

**PJSC “Higher Educational Institution
“INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT”**



*SYLLABUS
of the academic discipline*

ACADEMIC STUDIES

Level of higher education:	first (bachelor's) level
Field of knowledge:	D Business, Administration and Law
Specialty:	D3 Management
Study program:	Management

General information about the academic discipline

Name of the academic discipline	Academic studies
Code and name of the specialty	D3 Management
Level of higher education	First (bachelor's) level
Discipline status	Compulsory
Number of credits and hours	3 credits/90 hours Lectures: 14 hours Seminars/practical classes: 20 hours Students' independent work: 56 hours
Terms of study of the discipline	1 semester
Language of instruction	Ukrainian
Final control type	Pass/fail (credit)

General information about the instructor. Contact information.

Full name of the instructor	Olena Bairamova
Academic degree	PhD in Philosophical Sciences
Position	Associate Professor of the Department of Social and Scientific Disciplines
Areas of scientific research	Philosophical reflection of 21st-century educational paradigms, particularly the formation of professional competencies and the integration of "soft skills," as well as cultural and anthropological aspects of national identity in the context of digitalization and globalization
Links to the registers of identifiers for scientists	Google Scholar: https://ua.h-index.com/uk/author/adMYwMgAAAAJ ORCID: https://orcid.org/0000-0002-2836-7037
Contact information	
E-mail:	menedzmentuk@gmail.com
Department phone	+380677445957
Instructor's portfolio on the website	https://izmail.maup.com.ua/assets/files/bajramova-portfolio-a.pdf

Discipline's description.

The Laws of Ukraine “On Education” and “On Higher Education” define the basic principles of the functioning of the domestic education system and modern directions of development of the educational sector. The renewal and development of education is linked to the improvement of its quality, which in turn determines the quality of life of the individual and society. The course “Academic studies” is aimed at helping students of higher education to adapt to the peculiarities of the organization of educational activities in a higher institution, to become an active participant in the educational process.

The subject of the discipline is the phenomenon of academicism, in particular, in the educational process of higher educational institutions, the role and significance of higher education for a person, as well as the specifics of various forms of education. It addresses issues of academic integrity, scientific research, scientific communication and academic writing.

The aim of the discipline is to acquaint higher education students with the peculiarities of the organization of the educational process in a higher education institution, the basic principles of student life, the rights and obligations of a higher education student, the peculiarities of student activity, and the value system of a modern higher education student.

The objectives of the discipline:

1. Familiarization of higher education applicants with the peculiarities of university education and the basics of academic culture;
2. Formation of general competences and the ability to work in an academic environment;
3. Promotion of personal and professional development of a higher education applicant.

Prerequisites for the discipline:

The discipline “Academic Studies” has no formal prerequisites.

Post-requisites for the discipline:

“Academic studies” include the knowledge and skills that a student must acquire after successfully completing the study of this discipline, in particular, in terms of academic integrity, academic writing and the ability to work with scientific texts.

Program competences

General competences	GC1. Ability to exercise one's rights and responsibilities as a member of society; understand the values of a civil (democratic) society and the need for its sustainable development, the rule of law, and human and civil rights and freedoms in Ukraine.
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	<p>GC2. Ability to preserve and enhance moral, cultural, and scientific values and contribute to the achievements of society based on an understanding of the history and regularities of development in the field, its place within the general system of knowledge about nature and society, and its role in the development of society, technology, and innovation; ability to use various types and forms of physical activity for active recreation and maintaining a healthy lifestyle.</p> <p>GC4. Ability to apply knowledge in practical situations.</p> <p>GC5. Knowledge and understanding of the subject area and professional activity.</p> <p>GC10. Ability to conduct research at the appropriate level.</p> <p>GC11. Ability to adapt and act in new situations.</p>
Intended learning outcomes	<p>ILO1. Know one's rights and responsibilities as a member of society; understand the values of civil society, the rule of law, and human and civil rights and freedoms in Ukraine.</p> <p>ILO13. Communicate effectively in oral and written form in the state and foreign languages.</p>

Content of the academic discipline

№	Topics	Number of hours, of which :			
		Le ctu res	Se mi na rs	Inde pen dent wor k	Teaching methods /assessment methods

1 st semester					Teaching methods: verbal (educational lecture; conversation 4 educational discussion); inductive method; deductive method; analytical; synthetic; practical; explanatory and illustrative method of problem presentation; research interactive methods (analysis of situations; discussions, debates, polemics; dialogue; brainstorming; situational modeling, processing of debatable issues); innovative teaching methods (competence, case method). Assessment methods: oral control (oral survey, evaluation of participation in discussions, other interactive learning methods); written control (control, independent works); test control (closed form tests); method of self-control and self-assessment.
Content module 1. Peculiarities of university education					
Topic 1.	Higher education today: building a strategy for one's own life	2	2	8	
Topic 2.	Normative and legal principles of higher school activity	2	2	8	
Topic 3.	Peculiarities of the organization of the educational process in a higher education institution	2	4	6	
Topic 4.	New trends in the development of higher education in Ukraine	1	2	6	
Content module 2. Production of economic goods					
Topic 5.	Academic integrity and its fundamental values	2	2	8	
Topic 6.	Academic culture: essence, components. Academy Honor Code	2	4	6	
Topic 7.	The scientific style of the Ukrainian language as the basis for the formation of the specialist's language culture	1	2	6	
Topic 8.	The art of self-presentation	2	2	8	
Module Assessment Task					
Total		14	20	56	
Final assessment: pass/fail (credit)					

Technical equipment and/or software – official website of IAPM:

<http://IAPM.com.ua> The educational process involves the use of classrooms, a library, a multimedia projector, and a computer for conducting lectures and seminars with presentation elements. Studying individual topics and completing practical tasks requires access to internet resources, which is provided through a free Wi-Fi network.

Forms and methods of assessment.

Assessment of students' academic performance is divided into ongoing and final (semester) assessment.

Ongoing assessment is conducted during practical (seminar) classes and is aimed at systematically checking the understanding and assimilation of theoretical material, as well as the ability to apply theoretical knowledge when completing practical tasks. The possibilities of ongoing assessment are extensive: it can support

learning motivation, stimulate educational and cognitive activity, enable a differentiated approach to teaching, and ensure individualization of the learning process.

Forms of student participation in the educational process subject to ongoing assessment include:

- oral reports;
- comments and questions to the speaker;
- consistent performance in seminar classes and active participation in discussions;
- participation in debates and interactive learning activities;
- analysis of legislation and academic literature;
- written assignments (tests, quizzes, creative tasks, essays, etc.);
- preparation of theses and summaries of academic or scientific texts;
- independent study of course topics.

Methods of ongoing assessment include: oral assessment (interview, discussion, report, presentation, etc.); written assessment (tests, essays, written presentations on assigned topics, etc.); combined assessment; presentation of independent work; observation as a method of assessment; testing; analysis of problem situations.

Grading system and requirements.

Table of distribution of points received by students

	Ongoing knowledge assessment								Module assessment task	Pass /Fail	Total points
Topics	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8	20	20	100
Work during the seminar	4	4	5	4	5	5	5	4			
Independent work	3	3	3	3	3	3	3	3			

The table contains information about the maximum points for each type of assignment.

When assessing the mastery of each topic within ongoing educational activities, students receive marks in accordance with the approved assessment criteria for the respective discipline.

The criteria for evaluating learning outcomes and the distribution of points are regulated by the Regulations on the Assessment of Students' Academic

Achievements at PJSC “HEI IAPM”.

Modular assessment. Modular assessment in the discipline “Academic studies” is conducted in written form as testing using closed-type test items, including alternative and matching formats.

Criteria for evaluating the modular test in the academic discipline “Academic studies”:

When evaluating the modular test, the volume and correctness of the completed tasks are taken into account:

- the grade "excellent" (A) is given for the correct completion of all tasks (or more than 90% of all tasks);
- the grade "good" (B) is given for the completion of 80% of all tasks;
- the grade "good" (C) is given for the completion of 70% of all tasks;
- the grade "satisfactory" (D) is given if 60% of the proposed tasks are completed correctly;
- the grade "satisfactory" (E) is given if more than 50% of the proposed tasks are completed correctly;
- the grade "unsatisfactory" (FX) is given if less than 50% of the tasks are completed.

Absence from the modular test work - 0 points.

The above grades are transformed into rating points as follows:

"A" - 18-20 points;

"B" - 16-17 points;

"C" - 14-15 points;

"D" - 12-13 points.

"E" - 10-11 points;

"FX" - less than 10 points.

The final semester assessment in the discipline “Academic studies” is a mandatory form of evaluating student learning outcomes. It is conducted within the time frame defined by the academic schedule and covers the scope of material specified in the course program.

The final assessment is administered in the form of a test. A student is admitted to the semester assessment only upon completion of all required coursework.

The final grade is assigned based on the student’s performance throughout the semester. The student’s rating score consists of the points accumulated through ongoing assessment activities and incentive points.

Students who have completed all required tasks and achieved a rating score of 60 points or higher receive a grade corresponding to the obtained rating without additional testing.

For students who have completed all required tasks but have a rating score below 60 points, as well as for those who wish to improve their score, the instructor conducts a final semester assessment in the form of a test during the last scheduled

class of the discipline in the semester.

Assessment of additional (individual) types of educational activities.

Additional (individual) types of educational activity include student participation in scientific conferences, research societies and problem groups, preparation of publications, and other activities beyond the tasks defined in the syllabus of the academic discipline.

By decision of the department, students who engage in research work or complete certain types of additional (individual) educational activities may receive incentive (bonus) points for a specific educational component.

Incentive points are not mandatory and are not included in the standard point distribution table or the main assessment scale.

A single event may serve as the basis for awarding incentive points for only one educational component – the one to which it is most relevant.

Assessment of independent work

The total number of points earned by a student for completing independent work is one of the components of academic performance in the discipline. Independent work for each topic, in accordance with the course program, is evaluated within the range of 0 to 3 points using standardized and generalized knowledge assessment criteria.

Scale for evaluating the performance of independent work (individual tasks)

The maximum possible assessment of independent work (individual tasks)	Execution level			
	Excellent	Good	Satisfactory	Unsatisfactory
3	3	2	1	0

Forms of assessment include: ongoing assessment of practical work; ongoing assessment of knowledge acquisition based on oral responses, reports, presentations, and other forms of participation during practical (seminar) classes; individual or group projects requiring the development of practical skills and competencies (optional format); solving situational tasks; preparation of summaries on independently studied topics; testing or written examinations; preparation of draft articles, conference abstracts, and other publications; other forms that ensure comprehensive assimilation of the study program and contribute to the gradual development of skills for effective independent professional (practical, scientific, and theoretical) activity at a high level.

To assess the learning outcomes of a student during the semester, a 100-point, national and ECTS assessment scale is used

Summary assessment scale: national and ECTS

Total points for all types of learning activities	ECTS assessment	National scale assessment for exam, course project (work), internship	
		National scale assessment for exam, course project (work), internship	For pass/fail (credit)
90 – 100	A	excellent	pass
82 – 89	B	good	
75 – 81	C		
68 – 74	D	satisfactory	
60 – 67	E		
35 – 59	FX	unsatisfactory with the possibility of retaking	fail unsatisfactory with the possibility of retaking
0 – 34	F	unsatisfactory with mandatory re-study of the discipline	fail unsatisfactory with mandatory re-study of the discipline

Discipline's Policy:

- regularly attend lectures and practical classes;
- work systematically and actively in lectures and practical classes;
- catch-up on missed classes;
- perform the tasks required by the syllabus in full and with appropriate quality;
- perform control and other independent work;
- adhere to the norms of academic behaviour and ethics.

The discipline “Academic studies” requires adherence to the principles of ethics and academic integrity, with particular emphasis on preventing plagiarism in all its forms. All written assignments, reports, essays, abstracts, and presentations must be original, authored by the student, and not overloaded with quotations, which must be accompanied by references to primary sources. Violations of academic integrity include academic plagiarism, self-plagiarism, fabrication, falsification, copying, deception, bribery, and biased evaluation.

Student assessment is based on participation and activity in seminar/practical classes, completion of independent work tasks, and performance of assignments aimed at developing practical skills and competencies. Additional (bonus) points may be awarded for activities such as participation in round-table discussions, scientific conferences, or student research competitions.

Methodological support of the academic discipline

Teaching and methodological support for the discipline includes lecture notes, methodological guidelines for conducting practical (seminar) classes, and methodological recommendations for students' independent work in the academic discipline "Academic studies".

Recommended sources of information:

Basic literature:

1. Law of Ukraine «On higher education» dated 07/01/2014 №1556-VII. URL: <http://zakon3.rada.gov.ua/laws/show/1556-18>.
2. Communal institution of higher education «Lutsk Pedagogical College» of the Volyn Regional Council Academic Studies. Series «Pedagogy». Issue 3 Part 2. Publishing house «Helvetica», 2021, 208p. URL: <http://lpcdspace.org.ua/bitstream/123456789/63/1/Academ%20st%20%E2%84%961%2C%202022.pdf>
3. Zdioruk SI. Academic mobility as a factor of Ukraine's integration into the world scientific and educational space. Analytical note/URL: <http://www.niss.gov.ua/articles/1421/>.
4. Bologna process and higher education of Ukraine: teaching-method. manual. N. M. Myronchuk, M. IN. Levkivskiy. Zhytomyr, 2010. 152 p.
5. Ditkovska L. A., Buyashenko V. V., Onishchuk Yu. IN. Academic studies: educational and methodological manual. Kyiv: Academy of Labor, Social Relations and Tourism, 2019. 36 p. URL: https://www.researchgate.net/publication/341203990_Akademichni_studii_navchalno-metodichniy_posibnik

Additional literature:

1. Regulations on the organization of the educational process at the PJSC "HEI «MAUP» URL: <https://drive.google.com/file/d/1AqRVS7krPmQ27CQaUkoCOcBhoWxutG4R/view>
2. Regulations on the procedure and conditions for selection by students of elective disciplines at PJSC "HEI «MAUP». URL: https://drive.google.com/file/d/1iOeZCLOHjS0rG7_1RMsZ9PN1-iTI7PcK/view
3. Regulations on the evaluation of educational achievements of higher education applicants at PJSC "HEI «MAUP». Electronic resource. URL: <http://maup.com.ua/assets/files/publ-adm/nakaz-191.1-0.pdf>.
4. Regulations on student self-government at PJSC "HEI «MAUP» URL: <https://drive.google.com/file/d/1Bp8oZUMUhEffvT0vpsDYBuEVWpDrILrS/view>

Information resources:

1. Higher education of Ukraine. URL: <http://www.mon.gov.ua/ua/activity/education/58/>