification of the feasibility of its development within the specified time frame.

5.3.8.5. The supervisors of qualification works (diploma papers/projects) are appointed teachers of the relevant departments of the Academy who have a scientific degree and/or academic title, preferably in the relevant or related speciality.

5.3.8.6. Approval of the titles of topics and supervisors of qualification works (diploma works/projects) on the proposal of the departments is approved by the director of the institute/dean of the faculty by his/her order.

5.3.8.7. Prior to the preliminary defence of the qualification work (thesis/project), the higher education student is obliged to provide the graduating department with its electronic version in order to prevent and detect academic plagiarism in them.

5.3.8.8. The control over the prevention and detection of academic plagiarism in qualification works (theses / projects) of higher education students of graduates of all educational levels is assigned to the heads of departments and supervisors of qualification works (theses / projects).

5.3.8.9. Checking for academic plagiarism with the help of Internet services based on the internal database of documents at the Academy and on the Internet is carried out free of charge (first check).

5.3.8.10. Qualification works (diploma papers / projects) of higher education applicants after their defence are transferred by graduating departments and stored in the electronic institutional repository of qualification (bachelor's, master's) works, in accordance with the requirements of current legislation.

5.3.8.11. The procedure for completion, defence of qualification works (diploma works / projects), their publication and storage are regulated by separate provisions.

5.4. **Research work** is a form of organising the work of higher education students, the purpose of which is to involve them in active research activities to form a scientific outlook, develop research skills, skills of creative solution of practical problems.

5.4.1 The main areas of research work of higher education students at the Academy are: research work in the educational process (determined by curricula

and work study programmes); research work in the leisure time; scientific and organisational events - conferences, competitions, contests, etc.

5.5. **Practical training** is a mandatory component of educational and professional and educational and research programmes aimed at the acquisition of professional and general competences by students.

5.5.1. The purpose of the practical training of the Academy's higher education students is to generalise the acquired theoretical and practical knowledge, to acquire professional skills and abilities that form specialists with higher education of the appropriate degree and contribute to improving the quality of training.

5.5.2. The objectives of practical training are:

- training of specialists who are able to solve production problems in modern market conditions and master the techniques and methods that are part of the latest technologies;
- Acquisition of professional skills;
- fostering the need to systematically update their knowledge and apply it creatively in practice;
- making independent decisions based on a specific production situation;
- introduction of advanced technologies and research results into production.

5.5.3. Practical training of higher education students provides for the continuity and consistency of its implementation during the training, which contributes to the consolidation of relevant competencies in future professionals.

5.5.4. Practical training of higher education applicants involves practical classes, types of practices, dual form of education provided by the curriculum. The programme of practical training and the timing of its implementation are determined by the curriculum of the discipline.

5.5.5. Practical training of persons studying at the Academy shall be carried out by means of practical training at enterprises, institutions and organisations in accordance with the agreements concluded by the Academy or in its structural subdivisions providing practical training.

5.5.6. Practices, depending on the focus and conditions of conduct, specific to a particular speciality, are divided into the following types

- educational (introductory, educational and production, etc.), during which a student, under the constant guidance of a teacher as part of a group or individually, solves educational tasks;

- *industrial* (pedagogical, pre-diploma, research, research and production, etc.), during which the student fully or partially performs the functional duties of an employee of the relevant speciality and level and solves real problems. The structure of the internship depends on the content of practical training and should ensure the performance of the main professional functions of the positions for which the applicant can apply after obtaining the relevant degree.

5.5.7. The list of all types of internships and the timing of their conduct are determined by the curriculum and work curriculum. The content and sequence of internships is determined by the cross-cutting and working internship programmes developed by the relevant departments.

5.5.8. Applicants for higher education from other countries who study at the Academy on the job may undergo internships at national enterprises, institutions and organisations (with their consent and the consent of the relevant graduating department of the Academy) with unconditional compliance with the requirements of the educational process schedule, curriculum and internship programme.

5.5.9. Educational and methodological guidance and implementation of internship programmes are provided by the relevant departments. Experienced scientific and pedagogical staff of the departments are involved in the supervision of students' practice.

5.5.10. Heads of enterprises, institutions and organisations are obliged to ensure the creation of appropriate conditions for internships at work, compliance with the rules and regulations of labour protection, safety and industrial sanitation in accordance with the law.

5.5.11. Upon completion of the internship, students report on the completion of the programme and individual assignment. The general form of reporting by the student for the practice is a written report. The written report, together with other documents, is submitted for analysis to the supervisor of the internship from the department. The internship report is defended by the student at the commission appointed by the head of the department or dean of the faculty (director of the institute / branch).

5.5.12. The results of each internship are discussed at the meetings of the departments, and the general results are summarised at the meetings of the Academic Councils of the institutes/faculties/branches at least once during the academic year.

5.5.13. The content and sequence and protection of the practice of higher education students of all forms of training is determined by the practice

programme, which is developed by the relevant department (departments) of the Academy on the basis of the "Regulations on the practice of higher education students of IAPM", approved by the order of the Rector of the Academy and carried out in accordance with the law.

5.6. **Control measures** are a necessary element of feedback in the learning process. They determine the compliance of the level of knowledge, skills and abilities acquired by higher education students with the requirements of regulatory documents on higher education.

5.6.1. Control measures are carried out to determine the level of formation of disciplinary competencies and relevant learning outcomes provided for in the work programmes (syllabi) of academic disciplines.

5.6.2. The Academy uses the following types of control in the educational process:

- current control;
- module control;
- deferred control;
- final control.

5.6.3. **Current control** is carried out by academic staff at all types of classroom activities. Current control is carried out to test knowledge of certain components of the curriculum of this discipline, namely: the material presented in lectures; issues considered and discussed in seminars (practical, laboratory, individual) classes and material processed independently.

5.6.3.1. The objectives of the current control are: to check the level of preparation of students for a specific job, to check the understanding and assimilation of certain material, the developed skills of calculation work; the ability to independently process texts; the ability to comprehend the content of a topic or section; the ability to present certain material in public or in writing.

5.6.3.2. Forms of current control and criteria for assessing learning outcomes are determined by the curriculum of the discipline.

5.6.4. **Modular control** includes current control and module control assessment. conducted to determine the level of student learning outcomes after studying the material from the logically complete part of the discipline - the content module, which is determined by the work programme of the discipline.

5.6.4.1 During the academic semester, module tests are conducted in all disciplines provided for in the curriculum, which are mandatory for all students. The number of module controls depends on the scope of the discipline and is

indicated in the work programme of the discipline, recommended: 3 credits - at least one module control, more than 3 credits - at least two module controls.

5.6.4.2. When determining the grade for a module, the results of the module control assessment and current control during classes, the results of tests, independent and individual work are taken into account.

5.6.4.3. The distribution of points for the current control and module control assessment is determined by the work programme of the discipline.

5.6.4.4. Two (in some cases - one) academic hours are allocated for the written component of the module control assessment. A student who does not appear for the module control may take it additionally within the period specified by the department.

5.6.5. **Deferred control** or control of knowledge stability is carried out in the form of a comprehensive control work in order to assess the residual knowledge of students in the discipline that they completed in the previous academic year or semester, in order to correct the work programmes of academic disciplines, improve the organisation of the educational process, etc.

5.6.5.1. This type of control does not change the previously assigned final grade in the discipline and is carried out selectively to study the stability of the knowledge acquired by students, to control the quality of the educational process and to improve the criteria for assessing the academic achievements of students. The tasks for the comprehensive control work are developed by the teachers of the department who provide teaching of this discipline, taking into account the requirements of the educational programme and the work programme of the discipline regarding learning outcomes. The comprehensive test is an integral part of the educational and methodological complex of the discipline and includes: tasks required of the applicant; review of the comprehensive test; criteria for evaluating the completed comprehensive test; list of reference books.

5.6.5.2. The Academy uses **rector's** tests as a form of current and deferred control. The results of the assessment of rector's tests for current control can be counted as the results of knowledge control in the relevant module.

5.6.5.3. The dean of the faculty determines the disciplines in which the rector's tests are performed and coordinates their list with the Department of Educational and Methodological Support and Quality of Education of the Academy.

5.6.5.4. The rector's control works are performed during the study time. The schedule of the rector's control works is drawn up by the academic



department on the proposal of the faculties and approved by the Rector of the Academy.

5.6.5.5. Students must be acquainted with the schedule of rector's examinations no later than one week in advance. All materials for the rector's control works are approved at the meetings of the department. The content, scope, structure and form of the test are determined by the department.

5.6.5.6. The results of the rector's control works are analysed by the department, the Scientific and Methodological Council and the Academic Council of the structural subdivision, the Department of Educational and Methodological Support and Quality of Education of the Academy. Completed rector's tests, tasks for them, sample answers and evaluation criteria are stored at the department during the academic year.

5.6.6. **Final control** is carried out to assess the results of learning at a particular educational (educational qualification) level or at its individual completed stages.

5.6.6.1. Final control includes semester control and certification of students.

5.6.6.1.1. ***Semester control is carried*** out in the form of a semester exam or test in a particular discipline in the amount of initial material determined by the work programme of the discipline and within the time limits provided by the schedule of the educational process.

The duration and timing of the final semester control are determined by the curriculum (working curriculum), the schedule of the educational process or a separate order.

5.6.6.1.2. ***Semester examination is*** a form of final control of the student's mastery of theoretical and practical material in a particular discipline for a semester, which takes place as a separate control measure.

The form of the exam (written, oral, combined) and the type of tasks (test tasks, open-ended questions) are determined in the curriculum of the discipline.

5.6.6.1.3. ***Semester credit is*** a form of final control that provides for the assessment of the student's mastery of the educational material on the basis of current control (based on the results of work in practical, seminar or laboratory classes, as well as control measures). The final grade may be assigned to the student in his/her absence.

5.6.6.1.4. The number of exams in an examination session, as a rule, does not exceed 4-5. Higher education students are required to take tests and exams in accordance with the requirements of the curriculum within the timeframe

provided for in the schedule of the educational process. The content of tests and examinations is determined by the working curricula of the disciplines.

5.6.6.1.5. A higher education applicant is allowed to take a test and/or exam in a discipline if he or she has fully completed all types of work provided for in the working curriculum and work programme of the discipline.

5.6.6.1.6. Taking tests is carried out at the last practical, seminar, laboratory classes in the discipline and is completed before the start of the examination session. Higher education applicants who have not passed the tests in the disciplines provided for in the curriculum without valid reasons are not allowed to take the examination session.

5.6.6.1.7. The exam is taken by the academic staff member who conducted the lecture classes, the lecturer and/or the lecturer who conducted the practical, laboratory or seminar classes. A research and teaching staff member who conducted practical, laboratory or seminar classes may be involved in the examination and examination of examination papers.

5.6.6.1.8. In case of temporary absence (disability, business trip, etc.) of the examiner, the head of the department ensures his replacement before the relevant test or examination, and informs the dean of the faculty / director of the educational and research institute.

5.6.6.1.9. The grade of the final semester control is the sum of the points gained by the higher education student during the semester in the performance of control activities provided by the programme of the discipline and the points gained by him/her in the semester exam.

5.6.6.1.10. A student may not be admitted to the semester control in a particular discipline if, within the time limits established by the schedule of the educational process, he or she has not confirmed mastery of the minimum level of learning outcomes, the assessment of which, according to the work programme of the discipline, should take place during the semester, has academic and/or financial debt under the contract for the provision of paid educational services.

5.6.6.1.11. Existing academic debt in a particular discipline may not be a ground for non-admission of a higher education student to pass the final semester control (exam, test) in other disciplines provided for in the individual curriculum.

5.6.6.1.12. In cases of prolonged illness during the period of the test and examination session and holidays, if there are relevant documents, an individual schedule of tests and examinations may be established for higher education

students. If such a student fails to pass tests and examinations within the period specified in the individual schedule, the issue of granting him/her an academic leave or leaving him/her for repeated study is considered.

5.6.6.1.13. The schedule of examinations is approved by the director of the institute / dean of the faculty no later than one month before the start of the examination session and is communicated to the research and teaching staff and higher education students.

5.6.6.1.14. The schedule of the examination session provides time for preparation for each examination lasting at least three days, including weekends.

5.6.6.1.15. Changes to the schedules of examination sessions are possible only with the consent of the Rector of the Academy.

5.6.6.2. **Attestation** is the establishment of compliance of the results of learning (research) of higher education students with the requirements of the educational (educational and professional, educational and scientific) programme and/or the requirements of the programme of the Unified State Qualification Examination.

5.6.6.2.1. Attestation of students is carried out by the examination (qualification) commission after completion of training at a certain educational (educational qualification) level or its stage in order to establish the actual compliance of the level and scope of knowledge, skills, and other competencies with the requirements of educational standards and educational programmes. The forms of certification are defined in the relevant education standard and educational programme.

5.6.6.2.2 **The examination (qualification) commission** is established annually as a single commission for all forms of education, consisting of the chairman and members of the examination commission for each speciality (specialisation) and certain degrees of higher education. Depending on the number of graduates, it is possible to create several examination commissions for one speciality (specialisation) or one examination commission for several related specialities (specialisations) within the relevant field of knowledge, usually in one institute.

The term of office of the examination board is one calendar year. The tasks of the examination commissions are:

- conducting certification of the Academy's students;

- establishing the compliance of the level and scope of knowledge, skills, and other competences acquired by higher education students with the requirements of higher education standards;

- making a decision on awarding a person who has successfully completed an educational programme at a certain educational level with an appropriate degree of higher education and qualification,

- development of proposals for further improvement of the quality of training of specialists in the relevant speciality (specialisation).

5.6.6.2.3. The procedure for the formation, organisation of work and summing up the results of the work of the examination commissions at the Academy is regulated by the Regulations on the examination commission at PJSC "IAPM".

5.6.6.2.4. Certification of higher education applicants at the Academy may be carried out in the form of:

- public defence of qualification work (diploma work/project);
- and/or certification examination(s);
- and/or a single state qualification exam in the speciality in accordance with the established procedure.

5.6.6.2.5. The form of certification of higher education students is determined by the relevant higher education standard for a particular speciality and curriculum.

5.6.6.2.6. The terms of certification of higher education students are determined by the schedules of the educational process according to the curriculum.

5.6.6.2.7. Requirements for the content of qualification works (diploma papers/projects) of higher education students, programmes and tickets for the certification/unified state qualification examination are developed by graduating departments taking into account the requirements of the relevant higher education standard.

5.6.6.2.8. The heads of departments and supervisors of graduates of all educational levels are responsible for ensuring effective work to prevent and detect academic plagiarism in qualification works (theses / projects) of the Academy's higher education students (Order No. 86-o of 21.06.2017).

5.6.6.2.9. Attestation examinations may be conducted in individual disciplines of professional orientation, or in the form of a single state qualification examination in a speciality, which includes questions from several disciplines of the curriculum. The list and number of academic disciplines

submitted for certification of higher education students are determined by the relevant higher education standard and curriculum. If both forms of certification are provided, the public defence of a qualification work (thesis/project) is always preceded by passing the certification/unified state qualification exam.

5.6.6.2.10. Higher education students who have successfully completed all the requirements of the curriculum in the speciality of the relevant level of higher education and have no academic debt are admitted to certification.

5.6.6.2.11. A negative review or feedback from the supervisor of a qualification work (thesis/project) is not a ground for preventing a higher education student from public defence.

5.6.6.2.12. Attestation is carried out openly and publicly. Higher education applicants and other persons present at the attestation may freely carry out audio and/or video recording of the attestation process.

5.6.6.2.13. Attestation can be carried out through communication tools built into the Moodle learning management system, video conferencing (MS Teams, ZOOM, Google Meet, Skype, etc.) in conditions where the possibility of physical attendance of higher education institutions by higher education students is limited or absent and traditional tools for attestation of higher education students cannot be used for reasons of force majeure (natural disasters, quarantine measures and other force majeure circumstances).

5.6.6.2.14. The results of attestation (in the form of attestation and/or the Unified State Qualification Exam, public defence of qualification works (theses/projects) are assessed in accordance with the evaluation criteria on a 100-point scale, national and ECTS scale.

5.6.6.2.15. The decision of the Examination Commission on the assessment of the results of the public defence of qualification works (theses/projects), passing the certification and/or the Unified State Qualification Examination in oral form, as well as on the issuance of diplomas (including honours diplomas), is announced by the Head of the EC to higher education applicants on the day of the defence, passing the examination.

5.6.6.2.16. The results of the written certification/unified state qualification examination are announced by the Head of the Examination Board to higher education applicants after checking the answers, but no later than the next day.

5.6.6.2.17. The conditions under which the examination board may decide to award a higher education student a diploma with honours are

- the percentage of final grades "excellent" (according to the national grading scale) in ysix disciplines, coursework/projects and practices, for which the curriculum provides for differentiated assessment, is not less than 75%;
- in other disciplines, coursework/projects and practices for which the curriculum provides for differentiated assessment, the higher education applicant received final grades "good" (according to the national grading scale);
- the higher education applicant has defended a qualification work (thesis/project), passed the certification and/or unified state qualification exam with an "excellent" grade;
- the applicant for higher education has high achievements in scientific work;
- there is a recommendation of the graduating department to issue a diploma with honours to the higher education applicant.

5.6.6.2.18. If a higher education student receives an unsatisfactory grade at an attestation or unified state qualification examination, he or she is not deprived of the right to continue to pass the following stages of attestation.

5.6.6.2.19. A higher education applicant who has not defended a qualification work (thesis/project) or has not passed a certification examination, or has not appeared for an official defence/ certification examination without valid reasons, shall be expelled from the Academy as having failed certification.

5.6.6.2.20. Higher education applicants who did not pass the attestation examination, did not defend their qualification work (thesis/project) for a valid, documented reason, may be extended by the Rector until the next term of the examination committee, but not more than for one year.

5.6.6.2.21. If the public defence of a qualification work (thesis/project) is found to be unsatisfactory, the examination committee determines whether the higher education student may submit the same qualification work (thesis/project) for re-defence with appropriate revision or must develop a new topic proposed by the graduating department.

5.6.6.2.22. Re-defence of the qualification work (thesis/project) and re-sitting of the attestation and/or the Unified State Qualification Exam are allowed only during the next attestation within three years after graduation from the Academy. The form of attestation for the persons who pass it again shall be determined by the curriculum in force in the year of graduation from the Academy.

5.6.6.2.23. Based on the results of the activities of the Examination (Qualification) Board, the Chairman shall draw up a report, which shall be approved at its final meeting.

5.6.6.2.24. The results of the work, proposals and recommendations of the examination (qualification) commission are discussed at the meetings of graduating departments, Academic Councils of institutes, Academic Council of the Academy.

## **6. Assessment and recognition of learning outcomes**

6.1 In accordance with the requirements of the European Credit Transfer and Accumulation System and the Standards and Guidelines for Quality Assurance in the European Higher Education Area, assessment of learning outcomes is an important element of the educational process and an effective tool for recognising the successful completion of mandatory learning activities by the student and the achievement of certain learning outcomes - both in individual disciplines (awarding credits) and in the programme as a whole (awarding qualifications).

6.2. Assessment of students' learning outcomes involves the consistent use of published criteria, rules and procedures. Higher education students must be informed about the assessment strategy applied to their study programme; what examinations or other assessment methods will be applied to them, as well as what criteria will be used to assess their performance.

6.3. The assessment of learning outcomes is based on the principles of objectivity, systematic and systematic, planned, uniformity of requirements, openness, transparency, cost-effectiveness, accessibility and clarity of the assessment methodology. Assessment procedures allow to demonstrate the extent to which students have achieved the planned learning outcomes.

6.4. Assessment of the learning outcomes of students is carried out using a module-rating system, which is based on module control assessment and the accumulation of rating points for the diverse educational and cognitive activities of students in the learning process.

6.5. The grade of the student corresponds to the ratio of the level of professional and general competences established during the assessment to the planned learning outcomes. The minimum threshold level of assessment for each learning outcome planned for the educational component is determined by the relevant work programme of the discipline.

6.6. The Academy uses the following scale of correspondence of grades on different scales

minimum score - 0, maximum score - 100

the minimum score for a positive grade is 60.

The sum of points for all types of learning activities / Local grade	ECTS grade / ECTS grade		Grade on the national scale / National grade	
			<i>for an exam, course project (work), practice</i>	<i>For the test</i>
90-100	A	Excellent	Excellent	Passed / Passed
	B	Good	Good	
	C			
	D	Satisfactory	Satisfactory	
	E			
	F	Fail	Unsatisfactory with the possibility of reassembly	Not credited / Fail
	X			
	F		Unsatisfactory with mandatory re-study of the discipline	

6.7. The grade for the internship, regardless of its type, is assigned based on the results of the defence of a written report by the higher education student before the commission of the department, the composition of which is formed by its head (no more than three people), within the specified time frame. Participation in the work of the commission of the head of practice from employers is mandatory.

6.8. The results of the assessment during the semester control are the basis for crediting credits for individual educational components (academic disciplines, practices, course work (projects)). Assessment of learning outcomes is the basis for making decisions on the transfer of students to the next course (year of study), the formation of student ratings, the award of qualifications, and is also used for the purpose of monitoring educational programmes.

6.9. Higher education applicants who have debts in 1-2 disciplines based on the results of the test and examination session are allowed to eliminate academic debt within the time limits specified by the order of the director of the institute / dean of the faculty. Repeated examinations and tests to correct



unsatisfactory grades are allowed no more than twice in each discipline: once to the teacher, the second to a commission of at least two people, formed by the head of the department.

6.10. If a higher education student has been admitted to the semester control, but does not appear without a valid reason, it is considered that he or she has used the first attempt to pass the exam (test) and has a debt.

6.11. The criterion for the successful completion of the assessment by the applicant is the achievement of the minimum threshold levels of grades for each planned learning outcome of the educational component and the minimum threshold level of the educational component in general.

6.12. In case of a conflict situation, an appeal commission is established by the director of the institute / dean of the faculty upon a reasoned application of a higher education student or a research and teaching staff member. The appeal committee consists of: the chairperson - the dean of the institute/faculty (deputy dean) where the student is studying, the head of the department to which the discipline is assigned, a teacher of this or another department who teaches the relevant discipline but did not participate in this semester control, a representative of the student self-government council of the institute/faculty or the Academy and a representative of employers if the student was studying in a dual form. The secretary of the committee is elected from among the members of the appeal committee.

6.13. In the presence of valid reasons (illness, family circumstances, etc.), which are documented, the director of the institute / dean of the faculty may establish an individual schedule for taking exams (tests) or eliminating academic debt for a period of no more than one month from the beginning of the next academic semester. If this period is insufficient to fulfil the individual schedule, the issue of granting the higher education student an academic leave or a repeated course of study is considered.

6.14. Higher education applicants who have fully complied with the requirements of the curriculum of the current course and the terms of the study agreement (contract) are transferred to the next course by order of the Rector of the Academy. In some cases, by the decision of the Rector, the Academy may transfer students to the next course with academic debts, provided that the academic debt is eliminated in the first academic month of the next academic year.

6.15. During the period of examination sessions, an independent test assessment of the knowledge of higher education students may be conducted as

a quality control of the educational process of the departments, the passage of which is mandatory for all higher education students.

6.16. The results of semester control of the educational programme are analysed, reported and discussed at meetings of the departments, the Academic Council of the Institute/Faculty/Branch and the Academic Council of the Academy.

## **7. Ensuring the quality of higher education [Internal monitoring of the quality of higher education].**

7.1. Internal quality assurance of education is an integral system of objective and reasonable diagnostic and evaluation procedures, a set of organisational, methodological and regulatory documents governing the effective management of the quality of education at the Academy.

7.2. Formation and implementation of the quality assurance policy is a priority task of the Academy. It applies to all levels of management and is public and open to all participants in the educational process and other stakeholders.

7.3. The purpose of the system of quality assurance of educational activities and higher education is to create and maintain conditions for the quality training of highly qualified specialists of the appropriate level, competitive in the labour market, capable of effective professional activity and ready for continuous professional growth, social and professional mobility.

7.4. The main tasks of the system of ensuring the quality of educational activities and higher education at the Academy are: formation of a common understanding of the criteria for the quality of educational activities and the quality of higher education at the Academy and methods of their assessment; formation of a system of indicators that allow to assess and confirm the quality of the educational process; collection, analysis and interpretation of information on the quality of the educational process; identification of the main factors affecting the quality of educational activities, forecasting and prevention of negative changes in the quality of education.

7.5. The system of internal quality assurance of education is a system of ensuring the quality of educational activities and the quality of higher education by the Academy, which provides for the implementation of the following procedures and measures

- defining the principles and procedures for ensuring the quality of higher education;

- monitoring and periodic review of educational programmes;
- assessment of higher education students, research and teaching staff and publication of assessment results;
- providing professional development of pedagogical, scientific and research staff;
- ensuring the availability of the necessary resources for the organisation of the educational process, including independent work of students, for each educational programme;
- ensuring the availability of information systems for effective management of the educational process;
- ensuring publicity of information about educational programmes, degrees of higher education and qualifications;
- ensuring an effective system for preventing and detecting academic plagiarism in the scientific works of employees of higher education institutions and students;
- other procedures and measures.

7.6. The quality assurance system at the Academy is regulated by the "Programme for Quality Assurance of Education at PJSC "IAPM" and the "Regulations on the Internal Quality Assurance System of Higher Education at PJSC "IAPM", approved by the Academic Council of the Academy and approved by orders of the Rector, developed in accordance with the legislation of Ukraine and the Charter of the Academy, taking into account the requirements of higher education standards and recommendations for quality assurance in the European Higher Education Area and other generally accepted European and international quality assurance standards in the fields of higher education.

7.7. Formation and implementation of the policy of quality assurance of educational activities and higher education:

- at the level of the Academy is provided by the Rector, the Supervisory Board of the Academy, the Academic Council of the Academy, the Scientific and Methodological Council of the Academy, the Department of Educational and Methodological Support and Quality of Education of the Academy, other structural subdivisions, working and advisory bodies involved in quality assurance procedures;
- at the level of structural subdivisions - their heads: directors of educational and research institutes, deans of faculties, heads of departments,

Academic Councils and Scientific and Methodological Councils of institutes/faculties;

- at the level of educational programmes - their guarantors, departments, institutes, research and teaching staff.

7.8. Students and their self-governing bodies, employers' councils and alumni associations shall be involved in the process of forming and implementing the policy of ensuring the quality of educational activities and higher education.

7.9. The Academy monitors the quality of the educational process at all stages of its implementation. The main task of monitoring is to obtain objective information about the quality of education by conducting both internal and external controls in accordance with the objectives of state policy in the field of education, which assess the state and results of educational activities, the level of educational, methodological, logistical and personnel support of the educational process.

7.10. The means of monitoring are surveys of different groups of respondents, testing, control works, sociological surveys of students, etc.

7.11. Monitoring of the quality of the educational process can be carried out as a comprehensive periodic inspection of the institute / faculty. The analysis of the Institute's / Faculty's activities is discussed at the meetings of the Academic Council of the Academy. Based on the results of the inspection, measures are taken to eliminate the shortcomings with an indication of the deadlines for their implementation. A comprehensive inspection of the institute/faculty is carried out by order of the President. A commission is created to conduct it.

## **8. Academic mobility**

8.1. **Academic mobility** is the realisation by participants of the educational process of the opportunity to study, teach, internship, conduct research, improve their skills in another higher education institution (research institution) in Ukraine or abroad, as provided by regulatory legal acts.

8.2. The following participants of the educational process have the right to academic mobility: students of all educational programmes aimed at obtaining full educational qualifications of higher education (junior bachelor, bachelor, master, doctor of philosophy); applicants for the degree of doctor of

sciences; research and teaching, scientific and pedagogical workers; other participants of the educational process; participants of the educational process of domestic and/or foreign educational institutions and research institutions.

8.3. Higher education applicants who exercise the right to academic mobility during their studies or research activities in another HEI (research institution) in Ukraine or abroad are guaranteed to retain their place of study. Such persons are not expelled from the Academy's students.

8.4. The right to academic mobility may be exercised on the basis of international agreements on cooperation in education and science, international programmes and projects, agreements on cooperation between the Academy and a domestic HEI (research institution) or its main structural unit and foreign HEIs (research institutions) and their main structural units, and may also be exercised by a participant in the educational process on his/her own initiative, supported by the administration and management of the Institute/Faculty of the Academy, on the basis of individual

8.5. The main types of academic mobility are

- *degree mobility* - studying at an HEI other than the permanent place of study of the participant in the educational process, with the aim of obtaining a higher education degree, which is confirmed by a document (documents) on higher education or on obtaining a higher education degree from two or more HEIs;

- *credit mobility* - studying in a HEI other than the permanent place of study of the participant in the educational process in order to obtain ECTS credits and/or relevant competencies, learning outcomes (without obtaining ECTS credits) that will be recognised in the HEI of the permanent place of study of a domestic or foreign participant in the educational process.

8.6. At the same time, the total period of study for such participants in credit mobility programmes remains unchanged.

8.7. The forms of academic mobility for participants in the educational process who receive bachelor's, master's and doctoral degrees in domestic HEIs are

- studying under academic mobility programmes;
- language internship;
- scientific internship.

8.8. An individual curriculum is drawn up for persons who are sent for study on the basis of the working curriculum in the speciality of the relevant

course/semester and the programme of study approved by the foreign ZBO. Upon returning to the Academy, the student

- submits an academic certificate of the established form confirming the completion of the study programme at the foreign institution and containing information on the results of the study;

- reports on the implementation of the individual study plan. The Academy has the right, in accordance with the established procedure, upon submission of the relevant department, to credit the results of study in a foreign foreign educational institution as the fulfilment of the curriculum. Enrolment is possible provided that the content (expected learning outcomes) of academic disciplines, practices coincides, and the volume of credits is at least 75%.

8.9. The duration of study at a HEI abroad should not exceed one year. A student who has studied at a foreign HEI for no more than 2 months during a semester shall pass the session within the timeframe provided for in the schedule of the educational process. If the period of study in a foreign HEI is more than 2 months and/or coincides with the term of transfer of the session at the Academy, the Rector may approve an individual schedule for the student to pass the semester final control and defend course work:

- upon returning to the Academy during the academic year - within 1 month after returning;

- upon returning to the Academy during the summer holidays - during the first month of the next semester.

8.10. The general procedure for organising academic mobility programmes in Ukraine and abroad is regulated by the Resolution of the Cabinet of Ministers of Ukraine "On Approval of the Regulation on the Procedure for Exercising the Right to Academic Mobility" of 12.08.2015, p.N-579.

8.11. The organisation of academic mobility of students at the Academy is carried out in accordance with the Regulations on academic mobility of participants in the educational process at PJSC "IAPM", enacted by the order of 29 December 2016. N 99-r.

## **9 .Participants in the educational process**

9.1. Participants in the educational process at the Academy are:

- scientific and pedagogical, teaching and research staff;
- students of higher education.

### ***9.1.1. Scientific and pedagogical, pedagogical and scientific workers***

- *Research and teaching staff* are persons who, at their main place of work in higher education institutions, carry out educational, methodological, scientific (scientific, technical, artistic) and organisational activities.

- *Pedagogical workers* are persons who, at their main place of work in higher education institutions, carry out educational, methodological and organisational activities.

- *Researchers* are persons who, at their main place of work and in accordance with the employment agreement (contract), professionally carry out scientific, scientific, technical or scientific-organisational activities and have the appropriate qualifications, regardless of the availability of a scientific degree or academic title.

The scientific, scientific, technical and innovative activity of the academic staff of the Academy shall be regulated by the legislation on scientific, scientific, technical and innovative activity.

***9.1.1.1. Scientific and pedagogical, research and teaching staff of the Academy shall have the right to***

- to academic freedom, which is implemented in the interests of the individual, society and humanity as a whole;

- to academic mobility for professional activities;

- to protection of professional honour and dignity;

- to ensure the creation of appropriate working conditions, improvement of their professional level, organisation of rest and life, established by the legislation, regulations of the Academy, terms of the individual employment contract;

- to use library, information resources, services of educational, scientific, sports, cultural and educational departments of the Academy;

- to protect intellectual property rights;

- free choice of methods and means of education within the approved curricula and working curricula in the sciences (disciplines);

- participation in the discussion of educational, methodological, scientific and production activities of the Academy;

- advanced training and internships at least once every five years;

- conducting research work;

- individual teaching activities;

- participation in associations of citizens;

- use of paid leave;

- moral and material incentives for conscientious and active work;

- other rights and freedoms provided for by the current legislation of Ukraine and the Charter of the Academy.

#### ***9.1.1.2 Scientific and pedagogical, research and teaching staff of the Academy***

##### ***are obliged to:***

- to develop before the beginning of the semester of the academic year the educational and methodological support of disciplines, the teaching of which is provided by them according to the distribution of teaching load;

- adhere to the principles and rules of academic integrity policy;

- to form professional competences in higher education students necessary for mastering the principles of academic culture based on the principles of academic honesty, transparency and accessibility of quality education in Ukraine;

- to ensure teaching at a high scientific, theoretical and methodological level of the disciplines of the relevant educational programme in the speciality, to conduct research (for research and teaching staff);

- improve professional level, pedagogical skills, scientific qualification (for research and teaching staff);

- to adhere to the norms of pedagogical ethics, morality, respect the dignity of persons studying at the Academy, instil in them love for Ukraine, educate them in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and state symbols of Ukraine;

- to develop independence, initiative, and creative abilities in persons studying at the Academy;

- to comply with the Academy's Charter, Internal Labour Regulations, laws, and other regulations;

- provide equal conditions for students to demonstrate their knowledge during control activities, not to allow the use of prohibited sources of information;

- strictly adhere to the established criteria for determining grades at exams and other control measures;

- to prepare students for a conscious life in the spirit of mutual understanding, peace, harmony between all peoples, ethnic, national, religious groups;

- contribute to the preservation of the Academy's property.

#### **9.1.1.3. Working hours of the academic staff**



9.1.1.3.1 The time standards for methodological, scientific, and organisational work are determined by the Academy in accordance with the Labour Code, the Law on Higher Education, etc.

9.1.1.3.2 Involvement of scientific and pedagogical, research and teaching staff in work not provided for by the employment agreement (contract) may be carried out only with their consent or in cases provided for by the current legislation of Ukraine.

9.1.1.3.3 The types of classes included in the normative volume of the teaching load of a lecturer in accordance with his/her position are established by the department.

9.1.1.3.4 The main document that reflects the educational, methodological, scientific and organisational work of the teacher of the Academy during the academic year is the individual plan of the teacher's work and its accounting.

9.1.1.3.5 When drawing up individual work plans of a teacher and distributing the teaching load, the head of the department shall take into account the peculiarities of each type of work and ensure the optimal use of the creative potential of each research and teaching staff member.

9.1.1.3.6 Lecturers with a scientific degree and/or academic title are involved in teaching disciplines for master's degree students.

9.1.1.3.7 The minimum and maximum compulsory workload of the academic staff of the Academy within their working hours is established by orders of the Rector in accordance with the current legislation and in the manner prescribed by the contract.

9.1.1.3.8 Personal responsibility for compliance with the limits of the minimum or maximum mandatory workload of the academic staff of the department lies with the deans of faculties (directors of institutes) and heads of departments.

9.1.1.3.9 In case of production necessity, a lecturer may be involved in conducting classes in excess of the mandatory workload determined by the individual work plan within the limits of his/her working time. Changes in the mandatory teaching load of a lecturer shall be made to his/her individual work plan.

9.1.1.3.10 The schedule of a lecturer's working time is determined by the schedule of classroom training sessions and consultations, the schedule or schedule of control measures and other types of work provided for by the individual work plan of the lecturer.

9.1.1.3.11 The time of performance of works not provided by the schedule or schedule of control measures is determined taking into account the peculiarities of the speciality and forms of education.

9.1.1.3.12 The lecturer is obliged to adhere to the established working hours.

9.1.1.3.14 It is forbidden to distract teachers from conducting classes and control measures provided by the schedule.

9.1.2. **Higher education applicants** are persons who study at the Academy at a certain level of higher education in order to obtain a relevant degree and qualification.

9.1.2.1. Students, postgraduate students and doctoral students are applicants for higher education at the Academy.

9.1.2.2. The issue of training of scientific and scientific-pedagogical staff of higher qualification is regulated by the Academy:

9.1.2.3. Regulations on postgraduate studies at Interregional Academy of Personnel Management ", approved by the decision of the Academic Council of the Academy (dated 28 December 2016, Minutes No. 13), put into effect by the order of the Rector of the Academy,

9.1.2.4. Regulations on doctoral studies at IAPM, approved by the order of the rector of 20.01.2015 №18 I -n.

9.1.2.5. **Persons studying at the Academy have the right to:**

- to choose the form of study upon admission to the Academy;
- safe and harmless conditions of study, work and life;
- work in extracurricular time;
- use of libraries, information funds, educational, scientific and sports facilities of the Academy;
- use of the Academy's production, cultural, educational, household and recreational facilities;
- Provision of a dormitory for the period of study, subject to availability of free places; participation in research works, conferences, symposia, exhibitions, competitions, presentation of their works for publication;
- Participation in educational, scientific, research, sports, artistic, social activities held in Ukraine and abroad in accordance with the procedure established by law;
- participation in discussing and solving issues of improving the educational process, research work, leisure, life, and health improvement;
- participation in public associations;

- participation in the activities of public self-government bodies of the Academy, faculties, institutes, the Academic Council of the Academy, and student self-government bodies;
- academic mobility, including international mobility;
- the opportunity to study abroad without interruption in education, if the period of study does not exceed one semester;
- participation in the development of an individual study plan;
- moral and/or material incentives for academic, research and community service, artistic and sporting achievements, etc;
- protection from any form of exploitation, physical and mental violence;
- internships at enterprises, institutions, establishments and organisations, as well as remuneration for labour during the performance of production functions in accordance with the law;
- vacation leave of at least 8 calendar weeks per academic year;
- special educational support and access to the Academy's infrastructure in accordance with medical and social indications in the presence of health-related disabilities.

#### **9.1.2.6 Persons *enrolled at the Academy are obliged to***

- comply with the current legislation of Ukraine, the Internal Regulations of the Academy, principles and norms of academic integrity; ethical standards and respect for teachers;
- comply with the requirements for labour protection, safety, occupational sanitation, fire safety, provided for by the relevant rules and instructions;
- fulfil the requirements of the educational (scientific) programme;
- to systematically and deeply master knowledge, skills, practical abilities, professional skills and improve their general cultural level;
- to be responsible, conscientious and creative in the performance of educational tasks;
- not to use prohibited sources of information during control measures;
- comply with the schedule of the educational process and the requirements of the individual curriculum;
- attend classes regularly;
- timely inform the dean's office of the inability to attend classes;
- maintain proper order at the Academy, take care of the property of the Academy;
- keep the documents of the higher education student.

9.1.2.7. *The study time of persons studying at the Academy is regulated by the Order of the Ministry of Education and Science of Ukraine dated 16 October 2009 No. 943 and the Letter dated 26 February 2010 No. 1/9-119 "On Methodological Recommendations for the Implementation of the European Credit Transfer System and its Key Documents in BH3".*

9.1.2.7.1. The academic time of higher education students is determined by the number of accounting units of time intended for the mastering of an educational (educational and professional or educational and scientific) training programme at a certain level of higher education (initial, first, second) to obtain a corresponding degree of higher education.

9.1.2.7.2. Accounting for the labour intensity of the academic work of higher education students at the Academy is carried out in ECTS credits. The price of an ECTS credit is 30 academic hours. As a rule, 60 credits are allocated for an academic year, 30 credits for a semester

9.1.2.7.3. The EKTC credit includes all types of learning activities required to complete a full year of academic study at the Academy, i.e.: lectures, practical work, seminars, consultations, individual, independent work, final control (tests, exams), qualification work (thesis/project), various types of practices or other assessment-related activities. Credit is thus based on the full workload of a higher education student and is not limited to classroom hours.

9.1.2.7.4. The accounting units of a higher education student's academic time are the academic hour, academic day, week, semester, course, and year.

*An academic hour is a minimum unit of study time that serves as the basis for planning and accounting for such types of classes as lectures, seminars, practical, laboratory and contact classes. The duration of an academic hour is usually 45 minutes. Two academic hours constitute a pair of academic hours (hereinafter referred to as a "pair"). Classes at the Academy last 90 minutes or 80 minutes without a break,*

*A study day is a component of a higher education student's study time lasting no more than 8 academic hours (4 pairs).*

*The academic week is six days long, and students study in two shifts.*

*Academic semester is a component of the study time of higher education students, which ends with the final semester control. The duration of the semester is determined by the curriculum, as a rule, in the 1st-4th years it is 17 weeks, in the final years some semesters may be shorter.*

*Academic course is a completed period (year) of study for higher education students during the academic year. The duration of higher education*

students' stay in the study course includes the time of academic semesters, final examinations and holidays. The beginning and end of the training of higher education students in a particular course is formalised by the relevant (transfer) orders of the Rector of the Academy.

***Academic year*** - begins for full-time students on 1 September and lasts 12 months. The academic year consists of: academic semesters, examination sessions; practical training (training and industrial practices); weekends and holidays; holidays (except for graduation courses).

The duration of the academic year is 52 weeks, of which at least 8 weeks are total holidays. The duration of theoretical training, compulsory practical training, semester control and individual tasks is 40 weeks per year.

9.1.2.7.5. Terms and time of different types of academic work are regulated by the schedules of classes, consultations, examinations, and the work of examination commissions.

9.1.2.7.6. Class schedules shall be drawn up in accordance with the distribution of classes by shifts established by the order of the Rector of the Academy.

9.1.2.7.7. Timetables of classes and examination sessions shall be agreed with the deans and approved by the directors of institutes / deans of faculties.

9.1.2.7.8. Amendments to the approved timetables, postponement of various types of academic work and forms of control (tests, consultations, examinations) to another term are allowed according to the established procedure only with the permission of the Academy management, which shall be communicated to all participants in the educational process.

9.1.2.7.9. Attendance at classes - lectures, laboratories, seminars, practical classes - is mandatory for higher education students. The teacher checks the presence of higher education students at the beginning of each class, the fact of absence is reflected in the "Academic Group Journal", in accordance with the procedure for filling it out.

9.1.2.7.10. It is allowed to attend lectures freely in accordance with the procedure established by the "Regulations on the organisation of training of higher education students on individual schedules at IAPM.

9.1.2.7.11. It is forbidden to distract higher education students from participating in classes and control activities established by the schedule, except in cases provided for by applicable law.

## **10. Admission, expulsion, interruption of studies, renewal and transfer of higher education students**

10.1. Admission to study at the Academy shall be carried out on a competitive basis in accordance with the Terms of Admission to Higher Education Institutions approved by the central executive body in the field of education and science.

10.2. In accordance with the Terms of Admission to Higher Education Institutions, the Academic Council of the Academy annually approves the Rules of Admission to the PJSC IAPM and the List of fields of knowledge and specialties in which higher education applicants are trained at the PJSC IAPM, which are used during the calendar year.

10.3. Persons studying at the Academy may be expelled:

- in connection with the completion of the relevant educational (scientific) programme;
- at their own request;
- in connection with transfer to another higher education institution;
- for academic debt (regardless of social status), if the student received an "unsatisfactory" grade (FX or F on the ECTS scale) in three or more academic disciplines based on the results of semester control;
- in connection with receiving a grade of "Unsatisfactory" when calculating academic debt to the commission;
- in case of receiving the grade "Unsatisfactory" according to the results of the certification of the higher education applicant;
- for failure to complete the curriculum (if the student has not completed the individual curriculum within the established time limit).
- for violation of the terms of the agreement (contract) concluded between the Academy and the student or the individual (legal entity) paying for such training;
- for failure of first-year students to attend classes within 10 days from their start without valid reasons;
- for assigning an academic discipline (if the student did not attend classes for one month in a semester and did not inform the dean's office of the valid reasons for his/her absence);
- for systematic absences from classes without valid reasons (the total number of more than 120 academic hours per semester);
- for health reasons based on the conclusion of the Medical Advisory Commission (MAC);

- for violation of the internal regulations defined in the charter, rules and other norms adopted by the Academy and not contrary to the current legislation;
- in other cases provided for by the current legislation.

10.4. Expulsion of students for violation of the internal regulations shall be agreed with the student self-government bodies and the Academic Council of the Institute.

10.5. Expulsion of underage students (except for expulsion for academic failure) is carried out in agreement with the service for minors of local executive authorities and with the obligatory informing of parents (guardians).

10.6. When concluding a study contract, a student or an individual (legal entity) paying for training shall personally read this Regulation (personal signature) before starting classes.

10.7. A person expelled from the Academy before completing the study programme receives an academic transcript containing information about the results of the study, the names of the disciplines, the grades obtained and the number of ECTS credits obtained. A sample academic transcript is established by the central executive body in the field of education and science.

10.8. Persons studying at the Academy may interrupt their studies due to circumstances that make it impossible to complete the educational (scientific) programme (for health reasons, call-up for military service in case of loss of the right to deferment). These persons shall be granted an academic leave on the basis of relevant documents in accordance with applicable regulations.

10.9. Applicants for higher education called up for military service in connection with the announcement of mobilisation are guaranteed the preservation of their place of study. Higher education students who exercise the right to academic mobility during their studies, internships or research activities at another higher education institution (research institution) in Ukraine or abroad are guaranteed to retain their place of study in accordance with the regulations on the procedure for exercising the right to academic mobility. Such persons are not expelled from higher education. A person expelled from the Academy before completing the relevant study programme has the right to be reinstated to study at the Academy.

10.10. Training or internship in educational and scientific institutions (including foreign countries) may be the basis for a break in studies, unless otherwise provided by international acts or agreements between the Academy and the relevant institution. This issue is regulated by the "Regulations on

Academic Mobility of Participants in the Educational Process at PJSC IAPM (Order of 12 December 2016 No. 197-o).

10.11. If a student fails to complete an individual study plan for valid reasons, or if an academic difference in the amount of more than 30 ECTS credits is established for him/her in the disciplines (for second and senior students), he/she may, at his/her own request, remain for re-study in the same course on a compensatory basis (within the limits of the licensed volume).

10.12. When re-enrolling, the Dean personally re-credits EKTC credits in the disciplines in which the student received grades "Good - B/C" and "Excellent - A". The Dean re-credits the grade "Satisfactory - D/E" with the student's consent.

10.13. A higher education applicant who, when passing the certification for the right to be awarded a certain degree of higher education (bachelor's, master's), received an unsatisfactory grade at the exam or did not defend a qualification work (diploma work / project), is expelled from the Academy with the right to undergo re-certification during the next term of the commission within three years after expulsion. In this case, he/she is issued an academic certificate of the established form. In case of renewal later than three years later, a higher education student is enrolled with an academic difference in accordance with the "Regulations on Academic Leave and Re-education in Higher Education Institutions" approved by the Order of the Ministry of Education of Ukraine and the Ministry of Health of Ukraine of 06.06.1996 No. 191/153.

10.14. Re-enrolment of persons expelled from the Academy or granted an academic leave, as well as transfer of higher education students, is usually carried out during the holidays.

10.15. The procedure for expulsion, interruption of studies, renewal and transfer of persons studying at the Academy, as well as the procedure for granting them an academic leave, shall be determined by the regulations approved by the central executive body in the field of education and science.

10.16. In the presence of valid reasons, students may be granted an academic leave or the opportunity to repeat a course of study in accordance with the "Regulations on Academic Leave and Repeated Study in Higher Education Institutions" approved by the Order of the Ministry of Education of Ukraine and the Ministry of Health of Ukraine of 06.06.1996 No. 191/153.

## **11. Ordering, issuing and keeping records of documents on education.**



11.1. The ordering, issuance and registration of documents on education at the Academy is carried out in accordance with the Law of Ukraine "On Higher Education", Resolution of the Cabinet of Ministers of Ukraine "On Documents on Higher Education (Academic Degree)" of 09.09.2020 No. 811, Order of the Ministry of Education and Science of Ukraine "On Approval of Forms of Documents on Higher Education (Academic Degrees) and Annexes to Them, Sample Academic Transcript" of 25.01.2021 No. 102, the Procedure for Ordering the Creation of Information Reproduced in Higher Education Documents and Accounting for Higher Education Documents in the Unified State Electronic Database on Education (USEDE), the Order of the Ministry of Education and Science of Ukraine "On Approval of the Procedure for Granting Access to Individuals and Legal Entities to the Register of Higher Education Documents" of 06.03.2015 No. 249, Order of the IAPM On Approval of Forms of Documents on Higher Education (Academic Degrees) and Annexes to Them, Sample Academic Transcript" of 01.02.2021 No. 08/1-o.

The above documents establish the procedure for issuing and keeping records of educational documents at the Academy.

## **12. Management of the educational process.**

12.1. The main responsibility for the organisation and quality of the educational process at the Academy is borne by the Rector, Vice-Rectors, Directors of Institutes/Deans of Faculties and Heads of separate structural subdivisions.

12.2 Their rights, duties and responsibilities are determined by the Law of Ukraine "On Higher Education", the Charter of the Academy and other legislative acts.

12.3. ***The Rector of the Academy***, within the limits of the powers granted to him/her:

- organises the activities of the higher education institution;
- resolve issues of educational activities of the Academy, is responsible for its implementation;
- issue orders and instructions on all issues of organisation of the educational process, mandatory for all employees and structural subdivisions of the Academy to fulfil the instructions;
- is responsible for the results of the Academy's activities to the founder (founders);

- appoints and dismisses employees in accordance with the Statute of the Academy, determines their functional responsibilities;
- form the contingent of persons studying at the Academy;
- transfer, expel and renew the enrolment of persons studying at the Academy;
- supervise the implementation of curricula and programmes of academic disciplines;
- supervise the quality of work of academic staff, organisation of the educational process and cultural activities, state of physical education and health, organise household services for participants of the educational process and other employees of the Academy;
- ensure labour protection, observance of law and order;
- perform other duties in accordance with the current legislation of Ukraine.

12.3.1. The Rector of the Academy, in accordance with the Statute, may delegate part of his/her powers to his/her deputies and heads of structural subdivisions.

#### ***12.4. Head of the Institute/Faculty, Department***

12.4.1. The director of the institute/faculty dean shall have a scientific degree and/or academic title in accordance with the profile of the institute/faculty and shall be appointed by the Academy management for 5 years with the possibility of appointment no more than once for a second term.

12.4.2. The director of the institute / dean of the faculty may delegate part of their powers to their deputies. The powers of the director of the institute / dean of the faculty are determined by the Regulations on the institute / faculty, which is approved by the Academic Council of the Academy.

12.4.3. The director of the institute / dean of the faculty issues orders regarding the activities of the relevant institute / faculty, which are binding on all participants in the educational process and may be cancelled by the head of the Academy if they contradict the legislation, the charter or cause damage to the Academy.

12.4.4. The department is managed by the head of the department, who must have a scientific degree and/or academic title in accordance with the profile of the department.

12.4.5. The Head of the Department is elected on a competitive basis by secret ballot by the Academic Council of the Academy for a term of five years,

taking into account the proposals of the staff of the Institute/Faculty and the Department.

12.4.6. The head of the department ensures the organisation of the educational process, implementation of curricula and programmes of academic disciplines, exercises control over the quality of teaching disciplines, educational, methodological and scientific activities of teachers.

**12.5. *The Academic Council of the Academy*** as a collegial governing body:

- determines the strategy and perspective directions of development of educational, scientific and innovative activities of the Academy;
- defines the system and approves procedures for internal quality assurance of higher education;
- considers and makes the most important decisions on the organisation of the educational process at the Academy,
- approves educational programmes and curricula for each level of higher education and speciality;
- makes decisions on the organisation of the educational process, determines the terms of study at the relevant levels;
- approves the sample and procedure for the production of its own document on higher education, regulations on the procedure and grounds for its issuance to graduates, as well as samples, procedure for the production, procedure and grounds for issuing joint and double diplomas to graduates;
- confer the title of professor, associate professor and senior researcher to scientists and submit relevant decisions for approval to the attestation board of the central executive body in the field of education and science;
- makes final decisions on the recognition of foreign documents on higher education, academic degrees and academic titles when hiring pedagogical, scientific, research and teaching staff and when enrolling applicants for study;
- elects on a competitive basis by secret ballot to the positions of deans, heads of departments, professors and associate professors, library director, heads of branches;
- makes decisions on the formation, reorganisation and liquidation of structural subdivisions on the proposal of the Rector;
- evaluates the scientific and pedagogical activity of structural subdivisions;
- consider other issues of the Academy's activities in accordance with its Charter.

12.5.1. Decisions of the Academic Council of the Academy are put into effect by orders and instructions of the Rector of the Academy.

12.5.2. The Academy has academic councils of institutes, separate structural subdivisions, the powers of which are determined by the Academic Council of the Academy in accordance with the Statute of the Academy. The Academic Council of the Academy delegates part of its powers to the Academic Councils of institutes, separate structural subdivisions.

***12.6 Academic Council of the Institute/Faculty*** as a collegial body:

- determines the general directions of scientific activity of the institute/faculty;
- decides on the organisation of the educational process of the institute/faculty;
- considers issues of structural changes of the institute/faculty: creation, reorganisation and liquidation of departments, etc;
- prepares proposals for consideration by the Academic Council of the Academy to improve the curriculum and work programmes in disciplines, educational and work curricula;
- consider and resolve other issues within the powers defined by the Statute of the Academy.

***12.7. Working and advisory bodies of the Academy***

12.7.1. To solve current issues of the Academy's activities, working bodies are formed - the Rectorate, deans, scientific and methodological council, admission committee, etc.

12.7.2. For the purpose of developing the strategy and directions of the educational and/or scientific activities of the Academy, the Rector has the right to form advisory (advisory and consultative) bodies on a voluntary basis, unless otherwise provided by the Charter of the Academy.

12.7.3. Regulations on working and advisory bodies shall be approved by the Academic Council of the Academy in accordance with the Statute of the Academy.

***12.8. Public self-government bodies of the Academy***

12.8.1. The supreme collegial body of public self-government of the Academy is the general meeting of the labour collective, including elected representatives from among students.

12.8.2. The procedure for convening and decision-making of the supreme collegial body of public self-government is determined by the Charter of the Academy.

### ***12.9. Student self-government bodies:***

- Participate in the management of the higher education institution in accordance with the procedure established by the Law of Ukraine "On Higher Education" and the Charter of the Academy;
- participate in discussing and resolving issues of improving the educational process, research work, leisure, health, welfare and nutrition;
- participate in activities (processes) to ensure the quality of higher education;
- protect the rights and interests of students studying at the Academy;
- delegate their representatives to working, advisory and consultative bodies;
- adopt acts regulating their organisation and activities;
- participate in solving the issues of ensuring proper living conditions for students in dormitories;
- make proposals on the content of curricula and programmes;
- make proposals for the development of the material base of the higher education institution, including on issues related to the life and recreation of students;
- have the right to announce protest actions;
- perform other functions provided for by the Law of Ukraine "On Higher Education" and the Regulations on Student Self-Government at the Academy.

12.9.1. In agreement with the student self-government body of the Academy, decisions are made on:

- expulsion of students from the Academy and their reinstatement to study;
- appointment of the deputy dean of the faculty, deputy director of the institute;
- accommodation of persons studying at the Academy in the dormitory and eviction from the dormitory;
- approval of the internal regulations of the Academy in the part concerning students.

12.9.2. The supreme body of student self-government is the general meeting of students of the Academy.

12.9.3. The administration of the Academy has no right to interfere with the activities of student self-government bodies.

12.9.4. The Academy management provides appropriate conditions for the activities of student self-government bodies (provides premises, furniture,

office equipment, telephone communication, constant access to the Internet, allocates places for the installation of information stands, etc.)