



INTERNATIONAL EUROPEAN UNIVERSITY

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REGULATIONS ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS AT INTERNATIONAL EUROPEAN UNIVERSITY (AS AMENDED)

Kyiv – 2022

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	<i>Quality management system ISO 9001:2015</i>

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DEVELOPED BY:

Director of the Department of Organization
of the Educational Process

Oksana LISNICHUK

APPROVED BY:

First vice-rector

Alla NAVOLOKINA

Vice-rector for scientific and pedagogical work

Maksym ZHYTAR

Director of the Department of Education
Quality Assurance

Valentyna FURMANIUK

Legal counsel of the Legal department

Antonina SERVETNYK

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1. GENERAL PROVISIONS

1.1. Regulations on the Organization of the Educational Process (hereinafter – the Regulations) at the PRIVATE HIGHER EDUCATION INSTITUTION “INTERNATIONAL EUROPEAN UNIVERSITY” (hereinafter – the University) are a statutory document stipulating the main principles of the organization and carrying out of educational activities according to educational programs, their implementation and scientific and methodical support, assessment of learning outcomes and awarding of qualifications, quality assurance of the educational process, rights and obligations of participants in the educational process.

1.2. The Regulations are developed in accordance with the Law of Ukraine “On Higher Education” and the Constitution of Ukraine, taking into account the Laws of Ukraine “On Education”, “On Scientific and Scientific-Technical Activities”, “On Professional Development of Employees”, and other laws of Ukraine, Decrees of the President of Ukraine, acts of the Cabinet of Ministers of Ukraine, the University Statute, other regulatory legal acts related to higher education, employment and social and labor relations, as well as recommendations and standards stipulated by documents of the Bologna and Copenhagen processes recognized by Ukraine.

The organization of the educational process at the University is conducted according to these Regulations, taking into account the Concept of Educational Activities of the University, Regulations on the University Academic Council, University Development Strategy, the Program of education quality assurance activities at the University, Regulations on the Education and Research Institute (hereinafter – ERI) of the University, Regulations on the University Department, University’s Internal Regulations, Regulations on the Code of Ethics and other documents regulating University operations, as well as DSTU ISO 9001:2015 ‘Quality management system’.

1.3. Educational activities at the University at different levels of education is conducted according to higher education standards in corresponding educational (educational and professional or educational and scientific) programs (hereinafter – the Educational program or EP) in accordance with the *Regulations on the Educational Program*.

1.3.1. Higher education standards are developed for each level of higher education within each specialty in accordance with the National Qualifications Framework and are used to define and assess the quality of higher education and the results of educational activities of higher education (scientific) institutions, learning outcomes in corresponding specialties.

1.3.2. The higher education standard defines the following requirements for the educational program:

the amount of ECTS credits required to obtain a particular degree of higher education;

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- requirements for the level of education of persons who can start studying this program and their learning outcomes;
- the list of obligatory competencies of graduates;
- normative content of student training stipulated in terms of learning outcomes;
- forms of student assessment;
- requirements for creation of educational programs in a knowledge area, two knowledge areas or a group of specialties (in Junior Bachelor’s standards), interdisciplinary educational and scientific programs (in Master’s and PhD standards);
- requirements of professional standards (if applicable).

1.3.3. The National Qualifications Framework is a systematic and competence-structured description of qualification levels. Each level is a structural unit of the National Qualifications Framework defined by a certain set of learning outcomes, which are characteristic for qualifications of the corresponding level.

The National Qualifications Framework is designed for the use of public authorities and local self-government bodies, institutions and organizations, education institutions, employers, other legal entities and individuals to develop, identify, correlate, recognize, plan and advance qualifications.

If the approved higher education standard is absent, the educational program is developed in accordance with the National Qualifications Framework.

1.3.4. For each educational program and double degree programs, one can define additional rules of access determined for each program and stipulated in the University Admission rules for a corresponding year (designed in accordance with these Regulations and Admission rules approved by the Ministry of Education and Science of Ukraine).

The decision to open or close an Educational program is made by the University Academic Council, taking into account the *Concept of Educational Activities, the University Development Strategy*, these and special regulations, as well as the results of assessment (including economic viability) and other examinations.

1.4. The organization of the educational process at the University is carried out in accordance with the European Credit Transfer and Accumulation System (hereinafter – ECTS), the Letter of the Ministry of Education and Science of Ukraine dated February 26, 2010, No. 1/9-119 “On Methodical recommendations for the adoption of the European Credit Transfer and Accumulation System and its key documents at higher education institutions” based on the definition of student’s academic load required to achieve the expected learning outcomes and recorded in ECTS credits. The volume of one ECTS credit is 30 hours.

1.5. The structure of the ECTS credit is the share of classroom and extracurricular training hours of students in the percentage measurement. The recommended structure of the ECTS credit at the University includes: first (Bachelor) level of higher education (hereinafter the educational

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level referred to as EL) – no more than 50% of classroom activities, second (Master) level – as a rule, at least 33% of classroom activities. Independent work of students shall include at least one-third of the total amount of hours.

1.6. Participants in the educational process at the University: academic staff, students and other persons studying at the University, practicing specialists engaged in the educational process, other University personnel. Employers can also take part in the educational process.

The academic staff are full-time employees carrying out educational, methodical, scientific (scientific and technical) and organizational activities at the University/Institutes.

Students are persons studying at the higher education institution at a certain level of higher education in order to obtain a corresponding degree of higher education.

Student is a person enrolled at the University to receive a Bachelor’s or Master’s degree.

Other persons studying at the University include:

Internship doctor is a person enrolled at the University to learn primary specialization in order to qualify as a physician specialist or pharmacist/pharmacist specialist in a particular specialty according to the list of medical or pharmacist specialties of the internship.

Trainee is a person studying at the preparatory department of the University or a person receiving additional or separate educational services, including postgraduate education programs.

1.7. Language of instruction at the University is a state (Ukrainian) language. To create conditions for international academic mobility at the University, some Educational programs or a part of academic disciplines can be taught in English or other foreign languages, also ensuring teaching of these disciplines in Ukrainian. The organization of teaching educational components in foreign languages is regulated by the appropriate regulations of the University.

To teach educational components in a foreign language, the University creates individual groups for foreign citizens, stateless persons or citizens of Ukraine.

1.8. The University provides students with an opportunity to use training premises, the library, educational, educational and methodical, and scientific literature, equipment, devices and other means of educational activities.

2. MODES OF STUDY, LEVELS, DEGREES AND QUALIFICATIONS

2.1. The key mode of study at the University is institutional (full-time and part-time).

2.1.1. Full-time mode of study is the main way of organizing student training, which includes classes and practical training.

2.1.2. Part-time mode of study is the way of organizing student training by combining classes and control activities during short-term sessions and independent learning of the educational program in between them.

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2.2. A person has the right to receive higher education in different modes of study or combine them.

2.3. The University can use other modes of study and combine them according to these Regulations at the university, as well as set the requirements for combination of the modes of study.

2.4. Training of specialists at the University is conducted according to the corresponding educational programs at the following levels of higher education:

- first (Bachelor) level of higher education;
- second (Master) level of higher education.

2.5. Acquisition of higher education at each level implies successful accomplishment of the corresponding Educational program by a person, which results in the awarding of a corresponding degree of higher education:

- Bachelor;
- Master.

2.5.1. Bachelor is a degree obtained at the first level of higher education and awarded by the higher education institution as a result of successful accomplishment of the educational and professional program by students, which consists of 180-240 ECTS credits. To obtain a Bachelor's degree based on the Junior Bachelor's degree or based on professional pre-higher education, the University has the right to recognize and re-credit ECTS credits, the maximum amount of which is defined by the higher education standard.

A person has the right to obtain a Bachelor's degree if he/she has complete general secondary education.

2.5.2. Master is a degree obtained at the second level of higher education and awarded by the higher education institution (scientific institution) as a result of successful accomplishment of the corresponding educational program by students. A Master's degree is acquired according to the educational and professional program. The Master's educational and professional program consists of 90 ECTS credits.

A person has the right to obtain a Master's degree if he/she has the Bachelor's degree.

2.6. For acquisition of a degree in the other specialty, the University also admits persons who has received the same or higher degree (level) of higher education or has been receiving it at least for one year and fulfilling the individual curriculum in full. A condition for student's enrollment in the other specialty at the same or another higher education institution is the fulfillment of the requirements similar to the transfer to the specialty according to the legislation.

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3. MODELS OF EDUCATIONAL PROCESS ORGANIZATION

3.1. The educational process at the University can be implemented due to traditional, distance and blended models. The blended model of educational process organization can be used when physical attendance of the University by students is limited or impossible, when traditional tools of semester control and assessment cannot be used because of force majeure (natural disasters, quarantine measures, martial law, to organize work with students with special educational needs, etc.).

3.1.1. The traditional model of educational process organization implies holding classes in direct contact with students in classrooms.

3.1.2. The distance model implies an individualized process of educational activities of students, which primarily takes place via the indirect interaction of remote participants in the educational process in the specialized environment. Distance learning technologies supplemented with elements of mobile study include the interaction between participants in the educational process, both asynchronously and synchronously, via the means of communication embedded in the learning management system (LMS), e-mail, messengers (Viber, Telegram, etc.), video conferences (ZOOM, Google Meet, etc.).

3.1.3. The implementation of the blended learning model implies the combination of on-campus and distance modes of study when holding contact classes involving lecturers and students or the training interaction in the virtual educational environment using the Google Classroom platform.

4. FORMS OF LEARNING ACTIVITIES

The educational process at the University is conducted in the following forms of learning activities:

- classes (lecture, practical class, laboratory work, seminars, consultations, elective courses, etc.);
- independent work (independent learning of educational components, individual task, including a term and qualifying paper);
- practical training (educational and on-the-job practical training, research activities);

4.1. University classes include the following main types:

- lecture;
- practical class;
- seminar;
- laboratory work;
- training session;

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- consultation;
- elective courses.

The University has the right to introduce other forms of the educational process and types of classes.

4.1.1. *Lecture* is a type of class where a lecturer presents new learning material to students in a structured and logical manner, and students actively perceive it.

Lectures are distinguished:

- by the place in the educational process (introductory, founding, current, final and review);
- by the way of holding (informative, visual, binary, provocation lectures, conference lectures, consultation lectures, discussion lectures, etc.).

Lecture topics are defined by the working program of the academic discipline developed by each lecturer independently. Lectures are given by lecturers: professors and associate professors, as well as guest leading scientists or specialists.

By special permission, lectures can be given by assistants/teachers who do not have academic degrees but have experience in scientific, teaching and/or practical activities and correspond to the educational and/or professional qualification related to the educational component (with experience in professional and/or management work in the appropriate specialty). In these cases, the guarantor of EP and/or the head of the department provide methodical recommendations on presenting lecture materials and attend several lectures. An academic employee applying for lectures for the first time shall prepare lecture notes and submit them for approval to the head of the department in coordination with the guarantor of the Educational program.

The lecturer is obliged to comply with the working program of the academic discipline regarding lecture topics, but to exercise the right to academic freedom when presenting the academic material, during the sequence of its presentation, forms and methods of its delivery to students.

4.1.2. *Practical class* is a type of class where the academic employee organizes the detailed examination of particular theoretical provisions of the academic discipline by students and develop the ability to apply them in practice by the individual performance of stipulated tasks by students. The list of topics of practical classes is defined by the working program of the academic discipline. The practical class is based on previously prepared methodical material, a set of tasks of different complexity to be solved during the class.

The practical class includes preliminary control of knowledge, abilities and skills of students, setting a general problem by the lecturer and its discussion, solution of tasks and their discussion, control tasks, their checking and assessment. The practical class takes place in classrooms equipped with necessary technical learning means. One of the types of practical

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classes is a computer workshop. In some disciplines, practical classes can involve the half of the academic group.

Grades obtained by students for certain practical classes are taken into account when putting the final grade. Grades obtained by students for each practical class are put in the grade book.

4.1.3. *Laboratory work* is a type of class led by the lecturer where students conduct experiments or research using appropriate educational and methodical facilities, equipment and computer devices to prove practically particular theoretical provisions of corresponding science (discipline), as well as acquire practical skills of working with laboratory equipment, other equipment, computer hardware and experimental research methods in a particular subject area.

Laboratory work takes place in specially equipped premises (laboratories) using laboratory equipment adapted to the training process (chemical reagents, laboratory glassware, devices, laboratory tools, special licensed software). Admission of students to laboratory work in any discipline is preceded by the briefing on health and safety issues. Laboratory work includes current control of the preparation for the particular laboratory work, performance of tasks according to the topic of laboratory work, drawing up of an individual report on performed work and its defense.

4.1.4. *Seminar* is a class in the form of collective discussion of questions pre-determined by the lecturer, reports, abstracts, tasks, essays, etc. Seminars are aimed at deep learning and systematization of student knowledge, organization and increase in the level of autonomy of independent cognitive activities, formation of value judgments.

The list of seminar topics is defined in the working program of the academic discipline. At each seminar, the lecturer assesses the quality of performance of tasks by students, their speeches, activity, ability to formulate and defend their position, etc. The seminar methodology (lecture seminar, listening seminar, dispute seminar, etc.) for a particular academic discipline is developed by lecturers teaching the discipline.

Seminars generally involve one academic group. In case of the small number of students in academic groups, one can admit two and more academic groups to the seminar.

Grades for each seminar are put in the corresponding grade book and taken into account when putting the final grade in this academic discipline.

4.1.5. *Training session (workshop)* is an interactive form of class aimed at providing students with knowledge and practical skills in order to develop appropriate competences. Training sessions (workshops) involve students, the number of which usually does not exceed the composition of one academic group.

4.1.6. *Consultation* is a type of class where the lecturer explains certain theoretical provisions or aspects of their practical application to students; gives answers to specific questions within the academic discipline. The consultation can be individual or collective. It is focused on

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performance of individual tasks or interpretation of theoretical questions of the academic discipline.

4.1.7. *Elective course* is a class aimed at expanding scientific and theoretical knowledge and practical skills by:

- deep learning of the academic discipline;
- learning of elective academic disciplines within or beyond the specialty.

Elective courses are an additional educational service. They are not obligatory for students and have no consequences for acquisition of educational qualifications stipulated by the Educational program.

4.2. *Independent work* of students is one of the key forms of training activities, which includes various types of individual and collective educational activities carried out during classroom and extracurricular activities, taking into account individual features and cognitive capabilities of students, under the supervision of the lecturer or without his/her direct participation. Constant external control is replaced by self-control and the active role in learning belongs more to students, which develops their cognitive abilities and focus on continuous self-education.

4.2.1. The study time allocated for independent work of students is regulated by the curriculum.

4.2.2. The content of student's independent work in a particular discipline is defined by the working program of the academic discipline, methodical materials, individual tasks and lecturer's guidelines. Methodical materials for student's independent work shall include a possibility of self-control. One also recommends appropriate scientific literature, including monographs and publications in scientific specialized periodical editions, for student's independent work. Student's independent work on the learning of training materials in the particular discipline can be performed in the library, as well as via distance access, in classrooms, university laboratories and in the virtual training environment. Information about the list of literary sources, electronic resources, online courses, etc. shall be provided in the working program of the academic discipline.

4.2.3. An individual task is a completed theoretical or practical individual academic work within the program of the particular discipline or educational program as a whole performed by students based on knowledge, skills and abilities acquired during study. Topics of individual tasks are provided by preliminary prepared methodical recommendations for their accomplishment, and task materials have a set of options of different complexity. Individual tasks are performed by students independently under the supervision of the lecturer.

4.2.4. Key types of individual tasks at the university: term paper, qualifying work, as well as essays, teaching medical records; multimedia presentations; abstracts (and other tasks of an abstract and analytical review nature).

4.2.5. A term paper is a type of individual task performed in accordance with the curriculum in order to consolidate, deepen and generalize knowledge acquired by students during their studies, as well as to apply them for a comprehensive solution of the specific professional task. Topics of term papers/projects shall meet the practical needs of the specialty or tasks of the particular academic discipline.

A student performs no more than one term paper/project per academic year. Its defense takes place before the committee involving the supervisor of the term paper/project.

4.2.6. Bachelor's and Master's graduate qualifying paper (thesis) is carried out in accordance with the curriculum at the final stage of training of a certain educational level and implies:

- systematization, consolidation and expansion of theoretical and practical knowledge of the specialty and their application to solve specific scientific, technical and economic production and other problems;
- development of independent work skills and mastering research and experiment methods related to the topic of the project (thesis).

Students have the right to choose the topic of the graduate qualifying paper defined in the prescribed manner or suggest their own one with a substantiation for its development. Topics and supervisors of qualifying papers (and, if necessary, language of execution and/or defense of the thesis) are approved by University Rector's order at the submission of the head of the structural unit at the beginning of the last academic year of the first (Bachelor) level and at the beginning of the second semester of the second (Master) level. The procedure for defending qualifying papers, their publication and storage (in accordance with the regulations of the National Repository of Academic Texts) are regulated by the *Regulations on the Preparation and Defense of Qualifying Papers*¹.

4.2.7. Research activities are a form of organization of students' work, during which they are involved in active independent (or under the supervision of the lecturer) research activities to develop a scientific worldview, research skills, skills of creative solutions of practical problems. This form allows young researchers to learn the methodology and methods of scientific search. Research activities of students at the University is carried out in the following main areas:

- research work in the educational process (in accordance with the academic discipline);
- research work of students in the extracurricular time;
- scientific and organizational activities: conferences, competitions, contests, etc.

4.3. Practical training of students implies continuity and consistency of its implementation in order to apply practical knowledge and skills acquired during studies, general and professional competences corresponding to Bachelor and Master levels of higher education, which includes:

¹*Regulations on the Preparation and Defense of Qualifying Papers:* <https://ieu.edu.ua/docs/pol-prepare-kval.pdf>

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- development of students' professional skills to make independent decisions during specific work in real market and production conditions;
- development of the need to systematically update their knowledge and creatively apply it in practical activities;
- development of research skills and the ability to solve applied problems;
- development of teamwork skills;
- increase in the ability to find a job.

4.3.1. Types of practical training, its content, forms, duration and periods are stipulated in the description of the Educational program and curricula and are regulated by the *Regulations on Practical Training*² and other regulatory documents of the University.

Students' practical training is carried out taking into account the competence-based approach at University practical bases, clinical bases, enterprises, organizations and institutions of different forms of ownership in Ukraine and foreign countries in accordance with the concluded agreements.

Practical training is aimed at providing future specialists with integral, general and professional (specialized) competencies, program learning outcomes, as well as developing the need to systematically update knowledge, conduct scientific research and creatively apply it in practical work.

4.3.2. Practical training objectives:

- to train professionals able to solve production problems in contemporary market conditions and apply techniques and methods based on cutting-edge technologies;
- to provide the following skills: making independent decisions given a particular production situation; integration of progressive technologies and research findings into production; cooperation with a team, etc.

Practical training of students implies continuity and consistency during studies in order to consolidate appropriate competencies of future Bachelors and Masters.

5. ASSESSMENT OF STUDENT LEARNING OUTCOMES

The assessment of students is focused on encouraging them to take an active part in the creation of the learning process and is aimed at:

- supporting students in achieving program learning outcomes using efficient feedback;
- quantitative assessment of the level of achieved learning outcomes;
- developing students' ability to self-assessment to ensure their efficient further studies.

² *Regulations on Practical Training*: <https://ieu.edu.ua/docs/pro-praktiku.pdf>

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5.1. *The assessment of learning outcomes* includes initial, current and final control activities to determine the acquired competencies and program learning outcomes in the corresponding educational program.

- *Initial control* in the academic discipline (if necessary).
- *Current control* is carried out during practical, laboratory and seminar classes in order to check the level of students' preparation for a specific work. The form of the current control during classes and the knowledge assessment system are defined by the working program of the corresponding academic discipline (practical training program).
- *Final control* is carried out to assess the learning outcomes at a particular educational level or at its individual completed stages. ECTS credits and qualifications are awarded according to the results of the final control. The final control includes semester control and assessment of students.
- *Semester control* is carried out in the form of exam, grading test or test in a particular academic discipline in the amount of training material defined by the working program and within the deadline stipulated by the curriculum.

Students cannot be admitted to the semester control in a particular academic discipline if they fail to confirm the acquisition of the minimum level of program learning outcomes within the deadline stipulated by the schedule of the educational process according to the working program of the academic discipline.

Semester control deadlines are defined by schedules of the educational process and the defense of term papers and practical training. Exams are held in accordance with the schedule introduced to lecturers and students no later than one week before the semester control. The procedure and methods of tests and exams are defined in the *Regulations of ERI on the Assessment of Students' Educational Activities*³.

If there are objective reasons, students can be provided with an individual schedule of the semester control by order of ERI's Director with the approval of the Vice-rector for appropriate area of work.

Semester exam is a form of final control of students' learning of theoretical and practical materials in a particular academic discipline for a semester, which takes place as an individual control event. The form of the exam (written, oral, written and oral) and the type of tasks (test, questions with open answers, case assignments) are defined in the working program of the academic discipline. The final grade is based on the learning outcomes during the semester, but a positive grade in the discipline cannot be put otherwise than as a result of the successful passing of the exam.

³ *Regulations on the Assessment of Students' Educational Activities at EBS ERI:*

<https://ieu.edu.ua/docs/pol-mark-esb.pdf>

Regulations on the Assessment of Students' Educational Activities at EMS ERI: <https://ieu.edu.ua/docs/rate-of-study.pdf>

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Semester test (graded test) is a form of final control aimed at assessing students' learning of training materials in a particular academic discipline based on the results of certain types of work performed by them during practical, seminar and laboratory classes, and individual tasks (calculation, graphic, etc.). The semester test (graded test) is based on the results of current control and does not require the presence of students. The list of academic disciplines ending with the graded test is defined by the curriculum.

5.2. *Assessment* is the definition of compliance of the learning (research) outcomes of students with the requirements of the Educational program (defense of the qualifying paper) and/or the requirements of the program of the Unified State Qualification Exam and the Licensing Integrated Exam.

The assessment of Bachelor's or Master's students is carried out by the examination committee, which can include representatives of employers and their associations, in accordance with the *Regulations on the Establishment and Organization of the Examination Committee*⁴.

Based on the decision of the examination committee, the university awards a person who has successfully completed the educational program at a certain level of higher education the corresponding degree of higher education and the appropriate qualification.

The assessment of Master's students can include the Unified State Qualification Exam held in specialties and in the manner prescribed by the Cabinet of Ministers of Ukraine.

The decision to award the degree of higher education and the appropriate qualification shall be canceled by the University if one reveals the violation of academic integrity by the student, in particular, academic plagiarism, fabrication, or falsification found in the qualifying paper, in the manner prescribed by the Cabinet of Ministers of Ukraine.

5.3. The final assessment of learning outcomes at the University is carried out according to the 100-point scale (Table 1) and the 200-point scale (for Public health specialties (Table 2) and is regulated by the *Regulations on the Assessment of Students' Knowledge at Corresponding ERIs*⁵.

⁴ *Regulations on the Establishment and Organization of the Examination Committee*: <https://ie.u.edu.ua/docs/exam-commision.pdf>

⁵ *Regulations on the Assessment of Students' Educational Activities at EBS ERI*:
<https://ie.u.edu.ua/docs/pol-mark-esb.pdf>

Regulations on the Assessment of Students' Educational Activities at EMS ERI:
<https://ie.u.edu.ua/docs/rate-of-study.pdf>

Table 5.1

100-point assessment scale

Grade in points (min. grade point – max. grade point)	University grading scale	University pass/fail scale	ECTS grades	Explanation
90-100	Excellent	Pass	A	Excellent (excellent performance with only a few mistakes)
82-89	Good		B	Very good (above average performance with several mistakes)
74-81			C	Good (correct performance in general with a certain amount of significant mistakes)
66-73			Satisfactory	D
60-65	E			Sufficient (performance meets minimum criteria)
30-59	Fail	Fail	FX	Fail (possible repeated pass)
1-29			F	Fail (repeated course is required)

Table 5.2

200-point assessment scale for Public health specialties

Grade in points (min. grade point – max. grade point)	University grading scale	University pass/fail scale	ECTS grades	Explanation
180-200	Excellent	Pass	A	Excellent (excellent performance with only a few mistakes)
160-179	Good		B	Very good (above average performance with several mistakes)

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150-159	Satisfactory		C	Good (correct performance in general with a certain amount of significant mistakes)
130-149			D	Satisfactory (not bad, but with a significant amount of shortcomings)
120-129			E	Sufficient (performance meets minimum criteria)
50-119	Fail	Fail	FX	Fail (possible repeated pass)
0-49			F	Fail (repeated course is required)

To re-credit grades received at other education institutions in Educational programs, one applies the recommendations of the European Credit Transfer and Accumulation System (unless otherwise prescribed by the bilateral agreement) and *Regulations on Expulsion, Termination of Study, Transfer and Re-admission of Students*⁶.

5.4. Conditions for recognition of successful study at the University:

- the criterion for the successful passing of the assessment by students is the achievement of the minimum threshold levels of grades for each planned learning outcome of the educational component and the minimum threshold level of the grade for the educational component as a whole (60% of the maximum possible number of points);

- credits are awarded to individual students after completion of learning activities and successful assessment of their learning outcomes according to the requirements of EP or academic discipline;

- the final grade for the academic discipline, the final form of control of which is a test or a graded test, is determined as the sum of grades/points for all successfully assessed learning outcomes;

- the final grade for the academic discipline, the final form of control of which is an exam, is determined as the sum of grades/points for all successfully assessed learning outcomes during the semester and the grade received during the exam;

- if students fail to pass the assessment of learning outcomes in the academic discipline, they will receive no credits;

⁶ *Regulations on Expulsion, Termination of Study, Transfer and Re-admission of Students*: <https://ieu.edu.ua/docs/pol-vidrahuvannya-pereryvannya.pdf>

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- if students are admitted to the semester control but did not appear at the final control for certain reasons that have no official confirmation, the control is considered failed. In this case, one puts a mark “did not appear” in the examination (credit) record. Any reasons independent of students (including temporary disability due to disease) that can justify their absence must be immediately reported to the Director of ERI or the supervisor. In case of prompt (not later than three working days after the end of the period of temporary disability) submission of the corresponding application with confirmation (standard certificate) of student’s temporary disability, one extends the deadline for taking semester control: within the limits defined by the schedule of the educational process – by decision of ERI’s Director, for a later period – by order of the Vice-rector for appropriate area of work. The deadline for extension of the semester control cannot exceed the period of temporary disability;

- the amount of credits received in the other EP both at the University and at other higher education institutions that can be awarded to students as part of the individual educational trajectory and non-formal education cannot exceed the amount of credits in the academic discipline re-credited within the accomplishment of the curriculum per year.

- if an academic discipline (practical training) is studied in two or more semesters, the final grade is defined during the last semester control (final result). The procedure for such controls is approved by the curriculum and specified in working programs of academic disciplines.

5.5. Students may not be allowed to take the final assessment if, during the semester, they:

- miss academic discipline classes without valid reasons;
- fail to achieve the minimum threshold level of the grade for such learning outcomes (stipulated by the working program of the academic discipline) that cannot be assessed during the final control.

Non-admission conditions are regulated in the working program of the academic discipline. The lecturer informs students about non-admission to the final control and reports this to the ERI administration. The ERI administration issues a corresponding order introduced to students before the beginning of the corresponding control.

The decision of non-admission on the submission of the lecturer is made by ERI’s Director and is introduced to students before the beginning of the corresponding control;

5.6. When designing the current assessment for efficient study:

- one ensures feedback: students should be able to use the assessment outcome to improve their performance during the next assessment;
- tasks are primarily developed in such a way to allow students to use their research findings during their accomplishment;
- the assessment system shall allow students to define the progress/no progress in the academic discipline.

5.7. Assurance of assessment objectivity:

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- students shall have some time to study before they will be assessed;
- the academic (teaching) staff and other persons involved in the assessment (hereinafter referred to as assessors) shall be aware of the available methods of testing and examination;
- assessors have the opportunity not to participate in the assessment if there is a conflict of interests;
- the assessment scale for students trained according to the individual schedule shall comply with the standard assessment scale, and assessment deadlines shall correspond to the approved individual schedule;
- the assessment shall be consistent, fair and objectively applied to all students and conducted according to the stipulated procedures;
- the place of assessment, working conditions and tasks for students with special needs shall be clearly defined;
- clear and accurate records of assessment procedures and decisions (credit and examination information, protocols of committee meetings, etc.) shall be stored within the stipulated deadlines. Students' works (except for those subject to other deadlines) shall be stored within the semester.

5.8. Requirements for assessment transparency, equal opportunities and prevention of unfair benefits:

- assessment information shall be clear, accurate and available to all participants in the educational process (students, lecturers, practical training supervisors, independent members of the examination committee);
- assessment criteria and methods are introduced to students at the first class; the number of points received by the student is announced at each (practical, seminar, laboratory) class, if necessary, the lecturer gives an explanation on their placement.
- persons with special educational needs whose health condition prevents them from complying fully with the stipulated control procedures are provided with the opportunity to undergo control activities in case of submitting the application to the Director of ERI at least one month prior to the assessment;
- other persons undergoing assessment who are diagnosed and medically certified as having chronic diseases or temporary disabilities that can significantly affect their performance assessment are provided with the opportunity to undergo control activities in case of submitting the application to the Director of ERI.

5.9. The academic rating of students is their ranking position among students of a particular year, specialty, educational program, which is determined by the level of results of direct measurements of students' academic achievements in each academic discipline (practical

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training, term paper) during the final control and is regulated by the *Regulations on the Rating Assessment of Student Achievements*⁷.

The administration of ERI is responsible for the conclusion of academic ratings of students and the reliability of the results.

The administration of ERI submits the semester control results to the corresponding Department for analysis and discussion, agrees them with self-government bodies and announces at Academic Councils of ERI and the University Academic Council. The discussion results shall be published on the Department page of the University website.

⁷ *Regulations on the Rating Assessment of Student Achievements*: <https://ieu.edu.ua/docs/polosh-one.pdf>

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6. PLANNING OF THE EDUCATIONAL PROCESS

6.1. Planning of the educational process at the University is carried out based on curricula and the schedule of the educational process. To specify the planning of the educational process for each academic year, taking into account training conditions at a particular structural unit in the corresponding year of study, one shall prepare a working curriculum.

6.2. The curriculum is based on the Educational program and is approved by the University Academic Council in accordance with the procedure stipulated by the University. Curricula shall be put into effect after their signing by the University Rector.

6.2.1. The structure of curricula includes obligatory (75%) and elective (25%) components of the total amount of ECTS credits stipulated by the educational program.

6.2.2. The curriculum includes obligatory educational components, qualifying papers/projects, practical training, term papers and other types of the student academic load aimed at achieving program learning outcomes according to the Educational program and defined by the higher education standard. Obligatory (compulsory) components of the curriculum shall contain all components required to award a corresponding qualification.

6.2.3. Within the scope of elective disciplines, students have the right to choose educational components independently out of the catalog of elective disciplines available on the University website. Academic disciplines can be selected within the educational program, from the list of elective disciplines of other programs and catalogs of elective disciplines of other higher education institutions.

6.2.4. The number of obligatory, including practical training, and elective disciplines shall not exceed 16 disciplines per academic year. A term paper executed as part of the academic discipline is not considered as a separate control activity. The term paper or term project of an interdisciplinary nature is a separate position in the curriculum and one of 16 disciplines per academic year.

6.2.5. The part-time curriculum contains the list of educational components and forms of final control, which is similar to the full-time curriculum with the decrease in the percentage of classroom activities. The total duration of part-time classes shall not exceed 20% of the amount of full-time classes within the Educational program.

6.2.6. The allocation of academic disciplines of the general training course according to semesters is coordinated with the Department of Organization of the Educational Process.

6.3. The schedule of the educational process is drawn up for the academic year, stipulating the calendar terms of theoretical and practical training, semester control (test and exam sessions), preparation of term papers, student assessment, vacations, independent work (for part-time mode of study).

The schedule of the educational process is approved by the University Rector.

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6.3.1. The schedule of the full-time educational process is drawn up given the following features:

- the academic year, except for graduation years, lasts 10 months and begins mainly on September 1;
- the total duration of theoretical training, test and exam sessions and practical training during the academic year (except for graduation years) shall not exceed 42 weeks;
- the duration of vacations per academic year (except for the last year of training in the corresponding Educational program) is at least 8 weeks;
- the academic year is divided into 2 semesters (autumn and spring), theoretical training ends with test and exam sessions (winter and summer);
- practical training stipulated by the curricula can take place both before and after the test and exam sessions;
- the time for writing a qualifying paper is at least 4 weeks at the first (Bachelor) level and no more than 8 weeks at the second (Master) level of higher education.
- 1 week is allocated in the schedule of the educational process for each form of final assessment of students.

6.3.2. The schedule of the part-time educational process includes the following stages:

- a founding session where students are informed about the main objectives of academic disciplines, provided with general information and methodical materials, the assessment system of the academic progress, etc.;
- an intersession period where students independently learn theoretical material, perform and submit the completed tasks to lecturers;
- a test and exam session where students present the tasks completed during the intersession period and undergo semester control activities.

The total duration of the part-time test and exam session (along with the founding one) is up to 30 calendar days per year in the 1-2 years at the first (Bachelor) level; up to 40 calendar days per year in the senior years at the first (Bachelor) and second (Master) levels of higher education.

When organizing the part-time test and exam session, one shall take into account the fact that classes can be held no more than 5 days per week and no more than 8 academic hours per day. The time for exams is allocated separately for the academic group.

6.3.3. The *individual curriculum* contains information on the list of obligatory and elective educational components, the sequence of their study and practical training, the amount of academic load, types of individual tasks (term and qualifying papers), assessment results (current and semester knowledge control, student assessment). The procedure for drawing up and

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preparing the *Individual curriculum of students is regulated by the appropriate University Regulations*⁸

6.4. The working curriculum is drawn up for the current academic year and specifies the types of classes, their capacity, forms of control according to semesters, etc.

6.4.1. The working curriculum is drawn up for each mode of study by academic disciplines (years of study) for each Educational program. The working curriculum is a document regulating the planning of educational activities, their methodical and organizational support during the academic year.

The initial data for the development of the working curriculum:

- curriculum;
- schedule of the educational process;
- the number of students who have selected academic disciplines according to the Catalogue of elective disciplines of EP, other EPs and the list of elective disciplines of other higher education institutions;
- agreements with practical bases;
- other (resource, sanitary and hygiene, etc.) factors affecting classes and practical training.

6.4.2. The Vice-rector for appropriate area of work is responsible for compliance of the content of disciplines with specialization of the department. Academic disciplines of EP can be taught by industry experts, employers, practicing professionals, etc.

6.4.3. The working curriculum is coordinated with the Head of the Department, the Department of Organization of the Educational Process, and is approved by the Vice-rector for appropriate area of work. Class, exam and consultation schedules are approved by the Vice-rector for appropriate area of work in coordination with the Director of ERI and the Department, the Department of Organization of the Educational Process.

Class and consultation schedules are made available no later than three days before the beginning. In some motivated cases, students can be provided with an individual training schedule. The procedure for transferring to the individual training schedule is revealed in ANNEX 3.

6.4.4. Class schedule.

6.4.4.1. The terms and timing of various types of academic work are regulated by class schedules, exam schedules, schedules of examination committee operations, consultations, defenses of term papers and practical training, as well as by orders on practical training. The schedule shall ensure the accomplishment of the curriculum in full in terms of classes.

6.4.4.2. The schedule of the educational process in the educational program, schedules of classes, consultations and exams, and examination committee operations is drawn up by the

⁸ *Regulations on the Individual Curriculum of Students:* <https://ieu.edu.ua/docs/individual-plan.pdf>

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Department of Organization of the Educational Process based on the recommendations of departments and approved by the Vice-rector for appropriate area of work.

The Department of Practice of the Department of Organization of the Educational Process prepares orders on practical training for each semester. Agreements on practical training are concluded by departments and the Department of Practice according to the schedule of the educational process for the current academic year in each Educational program.

When drawing up schedules, one takes into account the following: allocation of the academic load among the academic staff, availability of appropriate classrooms, the need for using specialized premises and/or equipment, location of training premises/campuses, etc. Besides, the maximum weekly classroom load for the full-time mode of study shall not exceed 30 hours at the first (Bachelor) level and 18 hours at the second (Master) level.

6.4.4.3. Schedules of examination committee operations, on the submission of heads of structural units, are agreed by the Department of Organization of the Educational Process, approved by the Vice-rector for appropriate area of work and published on the University official website no later than a week before its work.

7. ORGANIZATIONAL, EDUCATIONAL AND METHODOLOGICAL SUPPORT OF THE EDUCATIONAL PROCESS

7.1. Organizational, educational and methodological support of education includes:

- development of suggestions on the principles of the educational policy, forecasts, information and analytical materials, recommendations on humanitarian development and improvement of the educational sector;
- development of teaching methods, higher education standards, Educational programs, curricula, training and working programs, textbooks, guides, other educational and methodological materials and their expertise;
- organizing the publication of textbooks (guides), including electronic ones;
- implementation of the educational policy of advanced training of the managerial, teaching and academic staff;
- educational and methodological support of education quality assessment and monitoring, including international programs;
- sociological research related to educational activities (survey of students and graduates to consider their opinions).

7.2. The development, expertise and implementation of organizational, educational and methodological support at the University are carried out by: the academic staff of the department, the Department of Organization of the Educational Process, the Vice-rector for appropriate area of work, the Academic Council of University's ERI.

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7.3. Scientific, methodical and organizational support of the educational process is a prerequisite for the high-quality learning of educational programs. It includes:

- higher education standards in specialties;
- educational and professional programs and/or educational and scientific programs in specialties;
- educational and organizational documents of ERIs and departments;
- syllabuses;
- information support of the educational process (textbooks and study guides, methodical materials, visual aids, computer programs for academic disciplines);
- the system of quality control of the educational process.

7.4. Documents on scientific, methodical and organizational support of the educational process:

7.4.1. The information package of the specialty is compiled at ERI and contains:

- general information about ERI and learning conditions;
- brief description of ERI's structure, teaching staff, areas and specialties, specifying the period and conditions of study, forms of state assessment;
- syllabuses;
- a curriculum with the allocation of credits in obligatory and elective disciplines, sequence and deadlines for their learning for each mode of study;
- discipline annotations, specifying preliminary conditions for their learning, forms of educational activities, surnames of the academic staff, teaching techniques, learning methods, recommended literature, conditions and deadlines for learning particular discipline sections, progress assessment system.

Information packages are developed in Ukrainian and English and published on the University website.

7.4.2. Documents of ERI's Academic Council and University Academic Council are kept by the Secretary of the Council and stored by the Secretary of the corresponding Council.

7.4.3. ERI's documents on organizational, educational and methodical support of the educational process are developed in accordance with the ISO 9001 International Standard:

- the concept of specialty development;
- the work plan of ERI's Academic Council;
- the approved curriculum;
- the schedule of the educational process in a specialty, schedules of control activities;
- consultation schedules and making up missed classes.

The list of documents of education and research institutes on educational and scientific activities is given in Annex 4.

The following materials are published on the department website:

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- Educational program (relevant) and Draft educational program for discussion with reviews and feedback from stakeholders;
- the list of elective disciplines with their descriptions;
- working educational programs;
- syllabuses;
- methodical guidelines, guides, tutorials;
- questions for independent work and final control;
- tasks to prepare for Krok 1, Krok 2 and Krok 3 Licensing Integrated Exams;
- assessment exam program;
- practical training program;
- agreements on practical training;
- the list of practical bases;
- methodical guidelines for practical training;
- approximate topics of Bachelor's and Master's theses;
- approximate topics of term papers/projects
- methodical materials for writing and defending qualifying papers;
- work plan of the department for the academic year;
- meetings of the department (protocols of meetings).

The list of departmental documents is given in Annex 4.1.

7.4.4. Requirements for the form and content of materials and documents that are part of the organizational, educational and methodical support of the educational process, the rules and deadlines for their publication are developed by the Department of Organization of the Educational Process and approved by the Vice-rector for appropriate area of work

7.4.5. A prerequisite for publishing organizational, educational and methodical materials (including textbooks and guides) on the University website is their approval by ERI's Academic Council. The recommendation to print educational and methodical materials on behalf of the University is made only after consideration by the University Academic Council.

8. AWARDING OF QUALIFICATIONS

8.1. Educational qualification is defined by the educational level and the specialty.

Based on the decision of the examination committee or on the results of the unified state qualification exam (in specialties and in the manner prescribed by the Cabinet of Ministers of Ukraine), the University awards, recognizes and confirms educational qualifications in specialties and education levels licensed by the University and accredited Educational programs.

8.2. Each student, after full accomplishment of the curriculum at the corresponding educational level, undergoes the final assessment resulting in the issuance of an appropriate

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standard document (diploma, certificate, etc.) on awarding a corresponding degree and qualification. Assessment deadlines are stipulated in curricula and the schedule of the educational process.

8.2.1. Student assessment is carried out openly and transparently. It determines the compliance of competencies and program learning outcomes acquired by students with the requirements of the higher education standard and Educational program. If students receive a failing grade during the final assessment, they are expelled from the University. In this case, they are provided with a standard academic transcript. Students failing to pass qualifying exams and/or defend a graduation qualifying paper/project due to failure to appear without valid reasons or receiving failing grade have the right under a separate agreement on the provision of educational services for the repeat (from the next academic year) final assessment within three years after the expulsion from the higher education institution. If academic plagiarism is found, the re-defense of the paper on the same topic is not allowed.

8.2.2. Forms of student assessment (defense of a qualifying paper/project, qualifying exam, complex qualifying exam, etc.) are stipulated in the Educational program.

Assessment of Master's students can be conducted in the form of the Unified State Qualification Exam in the specialties and manner prescribed by the Cabinet of Ministers of Ukraine.

Assessment of Master's students in 22 Public health specialties can be conducted in the form of the Unified State Qualification Exam consisting of such components as the Krok 1 integrated test exam, the objective structured clinical exam (OSPE) and the Standardized Patient practice-oriented exam.

Assessment of Bachelor's and Master's students is conducted by the Examination Committee, which establishment and operations are regulated by the *Regulations on the Establishment and Organization of the Examination Committee*⁹.

8.2.3. A document on higher education is issued to a person who has completed the appropriate Educational program and passed the assessment. The higher education institution can specify information on special achievements of graduates in the European Diploma Supplement in the six section: Additional information. The requirements for awarding distinctions are also defined independently by the higher education institution.

The procedure for producing, issuing and registering educational documents is stipulated by special regulatory legal acts and the *Procedure for ordering, printing, issuing and registering documents on higher education*¹⁰.

The European Diploma Supplement is an integral part of Bachelor's and Master's diplomas.

⁹ *Regulations on the Establishment and Organization of the Examination Committee*: <https://ieu.edu.ua/docs/exam-commision.pdf>

¹⁰ *Procedure for ordering, printing, issuing and registering documents on higher education*: <https://ieu.edu.ua/docs/030.pdf>

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8.2.4. Information about issued educational documents shall be entered into the Unified State Register of Documents on Education in the manner prescribed by the central executive authority in education and science.

8.2.5. University units engaged in training, re-training and advanced training of specialists in licensed specialties have the right to issue certificates of advanced training of the academic staff of the corresponding specialty.

8.2.6. Production and issuance of a duplicate document on higher education and academic transcript are conducted by Rector's order based on a personal application of the person – the owner of the qualification – for the loss of the educational document, damage or detection of a technical error in his/her own name or surname, in the manner approved by the Ministry of Education and Science of Ukraine.

9. ACADEMIC REGULATIONS FOR STUDENTS AND LECTURERS

9.1. Academic regulations for students.

9.1.1. Enrollment in the University is carried out on a competitive basis in accordance with the Admission conditions of higher education institutions and the Admission Rules of the University.

9.1.2. Student's study time are defined by the number of time units allocated to learn the Educational program of the corresponding educational level.

Units of student's study time include:

Academic hour is the minimum unit of study time that lasts 40 minutes. Two academic hours form a pair of academic hours. Classes at the University last two academic hours with breaks in between, which are conducted according to the schedule.

The duration of the educational process and training weeks are defined by the annual schedule of the educational process.

Academic semester is a part of the study time in the amount of 30 ECTS credits. The duration of the academic semester is defined by the schedule of the educational process and the working curriculum of the Educational program for the academic year. The amount of study load time of students during the semester in general is proportional to its duration (taking into account practical training) and is usually half the study load in the corresponding academic year.

Academic year is a component of study time in the amount of generally 60 ECTS credits and consists of training days, days of final control, exam sessions, practical training days, weekends, holidays.

Year of study (60 ECTS credits) is the completed period of study of students of the academic year. The duration of student's staying in the year of study includes the time of

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academic semesters, semester control, practical training with a break from theoretical training, final assessment and vacations. The beginning and ending of study in a particular year of study (except for the admission to the program and graduation) are formalized by transfer orders. The condition for students' transfer to the next year is the accomplishment of the Educational program and the individual curriculum.

9.1.3. To ensure the quality of the educational process, one has set the following restrictions:

- the total number of classes and time allocated for control activities shall not exceed 8 academic hours during the training day;
- for part-time students, the total number of classes and time allocated for control activities shall not exceed 40 academic hours in a five-day academic week.

9.1.4 Attendance of classes and practical training stipulated by the Educational program is obligatory for students.

9.1.5 It is prohibited to distract students from participation in classes and control activities stipulated by the schedule, except for cases stipulated by the current legislation.

9.1.6. Upon the student's motivated application agreed with the lecturer, the head of the structural unit can allow he/she to freely attend lectures by the appropriate order (surely, these permissions are not given to first-year and second-year Bachelor's and Master's students). Attendance of other types of classes (except consultations) is obligatory for students.

9.1.7. The individual curriculum of students is drawn up in accordance with the requirements of the Educational program where they study and takes into account as much as possible (by exercising the right to choose academic disciplines) their individual needs and educational and professional interests in accordance with the *Regulations on the Individual Curriculum of Students*¹¹.

9.1.8. Development of an individual educational trajectory is ensured by a free choice of academic disciplines by students regulated by the *Regulations on the Exercise of the Right to Develop an Individual Educational Trajectory by Students*¹².

9.1.9. Students have the right to take a break in study due to circumstances that make it impossible to perform the Educational program (for health reasons, conscription for compulsory military service in case of losing the right to deferment, family reasons, etc.). Such persons are provided with an academic leave of absence in the prescribed manner. Training or internship at education and scientific institutions (including foreign countries) can be the ground for the break in study, unless otherwise provided by international acts or agreements between higher education institutions. Such persons are not expelled from the higher education institution.

¹¹ *Regulations on the Individual Curriculum of Students*: <https://ie.u.edu.ua/docs/individual-plan.pdf>

¹² *Regulations on the Exercise of the Right to Develop an Individual Educational Trajectory by Students*: <https://ie.u.edu.ua/docs/traektoria.pdf>

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Persons who have interrupted their studies (at the end of the academic leave of absence) are resumed in their studies without being charged for the interruption of their studies.

Repeated study is the repeated training of students (who has no right to take an academic leave of absence for health reasons), namely a course of study for a certain semester, which curriculum they have not accomplished in full. Valid reasons for repeated training include: long-term diseases related, in particular, to epidemics; frequent diseases (more than a month per semester); business trips; failure to accomplish the individual academic mobility plan while studying or undergoing an internship at Ukrainian or foreign higher education institutions (scientific institutions); difficult family circumstances, in particular, the need to care for family members, etc.

First-year students on the basis of complete general secondary education and an academic degree of Bachelor, Master and Specialist do not have the right for repeated study.

9.2. Academic regulations for lecturers.

9.2.1. The lecturer's working time is defined by the amount of his/her educational, methodical, scientific, organizational and other labor obligations in the current academic year specified in the individual work plan. The planning of the working time of the academic staff is conducted according to their professional, scientific, innovative, communicative, teaching and legal qualification, which affects their efficient solution of professionally significant subject tasks and readiness to take the responsibility for their actions.

The average weekly duration of the lecturer's working time is 36 hours.

7.2.2. The amount of classes expressed in accounting (academic) hours given by the lecturer determines his/her academic load that shall not exceed 600 hours per year. In cases of industrial necessity, a lecturer can be involved in conducting classes in excess of the obligatory teaching load, but it shall not exceed 100 hours.

9.2.3. The lecturer's working time is regulated by: the schedule of classroom activities and consultations; the schedule of control activities; the time on performing other types of works stipulated by the lecturer's individual work plan.

9.2.4. The allocation of academic load hours between lecturers of the department is conducted by its head, agreed at the department meeting and approved by the Director of ERI and the Director of the Department of Organization of the Educational Process and coordinated by the Vice-rector for appropriate area of work.

When allocating the academic load, one takes into account the compliance of educational and/or professional qualification, professional achievements, scientific interests, teaching and practical experience, etc.

The guarantor of the corresponding Educational program is responsible for determining the level of the educational and/or professional qualification of the lecturer who teaches the educational component.

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9.2.5. Individual plans are drawn up by all academic employees (full-time, part-time, those with hourly wages), considered and approved at the department meeting, and signed by the head of the department. The individual plan of the head of the department is signed by the ERI's Director.

The academic staff annually report on the performance of works stipulated by their individual plan at the department meeting. Reports on its accomplishment are discussed and agreed at the department meeting and approved by the ERI's Director. Information about the fulfillment of regular indicators is formalized in the form of lecturer ratings submitted to the Department of Education Quality Assurance.

9.2.6. The assessment of academic (teaching) staff activities is conducted annually in accordance with the disclosed indicators, rules and procedures specified in the *Regulations on Rating Assessment of Scientific Activities of Departments and Academic Staff*¹³

9.2.7. The academic (teaching) staff have the right for advanced training and/or internship. Forms, the procedure and financial support of advanced training of the University academic staff are stipulated in the *Regulations on Advanced Training of the Teaching and Academic staff*¹⁴.

9.3. Academic mobility.

9.3.1. The following participants in the educational process have the right for academic mobility, both internal (within Ukraine) and international:

- students in all Educational programs of all educational levels;
- academic staff;
- other participants in the educational process;

Types of academic mobility:

- degree – study at a higher education institution (scientific institution) located not in the place of permanent residence/study of a participant in the educational process in order to obtain a higher education degree verified by the document(s) on higher education or on receiving a higher education degree at two or more higher education institutions (scientific institutions), particularly as part of joint or approved educational programs or agreements;

- credit mobility – study at a higher education institution (scientific institution) located not in the place of permanent study of a Ukrainian or foreign participant in the educational process in order to obtain ECTS credits or particular competences/learning outcomes, which will be recognized at the higher education institution (scientific institution) in the permanent place of study of the Ukrainian or foreign participant in the educational process. At the same time, the total period of study for participants in credit mobility programs at the higher education institution (scientific institution) directing to the mobility program remains unchanged.

¹³ *Regulations on Rating Assessment of Scientific Activities of Departments and Academic Staff*: <https://ieu.edu.ua/docs/polosh-one.pdf>

¹⁴ *Regulations on Advanced Training of the Teaching and Academic staff*: <https://ieu.edu.ua/docs/037.pdf>

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Forms of academic mobility:

- study in academic mobility programs;
- language internship;
- educational and scientific internship;
- practical training;
- summer and other schools.

Grounds of academic mobility:

- based on international agreements on cooperation in education and science;
- in international programs and projects;
- based on cooperation agreements between the University and national higher education institutions (scientific institutions) or their core structural units;
- based on cooperation agreements between the University and foreign higher education institutions (scientific institutions) or their core structural units;
- at the initiative of a participant in the educational process (research fellow) who constantly studies (works) at the University, which is supported by the head of the structural unit and the Rector, based on individual invitations and other forms of cooperation.

9.3.2. The Department of International Cooperation is a structural unit responsible for the implementation of the academic mobility program. The Department of Education Quality Assurance is responsible for the observance of transparency, fairness and academic integrity principles.

9.3.3. Academic mobility at the University is regulated according to the *Regulations on Academic Mobility*¹⁵.

10. QUALITY ASSURANCE OF THE EDUCATIONAL PROCESS

10.1. Quality of the educational process is a level of educational process organization at the University, which corresponds to the higher education standards, ensures high-quality higher education and promotes new knowledge. Key principles of the system of quality assurance of educational activities are stipulated in the *Statute, the Concept of Educational Activities of the University, the Quality Policy*, etc., which ensure the compliance of learning outcomes with the requirements stipulated by the legislation, the higher education standard or the agreement on provision of educational services.

The requirements of the Regulations shall be fulfilled by all participants in the educational process.

¹⁵ *Regulations on Academic Mobility*: <https://ieu.edu.ua/docs/pol-academ-mobility.pdf>

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10.2. The development of academic integrity culture and the establishment of the system of preventing and detecting plagiarism in texts authored by all participants in the educational process at the University is regulated by the *Code of Academic Integrity*.

10.3. Procedures for resolving conflict situations occurring during the implementation of the educational process, appeal of the results of learning assessment, assessment and final assessment of students are regulated by regulated by the *Regulations on the Examination Committee and Assessment of Students at IEU*¹⁶ and the *Regulations on the Assessment of Student Educational Activities* specified in each ERI by individual regulations^{17 18}.

11. FINAL PROVISIONS

11.1. Regulations are approved by the decision of the University Academic Council in accordance with the legislation and adopted by University Rector's order, as well as become effective from the date of its approval.

11.2. Regulations are published on the University website.

11.3. Original Regulations are stored at the Department of Organizational and Administrative Work.

11.4. Heads of all structural units, academic (teaching) staff and students have to right to introduce amendments and additions to the approved Regulations. Applications are submitted to the head of the Department of Education Quality Assurance of the University. Received suggestions are analyzed, structured and submitted for consideration to the University Academic Council. After their approval, the University Academic Council adopts a new version of Regulations by University Rector's order.

11.5. Upon the entry into force of the new version of the Regulations on the Organization of the Educational Process at the University, the previous one is no longer valid and is transferred for storage to the Department of Organizational and Administrative work.

¹⁶ *Regulations on the Examination Committee and Assessment of Students at IEU*: <https://ieu.edu.ua/docs/exam-commision.pdf>

¹⁷ *Regulations on the Assessment of Student Educational Activities at ERI EBS*:
<https://ieu.edu.ua/docs/pol-mark-esb.pdf>

¹⁸ *Regulations on the Assessment of Student Educational Activities at ERI EMS*: <https://ieu.edu.ua/docs/rate-of-study.pdf>

GLOSSARY

Academic debt is a debt occurring if students fail to take part in the final assessment or receive a negative grade based on its results.

Academic difference is a discrepancy between curricula learned by students and which they want to learn after transfer, re-admission or enrollment to receive the second higher education.

Examination session is a period of summarizing learning activities of students within a semester.

Examination materials are a set of theoretical and practical tasks that allow defining whether students achieve learning outcomes for a particular educational component and/or educational program in general.

General competences are versatile competencies that do not depend on the subject area but are crucial for further successful professional and social activities of students in different areas and for their professional development.

Content of education is a scientifically grounded system of didactically and methodically prepared educational materials for different levels and degrees of higher education.

ECTS informational package is a standardized description of educational process organization that contains general information on it, information on educational programs and the catalog of courses (disciplines) in these programs.

Catalog of courses is a detailed description of educational components of the educational program that contains separate description of each educational component in the form of syllabus.

Qualifying paper is a form of assessment carried out at the final stage of higher education of a certain level to find out whether learning outcomes (competencies) acquired by students comply with the requirements of the educational program, higher education standards and the National Qualification Framework.

Credit of the European Credit Transfer and Accumulation System (ECTS credit) is a measurement unit of student's academic load required to achieve the stipulated (expected) learning outcomes. The amount of one ECTS credit is 30 hours. The load of one full-time academic year is, as a rule, 60 ECTS credits.

Academic discipline is an educational component containing a pedagogically adapted system of concepts of phenomena, regularities, laws, methods, etc. (a system of modules united by the content of education) in any activity area (or a set of activity areas) with the definition of the required level of learning outcomes (competencies) acquired by students.

Curriculum is a regulatory document of the university based on the educational program and the structural and logical scheme of training, which defines the list of statutory (obligatory)

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and elective educational components (academic disciplines, modules, practical training, assessment activities of students, other types of educational activities, etc.), specifying their amount in ECTS credits and hours, sequence of learning, allocation for periods of study, forms of classes and their amount, schedule of the educational process, capacity of student's work in cooperation with the lecturer and independent work, forms of final control and assessment.

Training session is a part of the academic year in the part-time (distance) mode of study, within which one implements such forms of the educational process stipulated by the curriculum as lectures, practical (seminar) classes, laboratory works, individual classes and consultations.

Educational component is a self-sufficient and formally structured unit of the curriculum (module, academic discipline, term paper (project), practical training, qualifying paper (project)), which has a clear and concise list of learning outcomes, particular assessment criteria and defined amount of ECTS credits.

Assessment is a procedure for defining the achievement of learning outcomes by students. The assessment aims to allow:

- students to monitor their learning progress and detect areas of their further study (by conducting a set of control activities while students learn the educational component (current assessment and control));
- lecturers to assess the degree of the achievement of learning outcomes by students within the educational component or educational program in general (by conducting the final control after learning the educational component or educational program in general (final assessment and control)).

Profile of the educational program is a brief description of its main purpose, which contains substantial information about the program (knowledge area, level of the program, program learning outcomes, features of the educational environment, as well as key types of learning, teaching and assessment). Information about the program profile is provided in the annex to this document on higher education.

Semester graded test (test with a grade) is a type of semester control that is planned if the exam is absent and provides a possibility to unambiguously determine the level of achievement of learning outcomes by students for the separate educational component based on the results of accomplished individual tasks.

Semester exam is a form of final control of student's learning outcomes in a separate educational component (generally in the academic discipline) per semester, which is conducted as a control activity in the terms stipulated by the schedule of the educational process.

Semester test is a type of semester control that is planned if the exam is absent and provides a possibility to unambiguously determine the level of achievement of learning outcomes by students for the separate educational component based on the results of current control within a semester.

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Semester control of student’s learning outcomes is the assessment of the level of achievement of learning outcomes by students in the educational component, generally per semester. Semester control is conducted in accordance with the curriculum in the form of test (graded test) or exam in the terms stipulated by the schedule of the educational process.

Specialized (professional, subject) competencies are competencies relevant to a specific subject area, which are crucial for successful professional activities in a particular specialty at a certain level of NQF.

Higher education standard is a set of requirements for educational programs of higher education, which are common for all educational programs within a certain level of higher education and specialty.

Structural and logical scheme of the educational program is a scientific and methodical substantiation of the process of educational program implementation, which defines the logical sequence of learning its components.

Transfer of credits is the university’s recognition of the learning capacity and outcomes of students (re-crediting) at the other higher education institution or credits stipulated during study in other educational programs, or the capacity and outcomes of non-formal and informal education.

Consistency of learning outcomes within an educational program is the compliance and consistency of the following interrelations in the educational program:

- program learning outcomes with the National Qualifications Framework;
- program learning outcomes with the higher education standards;
- learning outcomes of educational components with program learning outcomes;
- learning and teaching methods with appropriate learning outcomes;
- assessment methods with program learning outcomes and learning outcomes of educational components.

Elective discipline is an academic discipline that is not included in the curriculum of the educational program, is optional to study, but can be learned to expand student’s worldview, explore new knowledge areas, carry out scientific research and unlock the creative potential.

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ANNEX 2

LIST OF ABBREVIATIONS

NQF – National Qualifications Framework

ECTS – European Credit Transfer and Accumulation System.

HEI – higher education institution.

AD – academic discipline.

EMCD – educational and methodical complex of the discipline.

AS – academic staff.

EP – educational program.

EPP – educational and professional program.

WP AD – working program of the academic discipline.

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ANNEX 3

PROCEDURE FOR TRANSFERRING STUDENTS TO AN INDIVIDUAL TRAINING SCHEDULE

1. *Individual training schedule* is a formalized document stipulating the procedure for organizing individual training of students in disciplines of the curriculum and terms of control of the success of discipline learning within an academic semester, including in other terms than provided by the general schedule of the educational process of the University.

1.1. The individual schedule is available to Bachelor’s and Master’s full-time students who have no academic debt and:

- combine training with work and their work schedule coincides with the schedule of the educational process (transfer to an individual schedule is carried out in case of the availability of a certificate from the job or a copy of the employment agreement);
- have to care for a child under the age of three, a child or other family member with special needs (transfer to an individual schedule is carried out in case of the availability of a copy of the child’s birth certificate or standard medical certificate);
- prepare for and take part in competitions of national and international levels, if the schedule of preparation and competitions coincides with the general schedule of the educational process.

1.2. The individual training schedule can also be adopted for students with special educational needs (transfer to an individual schedule is carried out in case of the availability of a standard medical certificate);

2. The individual schedule can be drawn up for a term of no more than one semester. In case of successful completion and in case of appropriate grounds, it can be extended for the next term. The individual schedule is not adopted in the semester where there is no theoretical training.

3. To formalize the individual training schedule, students submit an application, specifying the reason for their transfer to an individual training schedule and adding the necessary documents, to the director of the corresponding education and research institute.

4. Within a week after the approval of the application, students draw up a schedule according to the appropriate sample (attached) and agree it with each lecturer teaching disciplines in the current semester. The original schedule is stored in the Director’s office, a copy is provided to students for practical implementation.

5. Transfer to the individual training schedule is carried out by Rector’s order. Students are responsible for the performance of the individual training schedule on time.

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6. The individual training schedule provides students with the possibility of free (optional) attendance of classroom activities, independent work on the material of academic disciplines, performance of all kinds of obligatory works and reporting on their results to the lecturers in the terms set by the schedule.

7. Assessment of the results of student's academic work is carried out based on the requirements for monitoring and assessment of academic disciplines. In this case, the terms of the current control and assessment are determined by the individual training schedule. The term of the final semester control and assessment shall coincide with the main schedule of the educational process in this year. In individual, motivated cases, an individual schedule of final semester activities can be established. In this case, students retain the right to receive a scholarship until the end of the term of the final control if they receive a scholarship by the time of preparation of the individual schedule.

8. Teaching consultations of students with the individual training schedule are carried out according to the semester schedule of departmental teaching consultations or using the capabilities of the distance learning system, or by other means (electronic personal account, e-mail, etc.). The form of communication is agreed upon by students separately with each lecturer when drawing up the individual training schedule. Besides, additional time for consultations is not provided.

9. If the deadlines specified in the individual schedule are violated or in case of termination of the grounds stipulated in paragraphs 2.1-2.2, the administration can initiate termination of the order providing students with the right to study in the individual schedule upon appropriate memos from lecturers. Termination of the individual training schedule is also possible upon the personal application of students. Termination of the individual training schedule shall be formalized by a separate order on amendments to the corresponding order on transfer to the individual training schedule.

Annex to the order on transfer to an individual training schedule dd. _____ No. _____

INDIVIDUAL TRAINING SCHEDULE

_____, group: _____
 (student's full name) (group abbreviation, ERI)

The individual schedule is valid from _____, 20____, till _____, 20____

Months		September					October					November					December					January					Lecturer's full name and signature	
Weeks		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22					
Academic disciplines of the current semester	Total amount of hours	Types of student's academic load according to different forms of educational works and types of classes (lecture – Lec; laboratory work – Lab; practical class – PC; seminar – Sem; individual consulting work – Ind., practical training – PT; current control – CC; test – T; exam – Ex) and dates of control activities																										
Ethics and psychology of business communication	90					29/09 PC					27/10 PC					24/11 PC					22/12 2 PC					19/01 Ex		
...	...																											

Informed _____, 20____
 (student's signature)

LIST
of documents of education and research institutes on educational and scientific activities

1. Laws of Ukraine, Resolutions and Decisions of the Verkhovna Rada of Ukraine, Decrees, Orders of the President of Ukraine, Resolutions and Orders of the Cabinet of Ministers of Ukraine, orders, instructional letters of the Ministry of Education and Science of Ukraine, decisions of the board of the Ministry of Education and Science, other regulatory legal documents on activities of higher education institutions.
2. Rector's orders, orders of the University administration.
3. Approvals of the University Academic Council, ERI's Academic Council.
4. Orders of the ERI administration.

Organizational work

1. Work plans of ERI.
2. Work plans of ERI's Academic Council.
3. Protocols of meetings of ERI's Academic Council.
4. Annual reports of ERI.
5. Activities of ERI.
6. Information on ratings of lecturers' activities at ERI.
7. Information on ratings of students.

Educational and methodical work

1. Information packages of ECTS, training areas.
2. State higher education standards.
3. Educational programs.
4. Curricula.
5. Working curricula.
6. Schedules of the educational process.
7. Schedules of classes, modular and final controls.
8. Orders on the composition of examination committees (EC) for the final assessment.
9. Reports of the heads of EC.
10. Practical training materials: programs, orders, reports, agreements on practical training, referrals to practical training, information on the results of practical training.
11. Reports on the results of the final assessment of graduates, examination sessions.

Research activities

1. Plan of ERI's research activities.
2. Plan of advanced training of lecturers.
3. Information on scientific work of students (work plans of problem groups, preparation of work for the contest, competitions, scientific conferences).

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4. Reports and information on scientific activities.

Educational activities

1. Plan of ERI's educational work
2. Reports and information on ERI's educational work

Work with students

1. Individual curricula of students, credit books.
2. Information on the student population.
3. Personnel of academic groups.
4. Log of the results of tests and exams.
5. Log of the registration of credit and examination records and credit and examination sheets.
6. Credit and examination records, credit and examination sheets.
7. Extracts from the credit and examination records, a summary sheet for EC.
8. Logs of work of academic groups.
9. Forms of statistical reporting.
10. Log of issued educational documents.
11. Student databases to order student ID cards, diplomas, etc.
12. Graduate relations materials.
13. Materials on career guidance work.
14. Class schedules for all modes of study and final control.

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ANNEX 4.1.

LIST of departmental documents

Organizational work

1. Work plans of the department.
2. Protocols of department meetings.
3. Lecturers' reports on the fulfillment of individual work plans.
4. Schedule of control of students' independent work.
5. Materials of lecturer ratings at the department.
6. Reports of the department.

Educational and methodical work

1. Teaching load of the academic staff.
2. Teaching load cards.
3. Individual plans of the academic staff.
4. Semester reports on the teaching load of the academic staff.
5. Reports of chairs of EC.
6. Practical training materials: programs, orders, reports, agreements on practical training, referrals to practical training, information on the results of practical training.
7. Working programs of obligatory discipline courses of the department.
8. Methodical elaborations.
9. Mutual attendance of classes at the department (schedule and log). Schedule of public classes.
10. Topics of term papers, diploma and Master's theses.
11. Schedules of advanced training of the academic staff.

Research activities

1. Plan of lecturers' advanced training, supporting documents (reports, certificates, copies of diplomas).
2. Information on scientific work of students (work plans of problem groups, preparation of works for the contest, competitions, scientific conferences, etc.).
3. Reports, information on scientific work.

Educational work

1. Plans of educational work for the academic year.
2. Reports, information on educational activities of the department.