

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

**APPROVED:**

Academic Council of PJSC "IAPM"

Minutes №6 of "17" \_07\_2025

Chairman of the Academic Council, President of PJSC

"IAPM"

Shchokin

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Rostyslav

**REGULATIONS**

**on the procedure for expulsion, renewal, transfer, interruption of training  
of higher education students in the "Private Joint Stock Company" Higher  
Educational Institution "Interregional Academy of Personnel  
Management"**

**Put into effect:**

Order No. 89/1-o of "22" \_07\_2025

Rector of PJSC "IAPM"

\_\_\_\_\_ Kyrylo Muravyov

## Kyiv - 2025

### 1. General provisions

1.1 This Regulation regulates the procedure for expulsion, interruption of training, renewal of training, transfer, granting of academic leave to higher education students enrolled in the Private Joint Stock Company Higher Educational Institution Interregional Academy of Personnel Management (hereinafter - PJSC IAPM).

The Regulations were developed on the basis of the Laws of Ukraine "On Education" and "On Higher Education", Order of the Ministry of Education and Science of Ukraine No. 134 dated 07.02.2024. "On Approval of the Regulation on the Procedure for Expulsion, Interruption of Studies, Renewal and Transfer of Persons Studying in Higher Education Institutions and Granting Them Academic Leave" registered with the Ministry of Justice of Ukraine on 08 April 2024 under No. 509/41854, Resolution of the Cabinet of Ministers of Ukraine of 23 March 2016 No. 261 "On Approval of 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)" as amended by the Resolutions of the Cabinet of Ministers of Ukraine dated 03.04.2019 No. 283 as amended on 19.05.2023 No. 502, Regulations on the organisation of the educational process at the IAPM, other provisions of the IAPM.

1.2. In this Regulation, the terms are used in the following meanings:

- *attestation* is the establishment of compliance of the results of training (scientific or creative work) of higher education students with the requirements of the educational programme and/or the requirements of the programme of the unified state qualification examination;

- *academic leave* is the interruption of study by a higher education student on the grounds and for the reasons specified in this Regulation, which make it impossible to complete an educational/educational-professional/educational-scientific programme (hereinafter - the educational programme). During the academic leave, the rights and obligations of the higher education student, the implementation of the individual curriculum (individual research plan) are suspended. During the period of academic leave, persons belonging to certain categories defined by

law retain certain rights of a higher education student in accordance with these Regulations;

- *expulsion from the student body* (hereinafter referred to as expulsion) is the loss of a person's status as a higher education student in accordance with the procedure established by these Regulations, which entails the termination of the rights and obligations of a higher education student;

- *requirements for applicants for the relevant educational programme* - previously obtained level of education, speciality (specialities) on the basis of which admission to study, the results of entrance examinations, the list of which is determined by the Terms (Procedure) for admission to study for higher education and the Rules of admission to PJSC "IAPM" when applying for the relevant competitive offer (in the form of a corresponding set of certificates and results of external independent evaluation, national multi-subject test, creative competitions and tests, entrance examinations)

- transfer - a change by a higher education student in the manner prescribed by this Regulation:

- educational programme at PJSC "IAPM",

- forms of higher education;

- *final control* - control measures that provide for the establishment of compliance (measurement, evaluation) of the learning outcomes obtained by a person with the requirements of the educational programme in terms of the relevant educational component;

- *reinstatement to study* - restoration of the status of a higher education student after expulsion, acquisition of the rights and obligations of a person receiving higher education;

- *similar learning outcomes* - educational components that do not have direct analogues in the curriculum of the relevant educational programme at PJSC "IAPM", but the learning outcomes obtained correspond to the list of integral, general, and special (professional, subject) competencies of the relevant educational programme.

1.3. Expulsion, interruption of study, as well as extension of its term, renewal of study, transfer, admission to further study are carried out on the basis of an order of the rector of the PJSC "IAPM".

1.4. Expulsion and reinstatement of higher education students is carried out by the rector of PJSC "IAPM" in agreement with the student government (for bachelor's or master's degree holders) or the scientific society of students and graduate students (for doctoral degree holders).

1.5. The relevant information in the terms and in the manner prescribed by law is entered by PJSC "IAPM" to the Unified State Electronic Database on Education.

## **2. Expulsion of higher education students**

2.1. The grounds for expulsion of applicants are determined by part one of Article 46 of the Law of Ukraine "On Higher Education" and part six of Article 42 of the Law of Ukraine "On Education". The grounds for expulsion of a higher education student from PJSC "IAPM" are:

- 1) completion of training in the relevant educational programme;
- 2) own desire;
- 3) failure to fulfil the individual curriculum:
  - due to the presence of academic debt, if the applicant for higher education received more than two unsatisfactory grades based on the results of the final control;
  - in case of receiving a grade of "unsatisfactory" when drawing up academic debt before the commission;
  - if a higher education applicant who is studying at the expense of individuals (legal entities) has one or more unsatisfactory grades based on the results of the final control before certification, including before the Unified State Qualification Exam;
  - in case the higher education student receives an unsatisfactory grade based on the results of the attestation or is absent from the attestation without valid reasons;
- 4) violation of the terms of the agreement (contract) concluded between the higher education institution and the student or the individual (legal entity) paying for such training:
  - if the applicant for higher education has not submitted to the PJSC "IAPM" documents for admission to the educational process or extension of the period of academic leave within the specified period;
  - in case of failure of the applicant for higher education to meet the requirements for applicants to the relevant educational programme before renewal or no later than the date of admission to the final certification within the prescribed period (clause 3.3. of the Regulations);
  - in case of failure of a higher education applicant to meet the requirements for applicants to the relevant educational programme for transfer

a60 no later than the date of admission to the final certification within the established period (clause 4.6. of the Regulations);

- in case of violation of obligations under the concluded agreement by a higher education student or an individual (legal entity) who has concluded the agreement (including timely payment of tuition fees);

- 5) violation of 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);

- 6) systematic absences from classes without valid reasons (the total number of more than 120 academic hours per semester);

- 7) for health reasons based on the conclusion of the Medical Advisory Commission (MAC);

- 8) 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;

- 9) for violation of the principles of academic integrity;

- 10) other cases provided for by law.

2.2. The order on enrolment of applicants for higher education of the 1st year of study is cancelled in accordance with the orders of the Ministry of Education and Science of Ukraine regarding the approval of the Procedure for admission to study for higher education in the relevant year, in terms of enrolment of such a person:

- if the agreements (contracts) are not concluded within 14 calendar days (three months for applicants whose place of residence is registered (declared) in the temporarily occupied territory and who are on it) from the date of the order on enrolment. The order is prepared by the Department for the Preparation of Orders and Student Records;

- if the person has not started classes without valid reasons within 10 calendar days from the date of their commencement. The order is prepared by the Department for the Preparation of Orders and Student Records upon submission of the dean of the institute/faculty;

2.3. The list of circumstances that are considered to be a failure to fulfil an individual study plan is determined in compliance with the totality of the following requirements:

- 1) the fact of failure to complete the individual study plan is established by the results of the final control of the certification of applicants by the dean of the institute/faculty;

2) expulsion due to failure to fulfil the individual curriculum in terms of receiving a failing grade based on the results of the final control is possible only if the higher education student has been given the opportunity to

a) improve the results of the final control of the relevant educational component, regardless of the number of unsatisfactory grades received, but the higher education student did not take advantage of this opportunity within the established time limit or received an unsatisfactory grade as a result of repeated passing of the final control;

b) appeals (appeals) of decisions, actions or inaction of pedagogical, scientific and pedagogical, scientific workers on the organisation of the final control in accordance with the Regulations on the procedure and procedures for resolving conflict situations at PJSC "IAPM", but the higher education student did not take advantage of this opportunity within the prescribed time limit or his/her complaint was reasonably rejected;

c) a higher education student may not be expelled for failure to complete an individual curriculum before the end of the final control period of the current academic period or before the start of certification of students, if such failure is a consequence of force majeure.

2.4. Violation by a higher education student of the requirements of the Charter or internal regulations of PJSC "IAPM", requirements for labour protection, safety, occupational health, fire safety, provided for by the relevant rules and regulations approved by the Academy may be grounds for expulsion, provided that such grounds are determined in the contract for the provision of educational services after exhaustion of other means of influence (or impossibility of their application) only in accordance with the procedure established by the rules of the Academy.

2.5. A higher education applicant may be expelled from the Academy in case of establishing the fact of violation of academic integrity and ethics of academic relations in accordance with the procedure provided by applicable law and local regulations of the Academy.

2.6. A person who is expelled from PJSC "IAPM" in the manner prescribed by this Regulation (except for expulsion in connection with the completion of the relevant educational programme, as well as if the person has not started classes) is issued an academic certificate containing information about the results of training, the names of disciplines, grades received and the number of ECTS credits obtained. A sample academic transcript is established by the central executive authority in the field of education and science.

2.8. The academic transcript does not include the educational components of the individual curriculum, in which the higher education student received unsatisfactory grades.

2.9. Applicants who were expelled during the first year of study at the Academy and did not take exams and tests are issued an academic transcript stating that the applicant did not take tests and exams.

2.10. The academic transcript is issued by the dean's office of the institute/faculty, the postgraduate and doctoral studies department within 20 working days.

2.11. The expulsion of underage applicants is carried out with the obligatory informing of parents or other legal representatives of the child.

2.12. At the time of expulsion, the applicant for higher education must not have debts to the PJSC "IAPM" for tuition fees.

### **3. Renewal for study**

3.1 Persons expelled before completing their studies under a particular educational programme may be reinstated to study at the expense of individuals (legal entities) on the basis of a personal application.

3.1.1. Applications for renewal are submitted

- to the dean's office of the institute/faculty, postgraduate and doctoral studies department, in case of renewal of a person expelled from the PJSC "IAPM"

- to the Admissions Committee of the PJSC "IAPM" when renewing a person expelled from another higher education institution.

3.1.2. The following documents are attached to the application:

- academic transcript for the entire period of study until the moment of renewal with the obligatory indication of the names of academic disciplines, the total number of hours, credits provided for their study, and forms of control (original). If the person has previously studied at a foreign university, an additional certificate of recognition of the document on previous studies issued by the Ministry of Education and Science of Ukraine must be submitted;

- a document and an appendix to it (originals and a copy) on the previous education, on the basis of which

the person entered the appropriate level of education (certificate / certificate of complete general secondary education, diploma of a professional junior bachelor / junior specialist / bachelor / master);

- information card with the results of NMT/EVI/EFEA of the relevant years or EIT certificate of the relevant years and information card with the results to the EIT certificate;

- an identity document (printed passport or ID card) and an extract from the register of the territorial community (1 copy);

- a copy of the taxpayer's card with the registration number of the taxpayer's account card (RNOKPP) or a certificate of assignment of the identification number of an individual (in case of absence of data in the passport) (1 copy);

- military registration document: registration certificate (mandatory for conscripts from the age of 17) or military ID card / temporary certificate of a person liable for military service (for persons liable for military service) (1 copy);

- 4 colour photos (3×4 format).

3.2. The application for renewal of study is considered within five working days, after which the applicant must be informed in writing (including by e-mail) about the terms, procedure and conditions of renewal of study or the reason for refusal.

The dean's office prepares information on the amount of unaccrued educational components of the relevant study programme.

The Admissions Committee shall submit to the dean's office of the relevant institute/faculty information on the requirements for applicants to the relevant study programme.

3.3 A person may be reinstated to study at PJSC "IAPM" regardless of the reasons for expulsion, duration of the break in education, form of higher

education, educational programme, source of funding under the following conditions:

1) fulfilment of the requirements for applicants to the relevant educational programme in accordance with clause 3.6 of the Regulations;

2) a positive assessment of the learning outcomes obtained by the person during previous periods of study, the person's ability to successfully complete the relevant educational programme.

Assessment of the ability to complete the study programme is carried out in accordance with the procedure specified in clause 5 of these Regulations. A person may be denied reinstatement to study if a negative assessment of his or her ability to successfully complete the relevant educational programme is established;

3) recognition of the results of previous periods of study is carried out in accordance with clause 3.7. Regulations.

Re-enrolment in an educational programme in a speciality required for access to professions for which additional regulation has been introduced is carried out if the person was studying in the same speciality before being expelled.

**Renewal for the first year of study on the basis of complete general (specialised) secondary education is prohibited.**

Renewal for the second year of study on the basis of complete general (specialised) secondary education of persons expelled from the first year of study is possible provided that they fully comply with the requirements of the curriculum of the first year of study of the relevant educational programme within the period established by the IAPM, taking into account the academic difference.

3.4. Renewal for study can be carried out:

- for educational programmes of the same level of higher education for the same or lower year of study, or for educational programmes of a lower level of higher education;

- to an educational programme in another speciality of PJSC "IAPM" or another higher education institution;

- from a foreign higher education institution, regardless of speciality.

When renewing to study for an educational programme in another speciality of PJSC "IAPM" or another higher education institution, as well as when renewing from a foreign higher education institution, regardless of speciality, it is mandatory to meet the requirements for applicants for the

relevant educational programme established in the year of commencement of the contingent of students at the appropriate level of education to which the person joins, or in one of the following years, but not later than the year of submission of the application for renewal by the person.

**3.5. Temporarily for the period of martial law in Ukraine, renewal (including admission to the educational process after the expiration of the period of interruption of study) for full-time or dual forms of education is suspended, except for the following categories of persons**

- persons who, as of the date of renewal, have not reached the age limit for being sent for basic military service as defined in Article 15 of the Law of Ukraine "On Military Duty and Military Service" (25 years), provided that information on previous studies is available in the Unified State Electronic Database on Education;
- students who have had a break in their studies due to pregnancy and childbirth or childcare until the child reaches the age of three (six years in cases provided for by law);
- persons discharged from military service after 24 February 2022;
- persons who are renewing their education in medical or pharmaceutical specialities, provided that information on previous studies is available in the Unified State Electronic Database on Education;
- persons who have been granted an academic leave of absence for a period not exceeding one year for medical reasons (including in case of its extension to two years), in connection with participation in an academic mobility programme or due to family circumstances, provided that information on previous studies is available in the Unified State Electronic Database on Education;
- persons who have started obtaining professional higher education in educational institutions abroad and returned to Ukraine to continue their education (provided that the state recognises the educational document and academic certificate on the basis of which the transfer is carried out);
- foreigners and stateless persons (provided that the state recognises the educational document and academic transcript on the basis of which the transfer is carried out).

**3.5.1. *There are no restrictions on reinstatement to part-time study.***

3.6. A person who has applied for reinstatement to study may fulfil the requirements for admission to the relevant study programme

- before the reinstatement to study;
- no later than the date of admission to the certification of higher education applicants. In case of failure to comply with this requirement within the prescribed period, the applicant for higher education is expelled for violation of the terms of the study agreement between PJSC "IAPM" and the applicant, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education", and is not allowed to certify applicants for higher education.

3.7. The dean's office of the institute to which the application for renewal is submitted, in accordance with the Regulations on the organisation of the educational process at PJSC "IAPM" establishes a procedural order for:

- recognition of the results of previous learning;
- ECTS credits;
- enrolment of educational components;
- implementation of an individual research plan;
- other conditions for renewal of studies (hereinafter referred to as the conditions of renewal).

The mandatory conditions are:

- prior or within six months after the renewal of studies, completion of the unaccredited educational components of the curriculum of previous periods of study (the amount of unaccredited educational components on the day of renewal may not exceed 20 ECTS credits);
- inclusion in the individual curriculum of the higher education applicant defined by the educational programme of PJSC "IAPM" for previous periods of study of compulsory educational components and / or the volume of elective educational components (if necessary);
- passing the stages of certification of higher education applicants provided for by law (if necessary).

Enrolment of compulsory educational components or their components is carried out in the manner prescribed by the Regulations on the organisation of the educational process at PJSC "IAPM", provided that during previous periods of study a person has obtained the educational programme or similar learning outcomes. At the request of the higher education applicant, the educational components of prior learning that cannot be counted as compulsory are counted as elective.

Based on the results of the review, the director of the institute / dean of the faculty / head of the department of postgraduate and doctoral studies makes a preliminary conclusion on

- positive / negative assessment of the learning outcomes obtained by the person during previous periods of study;

- ability / inability of the person to successfully complete the relevant study programme;

- the year of study for which the person may be reinstated;

- admission to the elimination of academic differences and admission to study/renewal of studies, which is issued by the relevant order of the rector.

After reviewing the application, the applicant must be informed of the terms, procedure and conditions of reinstatement, in particular, in terms of fulfilling / the need to fulfil the requirements for admission to the relevant study programme, or the reason for refusal.

3.8. The director of the institute / dean of the faculty / head of the postgraduate and doctoral studies department, where the person is reinstated, is responsible for the reinstatement.

The responsibility for resolving all issues of continuation and completion of higher education by applicants for higher education is assigned to the rector of PJSC "IAPM".

3.9. The order for renewal of study is issued after the conclusion, in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education", of a study agreement between the PJSC "IAPM" and the applicant, as well as a study agreement between the PJSC "IAPM" and a natural (legal) person who orders a paid educational service (in case of renewal of study at the expense of such a person).

#### **4. Transfer of higher education students**

4.1 Higher education students may be transferred on the basis of a personal application:

- from one study programme to another;
- from one form of higher education to another.

4.2. Transfer of higher education students (hereinafter referred to as transfer) is carried out to educational programmes of the same level of higher education, for the same or lower year of study, taking into account the requirements for admission to the relevant educational programme and analysis of the learning outcomes obtained by the person during previous periods of study, regarding ii the ability to successfully complete the educational programme specified in the application for transfer, taking into account the academic difference (4.7 of the Regulations). The assessment of the ability to complete the study programme is carried out in accordance with the procedure specified in clause 5 of these Regulations. A person may be denied a transfer if a negative assessment of his/her ability to successfully complete the relevant study programme is established.

4.3. Transfer within the PJSC "IAPM" from one educational programme to another or from one form of higher education to another is carried out by order of the rector of the PJSC "IAPM".

4.4. For transfer within the Academy, the applicant submits to the dean's office of the institute / faculty, postgraduate and doctoral studies, where the training of higher education students in the educational programme to which he plans to transfer, an application to the rector for permission to transfer with a mandatory visa of the director of the institute / dean, head of the department of postgraduate and doctoral studies, where the applicant is studying, for consent to transfer.

Applications for transfer within the Academy are usually submitted during the holiday period to the dean's office of the institute/faculty, postgraduate and doctoral studies department where the applicant is transferred.

The following documents are attached to the application:

- an extract from the academic record certified by the dean of the institute/faculty, department of postgraduate and doctoral studies where the applicant is studying;

- a copy of the information card with the results of the NMT / EVI / EFVV of the relevant years or the EIT certificate of the relevant years and the information card with the results to the EIT certificate.

4.5. The application for transfer is considered within five working days. During the consideration of the application, the employees of the dean's office

of the institute/faculty, postgraduate and doctoral studies department, where the applicant is transferred, determine whether the person has fulfilled the conditions for admission, the scope and conditions for eliminating academic differences.

Based on the results of the review, the dean of the institute/faculty, head of the department of postgraduate and doctoral studies to which the applicant is transferred, makes a preliminary conclusion on

- positive / negative assessment of the learning outcomes obtained by the applicant during the previous periods of study;

- ability / inability of the applicant to successfully complete the relevant study programme;

- the year of study to which the student may be transferred;

- admission to the elimination of academic differences and admission to study / transfer to the relevant educational programme, which is issued by the relevant order of the rector.

4.6. In case of transfer, it is mandatory to fulfil the requirements for applicants to the relevant study programme established in the year of commencement of the person's studies at the relevant educational level or in one of the following years, but not later than the year of application for transfer.

Fulfilment of the requirements for applicants to the relevant educational programme may be carried out before transfer or no later than the date of admission to the certification of higher education applicants.

In case of failure to fulfil this requirement within the prescribed period, the applicant for higher education is expelled for violation of the terms of the agreement on study at PJSC "IAPM" concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education" and is not allowed to the certification of applicants for higher education.

4.7. The procedure for recognition of prior learning outcomes, ECTS credits, enrolment of educational components, individual research plan, and other conditions for transferring higher education students are determined by the Regulations on the organisation of the educational process at PJSC "IAPM".

Mandatory conditions for transfer are:

- prior or within six months after the transfer, completion of unaccredited educational components of the curriculum of previous periods of study (the amount of unaccredited educational components on the day of admission to classes may not exceed 20 ECTS credits);

- inclusion in the individual curriculum of the applicant for higher education defined by the educational programme of PJSC "IAPM" for previous periods of study of compulsory educational components and / or the volume of elective educational components (if necessary);

- passing the stages of certification of higher education applicants provided for by law (if necessary).

When transferring higher education applicants, the enrolment of mandatory educational components or their components is carried out in the manner prescribed by PJSC "IAPM", provided that during previous periods of study a person has obtained the educational programme or similar learning outcomes. The educational components of previous periods of study that cannot be counted as compulsory are counted as elective at the request of the higher education applicant.

4.8. An order to transfer a higher education student to another educational programme and/or source of funding is issued after the conclusion of a study agreement between the PJSC "IAPM" and the student or a natural (legal) person who pays for such training (in the case of transfer to study at the expense of such person) in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education".

4.9. The relevant information shall be entered by the responsible person in the academic records and in the EDEBO within the terms and in the manner prescribed by law.

**4.10. Temporarily for the period of martial law in Ukraine, the transfer of students of professional higher education to full-time or dual forms of education from other forms of education is suspended, except for the following categories of persons**

- Persons who, on the date of transfer, have not reached the age limit for being sent for basic military service as defined in Article 15 of the Law of Ukraine "On Military Duty and Military Service" (25 years), provided that information on previous studies is available in the Unified State Electronic Database on Education;

- persons discharged from military service after 24 February 2022;

- foreigners and stateless persons (subject to the availability of state recognition of the educational document and academic transcript on the basis of which the transfer is carried out).

4.11. *There are no restrictions on transferring to a part-time form of education.*

## **5. Procedure for assessing a person's ability to successfully complete an educational programme**

5.1. To determine the ability of a person who has applied for renewal of admission or transfer to successfully complete the educational programme, an applicant evaluation committee is established by order of the director of the institute (head of the postgraduate and doctoral studies department).

5.2. The test of the applicant's knowledge in order to determine his/her ability to successfully complete the chosen study programme is conducted in the form of an interview.

5.3. Depending on the course for which the applicant is applying for renewal (transfer), the interview is conducted under the programmes of special compulsory educational components of the curriculum of the study programme.

5.4. The results of the interview shall be drawn up in the Protocol, which indicates the applicant's ability (inability) to successfully complete the educational programme for which the application for renewal or transfer has been submitted.

5.5. The interview protocol shall contain the questions asked to the applicant and the main points of the answer personally written down by the applicant.

5.6. During the interview, it is prohibited to use electronic media, textbooks, manuals and other materials. In case the candidate for renewal (transfer) uses third-party sources of information, he/she shall be excluded from the interview, which shall be recorded in the Protocol, indicating the reason for the exclusion and the time.

5.7. The protocol of the interview is signed by the chairman and members of the commission and the person who applied for renewal (transfer) to the number of students and is submitted to the dean's office of the institute / faculty / department of postgraduate and doctoral studies).

5.8. Information about the results of the assessment is communicated to the applicant immediately after the interview.

5.9. In case the commission determines that the person who is renewed (transferred) is unable to study the educational programme, the Protocol of the interview is stored together with the application in the dean's office of the institute/faculty/department of postgraduate studies and doctoral studies.

In case of renewal (transfer) of the applicant, all documents, including the Protocol of the interview, are attached to the applicant's personal file.

## **6. Interruption of studies of higher education students**

6.1. Interruption of study of higher education students is carried out by granting them an academic leave. In this way, persons are not expelled from the number of higher education students.

The validity of the study agreement between the applicant and the IAPM, as well as between the IAPM and a natural (legal) person who orders a paid educational service for himself or herself or for another person, assuming financial obligations for its payment, concluded in accordance with part sixteen of Article 44 of the Law of Ukraine "On Higher Education", is suspended for the period of the academic leave.

6.2. Academic leave may be granted in accordance with these Regulations for the following reasons

- for medical reasons that make it impossible to combine rehabilitation treatment with study (in case of reduced ability to work due to impaired body functions caused by acute illnesses that require long-term rehabilitation treatment); exacerbation of chronic diseases or frequent illnesses (more than one month within six months); anatomical defects that do not allow for rehabilitation treatment during study;

- in connection with participation in an academic mobility programme - if study or internship in an educational or scientific institution (including a foreign country) makes it impossible for the participant of academic mobility to complete an individual curriculum at the main place of study;

- in connection with a call-up for military service (call-up for military service during mobilisation, for a special period, call-up for regular military service, enlistment for military service by conscription of officers, enlistment for military service under a contract in accordance with the law);

- in connection with a long-term business trip of an applicant who combines study and work;

- due to family circumstances - a break in study, which is granted to a higher education student on the basis of his/her motivated application for a period not exceeding one year for the entire period of study at the relevant level of higher education;

- in connection with pregnancy and childbirth; childcare until the child reaches the age of three;

- if the child of a higher education student, according to a medical report, needs home care until the child reaches the age of six, sixteen, eighteen years in cases established by paragraph 3 of part one of Article 25 of the Law of Ukraine "On Leaves".

6.3. The academic leave is granted by order of the Rector of the PJSC "IAPM", which indicates the reason, grounds for granting and duration, including a reference to the duration of the leave established by law (if necessary). The duration of the academic leave for the reason specified in paragraph seven of clause 2 of this section may not exceed the duration of the social leave granted in accordance with the Law of Ukraine "On Leaves", but at the request of the higher education student may be granted for a period shorter than such social leave.

6.4. To obtain an academic leave, higher education students shall submit an application in paper or electronic form, which shall indicate the reason, duration of the academic leave, as well as the basis. The application is submitted by

- Bachelor's and Master's degree applicants - to the dean's office of the institute/faculty of PJSC "IAPM";

- PhD applicants - to the postgraduate school, doctoral studies;

- or send to the official e-mail address of the dean's office of the institute/faculty of the PJSC "IAPM", the Department of Doctoral and Postgraduate Studies.

The following documents are attached to the application:

- for the reasons specified in the second paragraph of clause 6.2 of the Regulations - medical documents on the basis of which the need for a medical leave is determined. Academic leave for medical reasons may be granted to foreign higher education students on the basis of a legalised (except in cases provided for by international treaties, the consent to which is binding in accordance with the procedure established by law) medical certificate obtained in a foreign country, which is submitted to the PJSC "IAPM" together with a notarised translation into Ukrainian;

- for the reasons specified in the third paragraph of clause 6.2 of the Regulations - documents certifying the participation of a higher education student in an academic mobility programme implemented in accordance with the law;

- for the reasons specified in paragraph five of clause 6.2 of the Regulations - a document from the place of work of the higher education student confirming a long-term business trip with an indication of its duration;

- for the reasons specified in paragraph six of clause 6.2 of the Regulations - documents that can confirm the circumstances set out in the motivated application for an academic leave (if any);

- for the reasons specified in paragraph seven of clause 6.2 of the Regulations - one of the following documents: a sick leave certificate in connection with pregnancy and childbirth; birth certificate of the child;

- for the reasons specified in paragraph eight of clause 6.2 of the Regulations - a medical certificate stating that the child needs home care (until the child reaches the age of six, sixteen, eighteen in cases established by paragraph 3 of part one of Article 25 of the Law of Ukraine "On Leaves"), or another document that is the basis for granting an academic leave for family reasons.

6.5. After the expiration of the period of interruption of study granted to a higher education student in accordance with the procedure established by these Regulations, a person may be reinstated to study by being admitted to the educational process.

6.6. Admission to the educational process of higher education students who have completed the term of interruption of study is carried out by order of the rector of PJSC "IAPM" on the basis of the application of the applicant for higher education, submitted in writing or electronically no later than five days before the end of the period of academic leave.

6.7. Higher education students who have not submitted documents within the period specified in clause 6.6. of the Regulations have not submitted documents for admission to the educational process or extension of the period of academic leave, are expelled from the PJSC "IAPM" for violation of the terms of the contract for study at the PJSC "IAPM".

6.8. Disputable issues regarding the granting or extension of the period of academic leave, admission of a higher education student to the educational process are considered by the IAPM with the participation of student self-government bodies or the Council of Young Scientists of the IAPM, a

representative in the Academic Council of the IAPM in the manner prescribed by the IAPM or in court.

## **7. Re-education at the Academy**

7.1. Re-education is the repeated passage by a higher education student of educational components from which he did not receive the minimum number of points established by the Academy.

Repeated study of the discipline (completion of coursework / project) is planned at the expense of the student's own time.

7.2. First-year students who receive a bachelor's degree on the basis of complete general secondary education do not have the right to repeat their studies.

7.3. A student who obtains a bachelor's degree for the entire period of study may exercise the right to repeat a course of study no more than twice, a master's degree - once.

7.4. The grounds for granting students the right to repeat academic disciplines is the presence of academic debt in academic disciplines (i.e. failure to fulfil the individual curriculum of the semester in one or more disciplines and receiving a grade of "fail" or "unsatisfactory" (F) during semester control, including course work / project, work curriculum based on the results of testing and examination sessions.

7.5. To exercise his/her right to repeat the study of academic disciplines, the student within five working days after the expiration of the term for the liquidation of academic debt (in the winter examination session within a period not exceeding one month, in the summer examination session before the beginning of the semester following the session), must apply to the relevant dean's office with an application addressed to the rector.

The application is signed by the dean of the relevant institute/faculty. The head of the relevant department agrees to the repeated study of the discipline by the student.

7.6. In case of repeated study, an agreement on the provision of educational services is concluded at the prices of the academic year in which the repeated study will be carried out.

7.7. At the end of the academic year, the dean of the relevant institute/faculty prepares an official note addressed to the Rector of the

Academy with a request to transfer the student to the next course with repeated study of these disciplines.

This is the basis for transferring a student with academic debts to the next year.

7.8. An applicant for education who has not exercised the right to repeat the discipline, that is, has not applied for permission to repeat the discipline and has not concluded a Standard Agreement for the provision of additional educational services, is considered to be refusing to repeat the discipline and is subject to expulsion from the Academy for academic debt.

7.9. The procedure for re-studying a discipline involves the performance of all types of work in accordance with the syllabus / work programme of the discipline.

Disciplines that are submitted for re-study cannot be replaced by other disciplines.

7.10. When forming a plan for re-study of the discipline, completion of course work / project, the following should be taken into account:

- re-study of the discipline involves the implementation of all types of work provided by the work programme of the discipline;
- the forms and types of work are determined by the teacher with the student in the formation of the plan.

7.11. The deadline for the certification of the student in the discipline should be the last day of the week preceding the next certification, the deadline for which is set by the schedule of the educational process of the relevant educational programme.

7.12. If the applicant repeats the study of academic disciplines during his/her studies in the last semester of the bachelor's or master's degree programme, the certification of the applicant must be carried out two weeks before the start of the work of the Examination Commission, the schedule of which is regulated by the order of the Rector of the Academy.

7.13. Permission to re-enroll is granted by the Rector at the request of the student, agreed by the Dean of the Institute/Faculty in case of frequent and prolonged (more than one month per semester) illnesses that do not give the right to receive an academic leave for medical reasons, in case of business trips of part-time students or difficult family circumstances, including the need to care for a sick family member, etc.

7.14. The grounds for granting the student the right to repeat the study may be the failure to fulfil the individual curriculum of the current semester

before the start of semester control measures, including for valid reasons confirmed by relevant documents.

If the application is considered positively, the dean's office prepares a draft order to register the applicant for repeated study from the beginning of the semester for which the applicant did not complete the curriculum.

## **8. Anti-corruption warnings**

8.1. Participants in the educational process are obliged to fully comply with the basic principles of corruption prevention, ensure regular assessment of corruption risks in their activities, take appropriate measures to prevent and resolve conflicts of interest and corrupt practices that may arise in the performance of their duties, as defined by the laws and local acts of the Academy.

8.2. Participants of the educational process are obliged to comply with the requirements of the Law of Ukraine "On Prevention of Corruption".

8.3. Participants in the educational process are strictly prohibited from directly or indirectly using their rights and powers or related opportunities to offer, promise or receive an unlawful benefit or accept such a benefit or accept an offer / promise of such a benefit for themselves or others, or to give offers / promises or unlawful benefits to a person referred to in part one of Article 3 of the Law of Ukraine "On Prevention of Corruption", or at their request to other individuals or legal entities in order to persuade this person to use unlawful means.

8.4. For committing corruption or corruption-related offences, participants of the educational process shall be brought to criminal, administrative, civil and disciplinary liability in accordance with the procedure established by law.