



INTERNATIONAL EUROPEAN UNIVERSITY

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REGULATIONS ON THE EXERCISE OF THE RIGHT OF STUDENTS TO ESTABLISH AN INDIVIDUAL EDUCATIONAL TRAJECTORY AT INTERNATIONAL EUROPEAN UNIVERSITY (as amended)

<i>Regulations on the Exercise of the Right of Students to Establish an Individual Educational Trajectory at International European University</i>	<i>REGULATIONS</i>
	<i>Quality management system ISO 9001:2015</i>

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1. GENERAL PROVISIONS

1.1. Regulations on the Exercise of the Right of Students to Establish an Individual Educational Trajectory (hereinafter referred to as the Regulations) at the PHEI “International European University” (hereinafter referred to as the University) ensure organizational principles of exercising the right of students to the free choice of academic disciplines, define the procedure for establishing an individual educational trajectory according to the requirements of the current legislation in education, statutory and regulatory acts of the University in order to ensure the quality, student-centeredness and competitiveness of higher education.

1.2. The goal of establishing the student’s individual educational trajectory is to meet educational and qualifying needs of students, enhance their competitive ability and demand on the labor market, encourage academic mobility and personal educational interests.

1.3. The right of students to establish the individual educational trajectory at the University is executed by student’s active participation in drawing up an annual individual plan via the free choice of academic disciplines recognized in the formal education system in the procedure stipulated by the current legislation and these Regulations, as well as via informal education as a component of personal and professional development of participants in the educational process, which are regulated by the Regulations on Informal Education at the University.

2. ELECTIVE EDUCATIONAL COMPONENTS

2.1. The plan of the educational process includes obligatory general and professional academic disciplines that develop competencies and elective academic disciplines that meet educational interests of students and are relevant. The amount of academic disciplines within a corresponding educational program is at least 25% of the total amount of ECTS credits: the Bachelor’s degree program – at least 60 ECTS credits, the Master’s degree program – at least 23 ECTS credits (at the total capacity of the educational program of 90 credits). Students of a certain level of higher education have the right to choose academic disciplines offered for other

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level of higher education in coordination with the Director of the Education and Research Institute (ERI) or the Department.

2.2. Elective academic disciplines are presented in the plan of the educational process of the corresponding educational program as a list specifying the amount of credits, the semester where it is studied and the form of final control.

2.3. When selecting academic disciplines, students shall take into account the stipulated total ECTS credits, amounting to 30 credits per semester and 60 credits per academic year.

2.4. Students are offered to exercise their choice by:

- selecting general disciplines from the university catalog;
- selecting professional disciplines within the catalog of the educational program;
- selecting disciplines out of the partner university's catalog given their own needs and interests concerning future professional activities.

2.5. Elective academic disciplines can be taught by students both at International European University and at other higher education institutions (including foreign ones) according to the Regulations on the Procedure for Exercising the Right to Academic Mobility by Participants in the Educational Process, as well as during non-formal and informal education.

3. PROCEDURE FOR DRAWING UP A CATALOG OF ELECTIVE DISCIPLINES

The catalog of elective educational components at the stage of annual updating and review of the educational program is drawn up according to the following stages:

1st Stage. The Department of Education Quality Assurance carries out a questionnaire survey of students and generalization of information on their satisfaction with the available choice of educational components and collection of suggestions on the introduction of new educational components until February 1.

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2nd Stage. Stakeholders and the academic staff of the University submit suggestions to the guarantor of the educational program regarding the introduction of new or improvement of the content of existing elective educational components of the course until February 1.

3rd Stage. The guarantor of the educational program with the working group analyzes the submitted suggestions and accompanying documents until March 1:

- substantiation of the expediency of teaching the educational component of a particular educational program;

- working program of the academic discipline;

- compliance of the staffing of the educational component with the licensed conditions;

- methodical materials required for the study of elective disciplines;

- abstracts and syllabuses of the academic discipline (to publish them on the University website (Annex 1)).

4th Stage. The generalized information on updating elective disciplines for the next academic year is discussed at the Department, and one makes a decision to recommend to the Academic Council of the ERI to include the offered disciplines in the catalog of elective disciplines until April 1.

5th Stage. Annual drawing up of the catalog of elective disciplines is carried out by the Education and Research Department of the Organization of the Educational Process.

6th Stage. The catalog of elective disciplines is approved by the Scientific and Methodical Council of the University and published on the University website until May 1.

The catalog of elective disciplines, including professional disciplines within the educational program, is drawn up by the working (project) group at the stage of

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development or review (update) of the educational program, taking into account the suggestions of stakeholders, students and scientific and academic staff of Graduate Departments in accordance with the Regulations on the Introduction, Approval, Monitoring and Termination of Educational Programs at International European University.

4. PROCEDURE FOR SELECTING ELECTIVE EDUCATIONAL COMPONENTS BY STUDENTS

4.1. The choice of educational components of the curriculum in the educational program is carried out when developing the student's individual curriculum in accordance with the procedure stipulated in the Regulations on the Individual Curriculum of Students.

4.2. The term of the procedure for selecting academic disciplines by students is determined by the need for prompt planning and organization of the educational process (formation of the student population in groups and batches to plan the teaching load of the academic staff) and its methodical and personnel support.

4.3. Activities related to organizing the choice of academic disciplines by students are carried out in the academic semester preceding the semester where it is planned to study.

4.4. Master's students study elective disciplines from the second semester of the first year, so the process of selecting academic disciplines is organized during the first month of study (the first session – for the part-time mode).

4.5. The procedure for selecting academic disciplines by students consists of four stages:

— 1st Stage. The Head of the Department introduces the list of elective academic disciplines, the procedure and terms of selection out of catalogs of elective academic disciplines to students.

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– 2nd Stage. The student’s choice of academic disciplines out of the catalog for the next academic year or semester is recorded by the student’s application in paper or online form (Annex 2) to the Director of ERI. All academic disciplines selected by the student included in the student’s individual curriculum become compulsory for studying and fulfillment of the individual curriculum.

– 3rd Stage. Processing of student’s applications by the administration of ERI, verification of the student population and preliminary formation of groups for studying elective disciplines out of the catalog. According to the results of this stage, students whose choice cannot be satisfied for reasons specified in the Regulations on the Individual Curriculum of Students are offered to make a choice from the adjusted list. The duration of the stage does not exceed one week.

– 4th Stage. Final processing of the results of students’ selection of disciplines in the adjusted list (course catalog) by the Education and Research Department of the Organization of the Educational Process, making decisions on students who did not exercise the right, the formation of groups and batches. The duration of the stage does not exceed two weeks.

4.6. The choice of elective academic disciplines by students is obligatory. Student’s refusal to fulfill the individual plan formed in this way results in the academic debt.

4.7. If students fail to exercise the right to select disciplines without a valid reason, the supervisor of academic groups defines appropriate positions, taking into account the formed batches and groups.

4.8. Students can change their choice for objective reasons after the formed batches and groups only with the written permission of the Director of ERI. It is not allowed to change the elective academic disciplines after the beginning of the academic semester where they are taught.

4.9. In case of readmission, transfer, admission to classes after the completion of the academic leave, it is possible to re-credit elective disciplines due to actually studied disciplines that do not duplicate the content of compulsory disciplines (from the elective selection course) in the chosen educational program.

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5. FINAL PROVISIONS

5.1. The Regulations shall be approved by the decision of the University Academic Council on the submission of the Scientific and Methodical Council of the University and adopted by the Order of the University Rector, as well as shall become effective from the date of its approval.

5.2. The Regulations shall be published on the University website.

5.3. Heads of structural units, academic staff and students of the University have the right to make suggestions on amendments and additions to the approved Regulations.

5.4. Applications are submitted to the Head of the Department of Education Quality Assurance who, after the thorough study of the latter, submits them to the Scientific and Methodical Council of the University. The received suggestions are analyzed, structured and submitted to the University Academic Council for consideration. After their approval by the University Academic Council, a new version of the Regulations is approved by the Order of the University Rector.

5.5. When the new edition of the Regulations comes into effect, the previous one shall become invalid and shall be transferred to the archive for storage.

Annex 1

Annotation
of the academic discipline:

Corporate strategies

Department of _____

Lecturer: _____
(Full name)

Semester: 2

Academic degree: Master

Amount of ECTS credits: 3

Form of control: Test

Class hours: 32 (16 hours of lectures, 16 hours of practical classes)

The *goal* of the Corporate strategies discipline is to provide students with the system of theoretical knowledge and practical skills in using the methodology and methodical tools of enterprise strategy development in changing conditions of the market environment.

Key objectives of the Corporate strategies discipline:

- theoretical training of students and development of their skills in the search for efficient corporate strategies,
- to carry out a critical analysis of modern Ukrainian and foreign concepts of the enterprise and its corporate strategies;
- understanding of the need to develop strategic thinking among Ukrainian specialists;
- substantiation of the need to develop strategic plans, projects and programs as tools for implementing enterprise strategies;
- analysis of the particularities of functioning of individual subsystems of the

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enterprise in the strategic mode;

- students' learning of the main approaches to the restructuring of the organizational and economic mechanism of functioning of enterprises, including organizational, financial and economic, social and psychological, information and analytical support of the implementation of strategic plans, projects and programs for the development of corporate strategies.

SAMPLE

Application for inclusion of elective disciplines in the student's individual plan

To the Director of ERI _____ / Head of the
Department of Postgraduate and Doctoral
Studies

Student of the _____ year, group: _____
Specialty: _____

APPLICATION

Please include the following elective disciplines in my individual curriculum for
the 202__ /202__ academic year:

1. _____
2. _____
3. _____
4. _____

_____ (date)

_____ (signature)

Approved by:

Head of the Graduate Department: _____

(signature)

(Full name)