



GUIDE FOR INSTRUCTION FOR STUDENTS OF INTERNATIONAL EUROPEAN UNIVERSITY *MALTA CAMPUS*



Find out more about Malta



Dear student, welcome to our friendly family of temporary campus of the International European University in the Republic of Malta. Here you can find basic information about your first steps and some useful links that will make your adaptation easier and faster. So, let's start from the beginning

Attention!

Students attending courses in temporary campus of the International European University in the Republic of Malta are joining an institution which may eventually relocate back to Ukraine, therefore you may have to complete courses of study in Ukraine, and your right to live and study in Malta may at some future point be revoked.

ARRIVED

As soon as you arrived you will be in contact with the representative of our university. Your FIRST and important step should be to the ADMISSION OFFICE of IEU located at 151 Triq Edgar Bernard, Il-Gzira, Malta. If you have any question, don't hesitate to contact the Dean's Office +35699163781

PHARMACY AND TREATMENT

After filling out the documents in the Admission office, you will receive the health insurance allowing you to apply to hospitals. In case of emergency, you can go to any hospital closer to your home. Here you can see some addresses of local hospitals:

Name of hospital	address	Location	Phone number
Saint James Hospita	George Borg Olivier str.	Sliema	23291000
Mater Dei	WF2G+PH6, Triq Dun Karm	L-Imsida	25450000
St Thomas Hospital	Triq Il-Belt Valetta	Hal Qormi	21482482
St Luke's Hospital	St Luke's hospital	Pieta	22080000

112 - emergency phone number

IMPORTANT:

you can get a doctor's consultation at in the pharmacy without appointment

TRANSPORT

Malta is a very small densely populated island (27 kilometers long and 14.5 kilometers wide). One of the public transportation is buses.

Since October 2022, travel using travel cards is free of charge for residents of the country (except for some categories of buses). Information on how to get a travel card and on bus interchanges can be found at the link:

<https://www.publictransport.com.mt>



There's also Ferries sea transport. Taking into account Malta's busy traffic, taking the Ferry will get you where you need faster and you will also have the opportunity to enjoy the beautiful view from the ship. www.vallettaferryservices.com/



Malta has cab services (Uber, Bolt, eCabs). You can download the apps from the AppStore or Google play.



FOOD AND SHOPPING

Malta is not a big island but has enough stores, shopping centers, chain supermarkets and also food stores of different nationalities. Information on location, opening hours and opening times is freely available on the internet and Google maps.

Malta shopping centers:

- Bay street complex
- The Plaza Shopping Center Arkadia Shopping Mall
- The Point
- Mercury Tower
- Shoreline Mall

Chain supermarkets:

- PAVI
- Lidl
- Spar
- Welbee's Supermarket
- Chain
- Daves
- Orient Market
- Conviniance

Must see:

- Valletta - The Upper and Lower Barrakka Gardens
- Valletta Waterfront
- Three cities (especially Birgu)
- Mdina
- Coral Lagoon
- Blue Grotto
- Dingli Cliffs
- Smart city
- Sant Anton Garden
- Golden Bay and Riviera Beach
- Ta Qali park
- Fort Manoel
- St. John's Cathedral

RULES AND DAILY ROUTINE

Since you are now a student of International European University, please read below the following rules obligatory for all our students:

Classes:

Attendance of lectures by students are under strict control both by professors of the University and Migration Service authority of Malta. Thus, any unreasonable missing of lectures can be a reason for immediate visa cancellation.

- Missing class could be a cause of such serious reason as visiting a doctor at any official authorities. Students should provide the Dean's office with the official document from the doctor about his/her illness or the official request from the official authority just on the first day after they came back to classes.

Being late for class by more than 15 minutes is considering as missing class.

All missed classes must be made up according to the schedule agreed with the teacher.

Leisure:

- Students must be aware of their behavior outside the University, including their personal lives. If the behavior of student violates the rules or laws of the country, official actions may be taken against him/her, including expulsion from IEU.

Accommodation:

- Students are living in apartments submitted by the University. Usual accommodation for two people per room apartments all fully furnished with a range of amenities, including shared kitchen and common restroom facilities.
- Students can change their place of living in accordance with their requirements for convenience at their own expense.
- Students should keep their apartments in proper order. All cleaning and washing processes inside the apartment should be made by people living in this apartment. In case of any breakdowns, they should be reported to the responsible person.
- Rules of garbage utilization is very strict in Malta, so please control the schedule of different types of garbage utilization and follow it. Failure to strictly adhere to recycling rules will result in penalties from the local administration.

The schedule will be as follows:

Monday: Organic waste (white bag)

Tuesday: Mixed waste (black bag)

Wednesday: Organic waste only (white bag)

Thursday: Recycled waste (Grey or green bag)

Friday: Organic waste (white bag)

Saturday: Mixed waste (black bag)

The collection of glass bottles will be carried out on every first and third Friday of the month.



Between April and October 2023, the authorities are conducting an educational campaign to familiarise the public with the new mandatory waste separation regulations.

During this period, persons (even those operating within the context of a commercial activity) caught disposing of waste inappropriately will receive a warning. After the lapse of these six months, as of October 14, 2023, businesses caught disposing of waste inadequately will be fined €75, while households will be fined €25. These fines will double to €150 and €50 respectively if the individual is caught repeatedly disposing of waste inappropriately.

Fines for not separating waste			
	1 st offence	2 nd offence	3 rd offence
Commercial sector	Warning	€75	€150
Non-commercial sector/Households	Warning	€25	€50

GUESTS

Guests: In order to ensure enough space and the best service for everyone, there are some rules for bringing guests to IEU Student Housing. Members of IEU Student Housing are allowed to bring guests to the apartment, but only during specific daytime hours. However, it's important to also respect your roommates who share the space with you. Guests cannot stay overnight, as it's important for us to ensure the comfort of all residents in the student housing. It's important to respect the comfort zones of other members. If any member of the student housing has a guest stay overnight, a fine will be imposed.

CCTV AND SAFETY FOR IEU STUDENT COMMUNITY

For the safety of everyone in student housing, serious incidents will not be tolerated. This is a necessary part of our house rules. If a serious incident occurs and is captured on security camera footage, the recording will be provided to authorized officials who will take appropriate disciplinary action. Remember, creating a safe environment is a priority. Please be respectful and act responsibly to ensure everyone feels secure. Violations of the code of conduct, including serious misconduct, will result in contract termination and may lead to further disciplinary action by the University.

Responsibility:

IEU Malta Student Housing is not responsible for lost or stolen personal belongings. Please take responsibility for securing your valuables within the student housing facility.

RESPONSIBILITY

IEU Malta Student Housing is not responsible for lost or stolen personal belongings. Please take responsibility for securing your valuables within the student housing facility.



About International European University



Alla Navolokina
President

International European University was founded on April 11, 2019, in Kyiv as an innovative and scientific center promoting principles of academic integrity, transparency, student-centered learning, and professionalism based on global and national experience in the development of science and education, as well as training competitive and sought-after excellent specialists with a variety of acquired knowledge and competencies.

The University is privately owned and trains students for both Ukraine and other countries. Taking into account that the main mission of every university is to fulfill its social responsibility, the form of the entity is Non-profit according to the decision of the owner.

MISSION

A significant contribution to the development of society by creating, preserving, and promoting contemporary knowledge based on internationalization and integration of education and practice based on the principles of creativity, academic integrity, and freedom from discrimination.

VISION

Establishment of International European University's leadership in the global scientific and educational space in order to train skilled professionals capable to think creatively, adopt innovations and become a part of the European community.

PROGRAMMES OFFERED

2021 / 2022	11
2022 / 2023	9
2023 / 2024	17
2024 / 2025	51



DEPARTMENT OF STRATEGIC DEVELOPMENT AND INTERNATIONAL PROGRAMS



Zarif NazYROV
Director of the Department

zarifnazYROV@ieu.edu.ua



Iryna Shteimiller
**Deputy Director of
International Relations**

irynashteimiller@ieu.edu.ua

1. Expanding International Opportunities for Students: The department organizes academic mobility programs that allow students to study at leading universities in Europe and around the world through exchange programs. This fosters deeper knowledge, intercultural exchange, and improved language skills.

2. Partnership Projects: The department coordinates joint educational and research projects with international universities and organizations. This gives students the opportunity to engage in innovative research, participate in conferences, seminars, and workshops that contribute to their professional development.

3. Scholarship Programs: The department informs students about available scholarship programs, such as Erasmus+, DAAD, Fulbright, and others, and provides support throughout the application process, enabling students to receive financial assistance for studying abroad.

4. Advisory Support: The department's staff assists students with issues related to participation in international programs, preparation of necessary documents, including motivation letters and recommendations, as well as adapting to the conditions of studying abroad.

POLICY OF THE INTERNATIONAL EUROPEAN UNIVERSITY

IQA (Internal Quality Assurance) Policy – outlining the standards for maintaining educational quality and student support systems.
https://ieu.edu.ua/docs/Internal_quality_assurance_policy.pdf



Regulations on Organization of Educational Process – covering guidelines for effective course management and instructional delivery..
<https://ieu.edu.ua/docs/regulations-on-the-organization-of-the-educational-process.pdf>



Regulations on the Organization and Conduct of Current and Final Control and the Procedure for Its Appeal – detailing the criteria and methods used in evaluating academic performance and possibilities for appeal.
<https://ieu.edu.ua/docs/regulations-pocep.pdf>



Code of Corporate Ethics and Academic Integrity – emphasizing the importance of honesty and ethics in academic work, highlighting consequences for violations.
<https://ieu.edu.ua/docs/regulations/code-corporate.pdf>



About the Prevention of Corruption – establish the university's stance on corruption prevention and promotetransparency within the institution.
<https://ieu.edu.ua/en/about-ieu/anti-corruption-activities>



About European Platform of Equality – ensuring an inclusive environment free from discrimination based on race, gender, religion, or other protected characteristics.
<https://ieu.edu.ua/en/about-ieu/european-platform-of-equality>



LIBRARY

The library webpage, which contains detailed information about the library's resources and services: <https://library.ieu.edu.ua/en/>

A large number of electronic publications can be searched, downloaded, and read online via the following link: <https://library.ieu.edu.ua/en/library-resources/database-of-open-electronic-publications>

The electronic archive of the International European University (repository) accumulates, stores, and distributes scientific and educational materials created by the university's staff and students, and also provides permanent access to them.

Main features of the institutional repository:

- Ensuring open access to the results of scientific research conducted at the university;
- Providing access to the university's research for the global community;
- Centralizing materials in one location;
- Preserving other electronic materials, including unpublished works such as dissertations and technical reports.



STUDENT PARLAMENT



The Student Parliament is a student self-government body consisting of elected representatives of the student community. It is responsible for the protection of students' interests, the organization of events and projects, as well as the interaction with the University administration.

The main goal of the Student Parliament is to encourage student life, solve problems and issues related to the student community, ensure the interaction between students and the University administration.

The Student Parliament takes an active part in the University life, implements new ideas and tries to make the University a better place. Entering the Student Parliament opens up a lot of amazing, interesting and awesome opportunities.

STUDENT PARLIAMENT ADVANTAGES:

1

Opportunity to affect decision making

Members of the Student Parliament have the opportunity to take part in decision making regarding student life and affect the University policy.

2

Scholarships:

Working in the Student Parliament, taking an active part in University life, a student can easily receive a monthly scholarship.

3

Representation of students' interests

The Student Parliament allows students to represent and protect interests of their community before the University administration.

4

Organization of events and projects

Members of the Student Parliament are provided with the opportunity to organize and manage diverse events, projects and initiatives to improve student life.

5

Development of leadership skills

Participation in the Student Parliament allows students to develop their leadership and communication skills and cooperate with various groups of people.

6

Cooperation with the administration

Members of the Student Parliament are able to cooperate with the University administration to solve student community issues.



President
Yelyzaveta Fishchuk
yelyzavetafishchuk@ieu.edu.ua



Vice-president
Yana Orynenko
yanaorynenko@ieu.edu.ua

FOREIGN STUDENTS DEPARTMENT



**Head of the Department
Anzhelika Fedorova**

+380507133624

intdep@ieu.edu.ua

Is a structural unit of the University and is engaged in the reception and registration of foreign citizens and stateless persons, as well as provides support to foreign students throughout their studies.

Dean's Office

The Dean's Office is a key administrative unit of the university that supports you throughout your studies:

1. Academic process consultations – assistance in selecting courses, creating individual study plans, and scheduling.
2. Document processing – issuing certificates, confirmations of enrollment, academic transcripts, and student ID cards.
3. Academic performance issues – providing information on current grades, assistance with retaking exams or assessments, withdrawal or reinstatement.
4. Study leave – assistance in arranging academic or medical leave.

5. Communication with faculty – support in connecting with professors and resolving academic concerns.
6. General inquiries – informational support on any organizational matters related to your studies.

The Dean's Office is your main assistant in addressing academic and organizational issues.

Group Curators

University staff members who help students feel more confident and organized. They play a key role in fostering a positive learning environment and supporting each student on their path to success.

How curators can assist:

1. **Academic Support** – A curator helps students navigate the learning process, set priorities in their studies, and can offer advice on how to effectively manage their time.
2. **Adaptation to Student Life** – New students often find it difficult to adapt to new conditions. Curators help them understand the university structure, behavior rules, and provide general support with organizational matters.
3. **Conflict Resolution** – In case of misunderstandings or issues, whether with professors or classmates, a curator can act as a mediator or help find a solution.
4. **Psychological Support** – Curators pay close attention to students' emotional well-being, can offer advice, or refer them to specialists if necessary.
5. **Event Organization** – Curators are often involved in organizing cultural and social events, such as meetings, excursions, or student activities, which help bring the group together and create a friendly atmosphere.

Corporate Emails

At the beginning of the academic year, IEU provides its students with corporate email addresses, along with instructions on how to activate them.

You need to frequently check your inbox for any messages. Corporate emails are also integrated with other collaboration tools (calendars, chats, documents), making internal communication and project management easier.

Language Center

Our university has the GOVORY Language Center, which offers unique opportunities for students to learn and improve their language skills. Here, you can master new languages or enhance your proficiency in foreign languages in a friendly environment with professional instructors.

govoryieu@gmail.com

Unified International Center for Language Certification

At the Language School of International European University, you can take such international tests as IELTS, SAT, OET, TOEFL, ECL, and undergo preparation for them. To get additional information and apply for a test, please contact us.

+380 68 514 74 11



EUROPEAN MEDICAL SCHOOL



Oleh Vovk
Director of the Educational and scientific institute

European Medical School is an educational and research institute of the International European University, where a completely new approach to the learning process has been introduced. The basis for the educational programs of our Medical School are European curricula.

MISSION

The mission of EMS is a valuable contribution to social development by training qualified, competent and competitive graduates able to organize and conduct professional activities at a high level, critically analyze healthcare issues and solve complicated tasks on their own in the public health sector.

VISION

The vision of EMS is to gain leadership positions in the global medical space in the high-quality pre-graduate medical training by introducing efficient programs providing the high level of theoretical and practical skills; to develop individual clinical thinking; to integrate into the European global community; to be able to analyze a situation and scientifically substantiate decision-making approaches.

Control measures include:

- initial control;
- current control;
- final control;
- student examination in the form the Unified State Qualification Exam.

The **initial control** implies determining the initial level of students' knowledge acquired in related disciplines required for mastering the discipline. The results of the initial control are not taken into account in the current training, as they are only informative for the lecturer.

The **current control** implies 100% questioning of students of the academic group and is carried out during classroom activities of all types (practical, laboratory, seminar) with mandatory assessment of all components of the class: test control, oral questioning, solving situational problems, description of drugs, etc. The main task of the current control is to check the level of preparation of students for performing a specific job, to provide feedback between the lecturer and students in the learning process, to ensure the management of students' learning motivation.

The **final control** is carried out to assess the results of learning at a certain educational level or at its individual completed stages according to the national scale and the ECTS scale. The final control includes:

- semester control;
- Krok Licensing Integrated Exam;
- state examination of students.

Semester control in the discipline is an obligatory form of assessment of students' learning outcomes. It is carried out in accordance with the curriculum in the form of a Pass/Fail test, graded test or exam within the deadlines stipulated by the schedule of the educational process and in the amount of educational material determined by the discipline program.

Semester Pass/Fail test is a form of final control, consisting in assessing the mastery of educational material by the student solely on the basis of the results of his/her performance of certain types of work during practical, seminar or laboratory classes.

Semester graded test is a form of final control, consisting in assessing the student's mastery of educational material in a particular discipline based on the current control and completed individual tasks at the last class.

Semester exam is a form of final control of the student's mastery of theoretical and practical material in a particular discipline. The form of exam final control is provided for disciplines that are part of Krok integrated test exams and state examination.

The form of the exam should be standardized and include control of theoretical and practical training.

USQE Stage 1 and Stage 2 Licensing Integrated Exams are one of the forms of final independent quality control of students' training conducted by the Testing Board at the Ministry of Health of Ukraine. **Objective Structured Clinical Examination (OSCE)** is an assessment designed to evaluate a graduate's readiness to perform professional activities by demonstrating practical components of professional competence in conditions as close to real-life practice as possible.

OSCE assesses a graduate's ability to perform work-related tasks on a real object of professional activity (a person) or on a model of such an object (phantom, mannequin, situational task, etc.), which cannot be adequately evaluated through standardized testing methods.

The purpose of OSCE is to evaluate the quality of how graduates solve typical and situational professional tasks and demonstrate relevant skills and competencies in conditions that closely resemble actual professional practice.

Graduates undergo a comprehensive OSCE covering four disciplines: "Internal and Infectious Diseases," "Obstetrics and Gynecology," "Pediatrics and Pediatric Infectious Diseases," and "Surgical Diseases." Results are recorded separately for each of the four disciplines. The OSCE is conducted in specially equipped rooms called "**OSCE Stations**" and evaluates communication, cognitive, basic (physical examination techniques), and advanced (physical examination aimed at identifying and interpreting symptoms and syndromes) practical skills and procedures.

It also assesses the graduate's ability to gather complaints, conduct objective examinations, plan diagnostics, interpret laboratory and instrumental study results, establish and justify preliminary clinical diagnoses, and determine treatment strategies.

Examination is regulated by the Regulations on the Examination of Students and the Work of Examination Committees at International European University

RECTOR'S CONTROL

Conducted in accordance with the order of the Rector of IEU, this measure represents an external level of control designed to evaluate the quality of the educational process and compare the effectiveness of student learning.

Rector's control assesses the stability of residual knowledge, skills, and competencies, and is conducted on topics from the disciplines studied during the current or previous semester.

Forms of Rector's Control:

- Rector's control of the curriculum content to assess residual knowledge of students. This type of control is conducted in the form of comprehensive control tasks developed by the academic staff of the relevant department teaching the respective disciplines.
- Rector's control is conducted using developed comprehensive test assignments. Testing as part of the rector's control is carried out according to the Rector's order after the study of the discipline. The procedure for conducting this control is defined by the Rector's corresponding directive at IEU.

APPEALS COMMISSION

During the final semester evaluation period, an Appeals Commission is established by the order of the Director of the "European Medical School" Educational and Scientific Institute (ESI). The commission consists of the ESI Director, the Deputy Director, the Head of the Department, and the Chairperson of the Student Parliament. The commission is responsible for reviewing student appeals or complaints regarding the final semester assessment of higher education students' knowledge.

To ensure adherence to the principles of integrity, responsibility, academic freedom, and objectivity:

- The Appeals Commission reviews the appeal no later than the next day after its submission.

- The decision regarding the appeal is communicated to the student immediately after it is made, and both the student and the commission members sign the relevant protocol.

Appeals of final assessment results are an integral part of the organizational framework of the educational process, in accordance with current legislation and the requirements of the Bologna Declaration. The purpose of the appeals review process is to determine the objectivity of the assigned grade.

The primary goal of the appeal procedure is to eliminate subjectivity in the assessment of students' knowledge, avoid misunderstandings and disputes, and create favorable conditions for ensuring the legitimate rights and interests of students.

Students have the right to appeal any final grade assigned under the ECTS grading scale (from "F" to "B") or the national scale (from "unsatisfactory" to "very good") in any discipline.

ASSESSMENT OF STUDENTS' LEARNING OUTCOMES

The ECTS grade for the discipline is determined as the sum of grades:

- for current learning activities – up to 120 points;
- for the final control (graded test, exam) – 80 points.

The maximum amount of scores for the discipline is 200 points. Correlation between the results of current learning activities and final knowledge control: **60% and 40%**

From 4 to 12 points are additionally allocated for the assessment of students' independent work out of 120 points allocated for current learning activities according to the working program. Bonus points are added either to the current grade or to the final grade in the discipline at the end of its learning.

To carry out control activities, the University applies the following assessment scales:

- ✓ 200-point scale;
- ✓ traditional 4-point scale;
- ✓ ECTS rating scale.

The results are converted from one scale into another according to tables

Assessment of learning outcomes according to the national and ECTS scales

Sum of points for all types of learning activities	ECTS grade	According to the national scale		Definition
		4-point scale	Pass/Fail test	
180 – 200	A	5 (excellent)	pass	Excellent performance with only a few mistakes.
160 - 179	B	4 (good)		Above average performance with several mistakes.
150 – 159	C			Correct work in general with a certain amount of mistakes.
130 – 149	D	3 (satisfactory)		Not bad, but with a significant amount of shortcomings.
120 – 129	E			Performance meets minimum criteria.
50 – 119	Fx	2 (fail)	fail	Possible repeated pass.
0 – 49	F			Repeated course in the discipline is required.

ASSESSMENT OF CURRENT LEARNING OUTCOMES

The current control is obligatory. In assessing learning of each topic of all curriculum disciplines during current training activities, students receive grades due to the 4-point scale (traditional scale) taking into account approved assessment criteria for the discipline. All types of works prescribed by the program are considered. Students should obtain a grade in each topic.

The final grade for current learning outcomes is recognized as the arithmetic mean of the grade for each class.

Traditional grades are converted into points according to the scale for converting traditional grades into rating points.

According to the national system	According to the 200-point scale
pass	from 120 to 200 points
fail	less than 119 points

ASSESSMENT OF LEARNING OUTCOMES IN DISCIPLINES, THE FORM OF FINAL CONTROL OF WHICH IS AN EXAM OR A GRADED TEST

The final control in the form of an exam or graded test is carried out after learning all the topics of the discipline, during the examination session.

The final control is carried out in any form (written work, testing, etc.). The form of the final control is agreed at the meeting of the department. The form of the final control should be standardized and include the control of practical and theoretical training.

The grade for the discipline is determined as the sum of final points for current learning activities and points for the final control and is expressed in the multi-point scale.

— The maximum amount of points that can be obtained by students for current learning activities during the semester to be admitted to the final control is 120.

— The minimum amount of points that should be obtained by students for current learning activities during the semester to be admitted to the final control is 72.

— The calculation of the amount of points is based on grades obtained by students according to the traditional scale while studying the discipline by calculating the arithmetic average. The obtained value is converted into points in the multi-point scale in accordance with Table 4:

Conversion of the average grade for current academic performance into a multi-point scale for disciplines completing with an exam or a graded test

4-point scale	200-point scale	4-point scale	200-point scale	4-point scale	200-point scale
5	120	4.29	103	3.58	86
4.96	119	4.25	102	3.54	85
4.92	118	4.21	101	3.50	84
4.87	117	4.17	100	3.46	83
4.83	116	4.12	99	3.42	82
4.79	115	4.08	98	3.37	81
4.75	114	4.04	97	3.33	80
4.71	113	4.00	96	3.29	79
4.67	112	3.96	95	3.25	78
4.62	111	3.92	94	3.21	77
4.58	110	3.87	93	3.17	76
4.54	109	3.83	92	3.12	75
4.67	112	3.96	95	3.25	78
4.62	111	3.92	94	3.21	77
4.58	110	3.87	93	3.17	76
4.54	109	3.83	92	3.12	75
4.50	108	3.79	91	3.08	74
4.46	107	3.75	90	3.04	73
4.42	106	3.71	89	3	72
4.37	105	3.67	88	Less than 3	Fail
4.50	108	3.79	91	3.08	74

The maximum amount of points that can be obtained by students during the final control is 80.

— The final control is considered passed if students obtain at least 60% of the maximum sum of points.

— The minimum amount of points that should be obtained by students during the final control is 48.

The grade for the discipline completing with the exam is determined as the sum of points for current learning activities (at least 72), points for individual independent work of students (no more than 12) and points for the exam (at least 48) (Table 5). The total points for the discipline should not exceed 200.

Students who perform all types of scheduled educational work within the training period, make up all missed classes and receive at least 72 points due to the results of current performance are admitted to the final control.

The grade for the final control is given according to the traditional 4-point scale and converted into the 200-point scale

Final control	Discipline grade	4-point scale
80.0	180 – 200	5 (excellent)
64.0	150 – 179.9	4 (good)
48.0	120 – 149	3 (satisfactory)
0	0-119	2 (fail)

The grade for the discipline completing with the final control is determined as the sum of points for current learning activities (at least 72), including points for

individual independent work of students (no more than 12) and points for accomplishing the final control at the last class (at least 48). Repeated final semester control in order to improve a positive grade is not provided.

If students obtain the fail grade for the final control, they should retake it. In this case, the maximum grade that can be obtained for the final control is 3.

EUROPEAN BUSINESS SCHOOL



Roman Halenin
Director of European Business School

The European School of Business is a state-of-the-art educational and research institute that harmoniously combines the best traditions of training highly qualified specialists with the methods of international and European higher education institutions and leading research institutions. We train economists, managers, business administrators, marketers, accountants, financiers, organizers of business and stock exchange activities, technologists and managers in the field of hotel and restaurant business and tourism, taking into account all the needs of the modern market.

MISSION

To provide high-quality, affordable and contemporary education due to knowledge and experience of the academic staff as well as the development of scientific and educational technologies according to the principles of creativity, academic integrity and freedom from discrimination.

VISION

To train highly skilled, creative and promising professionals able to lead different activity areas of business entities of various size and forms for further efficient integration into the global business community.

ASSESSMENT OF LEARNING OUTCOMES

Assessment of learning outcomes includes intermediate, current and final control measures.

The main types of control measures are current control, final control and semester control.

The system of assessment of students' knowledge in each discipline includes current and final semester control of knowledge, assessment of practical training outcomes and execution of term papers at a certain level of higher education.

CURRENT AND FINAL SEMESTER CONTROL

The current control is carried out within the semester during lectures, practical classes, current examination and during the examination week before the test and examination session and is assessed by the amount of points.

During the current control, one assesses the level of theoretical knowledge and practical skills on the topics included in the discipline, the level of knowledge demonstrated in answers and speeches; activity in discussing issues during practical classes; results of completion and defense of term and control papers, independent study of topics; performing tests, making calculations, writing abstracts (essays); processing workbook tasks, preparing individual assignments The results of the current control are recorded in the Lecturer's Log of Academic Groups.

Current assessment of students' knowledge can be conducted in the following forms:

- oral questioning of students during practical classes and assessment of their knowledge level;
- check of correctness of solved practical problems;
- rapid survey (oral or written).

The results of current control of student knowledge are assessed in general (due to all forms of works) ranging from **0** to **60** points.

Students are admitted to the final control if they fulfil the requirements of the training program and obtain at least **36** points

Students who miss the current control for valid documented reasons have the right to take the current control **within two weeks** after returning to studying.

Students who miss classes **without valid reasons**, do not participate in current control activities and do not liquidate academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark '*non-admission*' into the examination (credit) record on the day of the exam (Pass/Fail test).

Re-taking of the exam (Pass/Fail test) in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.

The final semester control of a certain discipline is an obligatory form of student performance control. It is carried out according to the curriculum in the form of **exam** or **Pass/Fail test** in the period stipulated by the schedule of the educational process and in the amount of training material defined by the working training program of the discipline.

The total grade for the discipline is calculated as the sum of scores for current assessment activities, individual task (if it is provided by the working program) and points obtained during the final semester control.

The overall sum of points is **100**. The total grade for the discipline is given according to the national and European scale.

RECTOR'S CONTROL

Rector's control is a control of the stability of residual knowledge, skills and abilities and is carried out on the topics of disciplines studied in the current or previous semester.

Forms of Rector's control:

- Rector's control over the educational program of the educational component to check the residual knowledge of students. Such Rector's control is carried out in the form of comprehensive test works developed by the academic staff of the Department who teach corresponding disciplines;
- Rector's control is carried out based on developed comprehensive test works. The Rector's control in the form of testing is carried out in accordance with the Rector's order after studying the discipline. The procedure is determined by the relevant order of the IEU Rector.

APPEAL OF THE RESULTS OF THE FINAL SEMESTER CONTROL

The list of exams and Pass/Fail tests of semester control is stipulated by the working curriculum.

The number of exams in each session should not exceed 5, and Pass/Fail tests - 6, while taking into account that the number of academic disciplines (compulsory and elective) should not exceed 16 per year and, accordingly, 8 per semester (excluding Pass/Fail tests in practical training and defense of term papers).

Students are considered to be admitted to semester control in a particular discipline (semester exam, Pass/Fail test) if they have completed all the types of work stipulated in the semester curriculum for that discipline.

For the period of the final semester control, the Appeal Committee consisting of the Director of EBS, the Deputy Director, the Head of the Department and the Chair of the Student Parliament is established by order of the Director of EBS to consider appeals (complaints) of students regarding the final semester control of students' knowledge.

In order to comply with the principles of integrity, responsibility, academic freedom and objectivity:

- the Appeal Committee considers the student's appeal (complaint) no later than the next day after submission;
- the results of consideration of the appeal (complaint) are reported to the student immediately after the decision is made, and the student and members of the Committee sign the relevant protocol.

Appeal of the results of the final control of students' knowledge is a component of the organizational support of the educational process in accordance with current legislation and taking into account the requirements of the Bologna Declaration. Consideration of the appeal is carried out to determine the objectivity of the grade.

The main objective of the appeal procedure is to overcome elements of subjectivity in assessing students' knowledge, avoid misunderstandings and disputes, and create the most favorable conditions for the development and real assurance of the legitimate rights and interests of students.

Students have the right to appeal against any final grade received on the ECTS scale (from F to B) or on the national scale (from Fail to Very Good) assigned to the discipline.

Assessments of knowledge revealed during the final examination – defense of the final qualifying paper are not subject to appeal. In this case, all disputes are resolved by the Examination Committee.

Based on the results of the appeal, the Committee makes one of two decisions:

- ***The grade assigned in the discipline (name of the discipline) corresponds to the level and quality of the work performed and does not change.***
- ***The grade assigned in the discipline (name of the discipline) does not correspond to the level and quality of the work performed and is increased by ... points (a new grade is specified in accordance with the accepted knowledge assessment system).***

Correspondence of the semester rating grade in points to the University scale and ECTS scale

Grade Points (min.-max.)	University Grading Scale	University Pass/Fail Scale	ECTS Grade	Explanation
90-100	Excellent	Pass	A	Excellent (excellent performance with only a few mistakes)
82-89	Good	Pass	B	Very good (above average performance with several mistakes)
74-81	Good	Pass	C	Good (correct performance in general with a certain amount of significant mistakes)
66-73	Satisfactory	Pass	D	Satisfactory (not bad, but with a significant amount of shortcomings)
60-65	Satisfactory	Pass	E	Sufficient (performance meets minimum criteria)
30-59	Fail	Fail	FX	Fail (possible repeated pass)
1-29	Fail	Fail	F	Fail (repeated course is required)



YOUTH SCIENCE

We realize the key role of universities in building the future of science, so an important component of the organization of scientific activities at IEU is the involvement of young people, students, postgraduates and young scientists in scientific research. The active participation of students in University's scientific life and engagement in scientific research is not only the investment in their professional growth but also the development of society's innovative potential.

MISSION AND VISION IN THE DEVELOPMENT OF YOUTH SCIENCE INTERNATIONAL EUROPEAN UNIVERSITY

<p>MISSION</p>  <p>Creation of a favorable environment for creativity and self-fulfillment of young scientists, mutual learning, the exchange of knowledge and collective intellectual growth</p>	<p>VISION</p>  <p>We strive to make each student take part in real scientific projects, develop his/her own ideas and acquire practical experience under the supervision of experienced scientists and practitioners.</p>
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The strategic vision of the development of youth science at our University is to create a favorable environment for creativity and self-fulfillment of aspiring scientists, mutual learning of different generations of researchers, the exchange of knowledge and collective intellectual growth. We strive to make each student take part in real scientific projects, develop his/her own ideas and acquire practical experience under the supervision of experienced scientists and practitioners. Each student has numerous opportunities to participate in the University's scientific life.

OPPORTUNITIES FOR YOUNG RESEARCHERS

Scientific community 	Student research groups 	Research internships 
A place for the synergy of ideas, cooperation and common search for ways and new opportunities to implement everyone's scientific interests	Thematic communities of likeminded people striving for scientific discoveries and innovations	Practical research experience under the guidance of experienced scientists and practitioners
UNLOCK YOUR POTENTIAL, LET'S CHANGE THE WORLD TOGETHER		
Participation in professional events, which allows you to present your work to a wide range of specialists	Publication of articles with own research findings and participation in the issuance of a youth scientific journal	Financial support for the most promising scientific projects of students and young scientists
Conferences and competitions 	Scientific publications 	Grant support 

We believe that systematic participation of young people in scientific activities is the key to the successful future for both the University and the whole society.

Take part in our projects and initiatives: unlock your potential, let's change the world together!

Scientific community	Student scientific clubs	Research internships
Conferences and competitions	Scientific publications	Grant support

UNIVERSITY WEBSITE

The International European University website contains information about all the services we provide to students and applicants. You will find information about the university management, educational and research materials, development strategies, university events, read reports of the rector and structural units, and get acquainted with the list of additional paid educational services.

Important sections are “Scientific Activity”, “Sustainability at IEU” and “University for Victory”, “Online Library” and “IEU Alumni Association”. Other interesting services include the opportunity to directly contact the rector, sign up for a career guidance course and psychological assistance from our specialist.

Also, for the comfort of students, we have developed two versions of electronic timetables. Students of all courses have access to the timetable through the telegram bot and through the study section you can go to the web version of the timetable.

PROTECTION OF PERSONAL DATA POLICY

All processes of data collection and processing at the International European University comply with the requirements of the Law of Ukraine "On the Protection of Personal Data" and the General Data Protection Regulation (GDPR). The University has its own policies on information management, including the Regulations on the Procedure for Processing and Protection of Personal Data and the Internal Quality Assurance Policy. To comply with the legislative acts of Ukraine, the General Data Protection Regulation (GDPR), and internal provisions, the University has implemented the following measures:

1. Consent: Ensuring that individuals consent to the collection of personal data through consent or opt-out mechanisms included in the relevant forms.

2. Transparency: Individuals are provided with clear and concise information about the use and storage of their personal data, including disclaimers detailing the purposes of data collection and individuals' rights regarding their personal data.

3. Data Security: Strict security measures have been implemented to protect personal data.

4. Physical Storage of Data: Documentation on paper is stored in accordance with legislation. Paper-based documentation is stored in secure areas to protect against environmental hazards and unauthorized access.

5. Notification of Data Breach: In accordance with regulatory documents, the University will immediately notify relevant authorities and affected individuals in the event of a data breach.

6. Individual Rights: Enabling individuals to make changes to their personal data through both offline and online channels.

INTERNAL QUALITY ASSURANCE POLICY

The internal quality assurance policy is aimed at creating learning conditions that meet the highest standards and ensure the comprehensive development of students. For students, this means not only quality education, but also the opportunity to be active participants in the process of its improvement.

Students are involved in assessing the quality of educational programs through regular surveys and focus groups in which they express their opinions on the organization of the educational process, teaching of disciplines and the work of teachers.

The active cooperation between the University and students ensures that the needs of students and their professional aspirations are taken into account, which increases motivation to learn and contributes to the formation of relevant competencies.

CODE OF CORPORATE ETHICS

The university community, which unites representatives of both Ukrainian and world cultures, cherishes the achievements and promotes the development of innovations of national, European and world education and science in order to form a highly cultural, maximally tolerant, favorable environment for the educational process, professional development, promotion of science and digital technologies.

The main ethical principles of the university's educational space are: **Legality.** All members of the university community strictly and strictly comply with the provisions of the law and persuade others to do so. Competence and professionalism. Higher education students and employees of the University are obliged to maintain the highest level of competence in educational and scientific activities. The University's imperative: "From lifelong education to lifelong learning."

Responsibility. The members of the university community fulfill their obligations in good faith and in full and are responsible for the results of their educational and research activities.

Honesty and decency. Systematic avoidance of any manifestations of dishonorable behavior, tactlessness, and incorrectness. Fairness. Equal treatment of all participants in the educational process, devoid of bias.

Mutual trust. All participants in the educational process have confidence in the honesty of each other's intentions. Partnership and mutual assistance. Support and assistance between members of the university community and mutual cooperation are the keys to the success of each and all together.

EQUALITY POLICY

The International European University is a safe and welcoming community, within which a healthy environment and a culture of mutual respect and honor are created and maintained. We have created the conditions for all its members to develop without fear of harassment, bullying, discrimination, sexual violence, abuse, coercion, etc. The University supports students in resolving any problem that has arisen as a result of harassment, bullying, discrimination or sexual harassment. Whether you want to report it or not, it is important that you have access to the form of support you need. Talk to your group supervisor, tutor, or the Director of the Educational and Research Institute, or use an independent free counseling service in Kyiv. You can also make an anonymous report via chat or contact the police. If you believe a criminal offense has been committed, you can report it to the police. In such cases, please also inform the university administration.

The University will do its best to limit any interaction between you and the student or staff member you have reported while the criminal investigation is ongoing.

The University will never notify the police on its own without your consent, unless the safety of you or others is endangered by not reporting the incident.

BULLYING COUNTERACTION POLICY

To prevent bullying in the team of the International European University, events were planned and held to provide regulatory and informational support for the prevention of bullying at the university.

We monitored the information availability of rules of conduct and regulations on bullying prevention, and conducted an anonymous survey of higher education students about cases of bullying at the University. Prevention and diagnostics of interpersonal relationships among students, academic staff and other University personnel were carried out.

Work was carried out with applicants for higher education and with research and teaching staff. It was conducted in the format of anti-bullying trainings and consultations on the protection of personal rights.

Students who have become aware of cases of bullying (harassment) are obliged to report in writing to the management of the University about the facts of bullying (harassment) against students, pedagogical, scientific and pedagogical, research workers, and other persons involved in the educational process, which they personally witnessed or about which they received reliable information from other persons.

Consideration and clarification of the circumstances of cases of bullying (harassment) is carried out in accordance with the complaints filed. The responsible person receives and registers the submitted complaints. The complaint form is published on the official website of the institution. You can file a complaint through a form or a trust box, which can be found on the official website of the institution. After the official submission of the complaint, the complainant is assigned a responsible person to verify the facts stated in the complaint.

If the facts set forth in the complaint are confirmed, the university management takes measures aimed at stopping and stopping bullying (harassment) in the institution.

ASSESSMENT OF STUDENTS' ACHIEVEMENTS POLICY

Assessment of students' achievements is an important part of the educational process. It helps to determine the level of mastery of the material, readiness for further learning and development. Assessment of students' knowledge, skills, and abilities allows teachers to plan and improve the learning process, as well as identify gaps and help eliminate them.

The role of assessment is to support students in achieving program learning outcomes through effective feedback. And the development of self-assessment capabilities to ensure effective further learning of students. The student also has the right to appeal any final grade received.

The purpose of considering an appeal is to determine the objectivity of the grade, as well as to create conditions for the development and provision of real protection. And to overcome the elements of subjectivity in assessing student achievement.

University has Policies and Regulations on assesement of students achievements:



Recognition of Prior Learning Policy

<https://ieu.edu.ua/docs/recognition-of-prior-learning-policy.pdf>



Regulations On the Assessment of Learning Outcomes of Students at the European Business School

<https://ieu.edu.ua/docs/regulat/16.pdf>



Regulations On the Assessment of Learning Outcomes of Students at the European Medical School

<https://ieu.edu.ua/docs/regulat/9.pdf>



Regulations on the Organization and Conduct of Current and Final Control, and the Procedure for Its Appeal

<https://ieu.edu.ua/docs/regulat/17.pdf>

CODE OF ACADEMIC INTEGRITY

Ensuring academic integrity at the university is regulated by the following regulations: The Code of Corporate Ethics and Academic Integrity for Research, Teaching, Academic and Pedagogical Staff and Higher Education Applicants of the International European University.

Regulations on the Ethics and Academic Integrity Commission of the International European University. Regulations on the Prevention and Detection of Plagiarism at the International European University.

Academic, research and teaching staff, employees, higher education students and other persons involved in the educational process at the International European University undertake to comply with the rules and regulations based on the principles

- legality and the rule of law;
- freedom and human dignity;
- patriotism and service to the Ukrainian people; professionalism and competence;
- honesty and integrity;
- justice and tolerance; partnership and mutual assistance.
- respect and mutual trust;
- openness and transparency;
- collegiality and democracy; self-improvement and self-development;
- personal responsibility and work for results;
- Formation of a conscious need to comply with the Constitution and laws of Ukraine and intolerance to their violation;
- fostering respect for human rights and freedoms, intolerance to humiliation of human honor and dignity, physical or mental violence, and discrimination on any grounds;
- formation of civic culture;
- intolerance of non-compliance with the rules and regulations of the Code of Academic Integrity.

PROTECTION OF COMMUNITY MEMBERS' RIGHTS

Protection of the rights of university community members is a crucial aspect of the institution's commitment to creating a safe, inclusive, and supportive environment for all. This involves ensuring that every member, whether student, faculty, or staff, is treated with respect, fairness, and dignity.

The university implements comprehensive policies and procedures to safeguard the rights of its community members, including measures to prevent and address any form of discrimination, harassment, or misconduct. These policies provide clear guidelines on acceptable behavior, reporting mechanisms, and the consequences of violations, ensuring that all concerns are addressed promptly and effectively. Additionally, the university actively promotes awareness of these rights through educational campaigns, workshops, and resources. This empowers members of the community to understand their rights and responsibilities, fostering a culture of mutual respect and accountability. By upholding these standards, the university ensures a positive and equitable environment where everyone can thrive and achieve their full potential.



 deansoffice.malta@ieu.edu.ua

 +356 99163781

 <https://malta.ieu.edu>