



INTERNATIONAL EUROPEAN UNIVERSITY

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BECAME EFFECTIVE
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REGULATIONS ON EDUCATIONAL AND METHODOLOGICAL SUPPORT OF ACADEMIC DISCIPLINES (as amended)

Kyiv – 2022

<i>Regulations on Educational and Methodical Support of Academic Disciplines</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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1. GENERAL PROVISIONS

1.1. Regulations on Educational and Methodical Support of Academic Disciplines (hereinafter referred to as the Regulations) at International European University (hereinafter referred to as the University) are developed in accordance with the Laws of Ukraine “On Education”, “On Higher Education”, the Resolution of the Cabinet of Ministers of Ukraine “About approval of Licensed conditions of implementation of educational activities” No. 1187 dd. December 30, 2015, and the Recommendations on educational and methodical support of academic disciplines at higher education institutions stipulated in the letter of the Ministry of Education and Science of Ukraine No. 1/9-434 dd. July 9, 2018, relying on the principles of the European Credit Transfer and Accumulation System, Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

1.2. The Regulations define the key documents and forms of educational and methodical support of academic disciplines, regulate its development, content, storage and availability to students, copyright and protection of intellectual property rights for solutions created by the IEU teaching staff.

2. KEY DOCUMENTS AND FORMS OF EDUCATIONAL AND METHODICAL SUPPORT OF ACADEMIC DISCIPLINES

2.1. Documents of educational and methodical support of the academic discipline include:

- working programs and syllabuses of academic disciplines.
- educational and methodical complexes of disciplines.

2.2. *Working program of the academic discipline* (hereinafter referred to as WP AD) is the key document of educational and methodical support of the academic discipline, the requirements to the content of which are stipulated in p. 38 of the Licensed conditions of implementation of educational activities.

2.2.1. *Syllabus of the academic discipline* is a component of WP AD. It is a document containing basic important information about the academic discipline and is subject to publication on the University website (websites of Institutes). The main goal of the syllabus is to inform students about objectives, content, learning outcomes, teaching, learning and assessment methods of a particular academic discipline.

2.2.2. *Program of the academic discipline* stipulated by paragraph 12, part 3, Article 34 and part 7, Article 35 of the Law of Ukraine “On Higher Education” is also one of the components of the working program.

2.3. *Educational and methodical complex of the discipline (EMCD)* is a set of materials for a particular academic discipline presented in paper and/or electronic forms, arranged in compliance with the principles of academic integrity, required to provide

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students with learning outcomes specified in the educational program of the discipline.

2.3.1. The composition and requirements for EMCD is determined by the Department and the group providing the educational program. The content of EMCD should be sufficient to meet the requirements in accordance with the Higher Education Standard.

2.3.2. EMCD can include the following: textbooks, guides, lecture notes, methodical guidelines for studying the discipline; methodical guidelines for practical, seminar and laboratory classes; methodical guidelines for organizing independent work and performing individual tasks; national and foreign periodical publications of the corresponding or related profile, particular in electronic access; control tasks and evaluation criteria (current, module, semester); tasks for individual work of students (test works, terms papers (projects), etc.), current control tests; qualification tasks; examination materials.

2.3.3. Requirements for the development of WP AD are mandatory for all specialties at the University, the exception can be WP AD of medical specialties that can have additional requirements.

2.3.4. WP AD is drawn up one for all modes of study, specifying the academic load of students separately for each mode.

2.3.5. If necessary, WP AD can be adapted to provide the educational process of persons with special educational needs, including distance learning.

2.3.6. For disciplines taught in Ukrainian, WP AD is drawn up in Ukrainian, the syllabus in Ukrainian and English. For disciplines taught in foreign languages, WP AD is drawn up in Ukrainian and the language of instruction, the syllabus of the discipline in Ukrainian, English and the language of instruction.

3. REQUIREMENTS FOR THE STRUCTURE OF THE WORKING PROGRAM AND SYLLABUS OF THE ACADEMIC DISCIPLINE

3.1. The working program of the academic discipline is a regulatory document developed by the academic staff teaching the discipline.

3.1.1. The working program of the academic discipline generally consists of the following components:

- title page;
- data on developers, review and approval;
- program of the academic discipline.

3.2. The syllabus, as a summary of the content of the academic discipline, should be brief and clear to students, so its structure shall answer the student's questions about the academic discipline as much as possible and reflect the necessary components and their interaction.

3.2.1. The syllabus structure consists of the following elements:

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General information containing the following data:

- full official name of the higher education institution.
- full name of the structural unit.
- full name of the academic discipline.
- lecturer's full name.
- lecturer's profile.
- consultations: on-campus consultations, online consultations.
- lecturer's contact details: phone number; e-mail.
- discipline page (hyperlink).
- form of final control.
- brief discipline annotation
- background for studying discipline.
- goal and objectives of the discipline.
- learning outcomes.
- ECTS credits.
- discipline structure and content.
- list of obligatory and selective tasks.
- teaching and learning methods.
- discipline features.
- assessment system and requirements.
- admission to final control.
- discipline policy.
- policy of absence and late task performance.
- academic integrity policy.
- recommended sources of information.
- tips on successful study during the course.

3.3. Working programs of academic disciplines shall be updated annually, taking into account the results of monitoring and periodic review of educational programs and, in particular, requests and comments received from students and other stakeholders, etc.

3.4. An integral part in the working program of the academic discipline is a letter of update.

4. REQUIREMENTS FOR THE CONTENT AND DESIGN OF THE WORKING PROGRAM AND SYLLABUS OF THE ACADEMIC DISCIPLINE

4.1. The working program of the academic discipline is drawn up according to the form given in Annex 1. The *Title page* contains the following in tabular form: level of higher education (for WP of the first (Bachelor) and second (Master) level of higher education); code and name of the specialty(s) in accordance with the Resolution of the Cabinet of Ministers of Ukraine "On adoption of the list of knowledge areas and

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specialties for training students” No. 266 dd. April 29, 2015; name of the educational program or specifying that the discipline is taught for all educational programs of the given specialties.

Example:

Level of higher education:	First (Bachelor) level
Specialty:	073 Management, 075 Marketing
Educational program	for all educational programs of the given specialties

4.2. The section ‘*Data on developers, review and approval of the working program of the academic discipline*’ provides data on authors of the program, its reviewers, approval and adoption:

- data on the approval and adoption of the program at the meeting of the Department responsible for teaching the academic discipline.

This section also provides data on the review of WP of the academic discipline.

4.3. Structural elements of the syllabus:

The section ‘*General information about the academic discipline*’ specifies:

Full official name of the higher education institution. Specifying: *International European University*. In case of double or joint degree programs, one shall additionally provide full official names of all higher education institutions teaching the discipline, specifying the coordinating institution and countries where the institutions are located.

Full name of the structural unit: one shall specify the name of the Education and Research Institute and the Department training students in this academic discipline without abbreviation.

Full name of the academic discipline: is specified without abbreviations in accordance with the curriculum.

Example: Statistics.

- Lecturer: one shall specify the *Full name* of the lecturer teaching in the current academic year with a reference to the lecturer’s profile on the website of the Education and Research Institute.

- Days and hours of consultations (on-campus and online)

Example: Consultations:

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- on-campus consultations – Tuesday 11 a.m. – 1 p.m.
- online consultations – Third Wednesday of the month 4 p.m. – 5 p.m.
- Lecturer’s contact number in the format: +380 -- --- -- --
- Corporate e-mail address in the format: @ieu.edu.ua
- Form of final control: one shall specify one of the forms of final control (test, graded test, exam)

Example: Exam

Brief discipline annotation describes the subject matter and object of study, specifying areas of practical application of program competencies.

Background for studying discipline: if applicable, one shall provide a list of disciplines to be studied previously and/or a list of previously acquired learning outcomes. Otherwise, specify that there are no prerequisites. When formulating this point for obligatory educational components, one shall rely on the structural and logical scheme of the educational program.

Example: Students shall acquire theoretical knowledge and practical skills in the following academic disciplines:

- *Higher and applied mathematics;*
- *Economic theory;*

Goal and objectives of the discipline: for compulsory disciplines, one shall briefly specify their place in the educational program in relation to its general goals and objectives. For elective disciplines, one shall give a brief explanation of opportunities and benefits of studying the discipline. The goal of the academic discipline should be formed taking into account the following requirements:

- 1) the formulation should be aimed at students rather than at lecturers;
- 2) the definition, in concise form, of the key outcomes of mastering this discipline. The goal should be unified, global and specific;
- 3) it is not allowed to use words in the formulation indicating a specific learning outcome. They include: have an idea, introduce, know, be able to, possess, have skills and derived from them;
- 4) the text describing objectives of the academic discipline shall not exceed 300 characters.

Example: The goal of the academic discipline is to provide students with modern constructive thinking and a system of special knowledge of organizing statistical observations, using statistical analysis methods and predicting social and economic phenomena and processes.

Learning outcomes of the discipline: one shall provide a list of program outcomes to

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be achieved while studying the academic discipline using the numbering of program outcomes defined in the educational program. The number of learning outcomes defined for the discipline of 5 credits, as a rule, shall be 3-5. For disciplines of more credits, the total number of expected learning outcomes shall not exceed 8. When forming this section, one shall rely on section 5 of the description of the educational program: Matrix of providing program learning outcomes with obligatory components of the educational program.

This subsection is not filled out for elective disciplines.

Example: PLO 6. To define skills in finding, collecting and analyzing information, calculating criteria for grounding managerial decisions.

ECTS credits: one shall specify the volume of the discipline in ECTS credits and its allocation in hours by forms of organization of the educational process and types of classes (according to Art. 50 of the Law of Ukraine “On Higher Education”).

Example: The volume of the academic discipline is 3 ECTS credits, 90 hours, including 32 hours of contact work with the lecturer (16 hours of lectures, 16 hours of practical work), 58 hours of independent work.

The structure and content of the discipline: the content of the discipline is presented in tabular form according to the educational program with the allocation of hours by topics and types of classes. Besides, one offers the Program of the academic discipline as an informative characteristic of the discipline by topics with the definition of key issues to be studied.

Example: Topic 1: Stochastic situations and their mathematical models in financial mathematics.

Introduction. Mathematical models in financial and insurance mathematics. A claim as a random variable and its characteristics. Distribution of the sum of independent claims. Conditional distributions, density. Conditional mathematical expectation.

List of obligatory tasks: one shall define the list of course tasks required to provide students with learning outcomes stipulated by the educational and working program of the academic discipline. List of selective tasks: one shall offer the list of course tasks carried out by the independent choice of students.

Teaching and learning methods: one shall characterize learning and teaching methods chosen for the discipline, which shall necessarily be related to the planned learning outcomes. If learning outcomes are based on knowledge, one can select basic traditional teaching methods, such as visualization lectures, problem-based lectures, seminars. If learning outcomes focus on skills and abilities, one shall select methods allowing students to develop them, e.g., practical demonstrations.

The development of this subsection shall take into account not only teaching methods used in the classroom but also methods used to facilitate and support students’ learning during independent work.

Discipline features: one shall specifies the period of teaching, year of study and

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semester, as well as the course of training according to the working curriculum.

Assessment system and requirements: one shall specify the assessment criteria used to determine student achievements in this academic discipline. The criterion for the successful completion of the assessment by students can be the achievement of minimum grade levels for each planned learning outcome of the academic discipline. The minimum grade level is defined using qualitative criteria and transformed into a minimum positive grade of the numerical scale.

The University generally uses the 100-point assessment scale (except for medical specialties) while carrying out control activities. The syllabus stipulates the scale used while studying the discipline and/or references to the regulatory document regulating its application.

Admission to final control. When describing this section, one shall specify the minimum grade level (number of points) allowing students to obtain an overall positive grade for the discipline and clear conditions for admission to the final control. If some learning outcomes of the discipline cannot be verified at the exam, this section shall stipulate additional requirements.

Example: Students are not allowed to take the exam if they do not complete 80% of the laboratory work in the discipline and if they receive the fail grade for at least one of the control activities. To receive an overall positive grade in the discipline, the grade for the exam shall be at least 25 points.

Discipline policy: one shall define the system of requirements imposed by the lecturer to students while studying a particular discipline (including the academic integrity policy). The requirements can relate to class attendance (no absences, late coming, rules for crediting missed classes, etc.); rules of conduct during classes (active participation, performance of the required minimum of academic work, etc.); rewards and penalties (for which points can be awarded or deducted, etc.).

Policy of absence and late task performance. One shall determine the possibilities for students to pass the current control later than the specified terms in case of valid reasons for missing classes. Besides, one shall define the algorithm for liquidating academic failure in case of missing classes without valid reasons.

Academic integrity policy: participants in the educational process are informed of the principles of academic integrity observed at the University with reference to the Code of Corporate Ethics and Academic Integrity.

Students shall have access to recommended literature and other sources of information, in particular:

- at the University library;
- on electronic resources in the Google Class learning environment;
- on external electronic resources specified in the working program, which provide free access to information.

The list is structured by distinguishing the following components:

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- primary literature (textbooks, methodical guides, monographs) covering the main content of the academic discipline or its individual components in the amount of less than 5 sources;
- additional literature in the amount of less than 10 sources;
- information resources on the Internet.

The list of primary literature should include literature not older than 5 years, the list of additional literature – not older than 10 years. It is obligatory to include information sources in English (except for disciplines providing language competencies).

Information resources on the Internet include the list of names (and links) to recommended websites, software, videos, and other electronic resources to support the students' learning of the academic discipline.

5. REQUIREMENTS FOR THE INTRODUCTION AND PUBLICATION OF WORKING PROGRAMS OF ACADEMIC DISCIPLINES

5.1 WP AD is developed as a separate document in paper and electronic forms and is stored in paper form at the Department teaching the discipline. WP AD in English is prepared in accordance with the template given in Annex 1.

5.2 To ensure the quality of educational activities, each working program is reviewed involving stakeholders, scientific or academic staff, experts in appropriate specialties.

5.3 The working program of the academic discipline is considered at the meeting of the Department, agreed with the guarantor and the Head of the Department teaching the discipline, approved at the meeting of the Academic Council of the Education and Research Institute and submitted for adoption to the Scientific and Methodical Council, and then to the Academic Council.

5.4 Adoption of the working program of the academic discipline is carried out before the beginning of the semester where it will be taught according to the curriculum.

5.5 After final adoption, the working program of the academic discipline is given to the repository of the academic library and is published on the Department page of the University's official website.

Working programs of academic disciplines (in the suggested format) are not the objects of copyright and intellectual property arising from Art. 8 of the Law of Ukraine "On Copyright and Related Rights".

Other components of the educational and methodical support of the academic discipline can be copyrighted if they are works in science, literature and/or art specified in Art. 8 of the Law of Ukraine "On Copyright and Related Rights".

5.6 Syllabuses of academic disciplines shall also be published on the University's website. The syllabus of the elective discipline shall be available to students at the time of their selection of disciplines for the next academic semester.

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6. FINAL PROVISIONS

6.1. These Regulations become effective after their approval by the University Academic Council and come into force by Rector's order.

6.2. Amendments and/or additions to the Regulations are approved by the decision of the University Academic Council and put into effect by Rector's order.

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Annex 1

INTERNATIONAL EUROPEAN UNIVERSITY

Education and Research Institute “ _____ ”
Department of _____

Approved by
the Scientific and Methodical Council of the University,
protocol dd. _____ No. _____
Chair of SMC _____ Full name

WORKING PROGRAM OF THE ACADEMIC DISCIPLINE:

(name of the discipline)

for training students of the first (Bachelor) level of higher education / second (Master) level of higher education

(full-time and/or part-time mode of study)

Knowledge area: _____

Specialty: _____

Educational program: _____

Discipline status: _____ compulsory/elective _____

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Kyiv – 2022

The working program of the _____ academic discipline is based on the educational and professional program: _____ for the first (Bachelor) level / second (Master) level, specialty: _____, approved by the University Academic Council on _____, _____, protocol No. _____, dd. _____, _____, protocol No. _____.

Developer (s): _____ full name, academic degree, academic title, position

Reviewers: _____ full name, academic degree, academic title, position
 _____ full name, academic degree, academic title, position

Guarantor of the educational program: _____ full name, academic degree, academic title, position

The working program of the academic discipline is considered and approved by the Department of _____, protocol dd. _____, 202____, No. _____

Head of the Department _____ full name, academic degree, academic title, position

Considered and approved by the Academic Council of the Education and Research Institute “_____”, protocol dd. _____, 202____, No. _____

Chair of the Academic Council
 ERI _____ full name, academic degree, academic title, position

 signature

Registration No. _____