

**Private Joint-Stock Company Higher Education Institution Interregional
Academy of Personnel Management**



Regulations
on Organization of the Educational Process
At Private Joint-Stock Company
Higher Education Institution
Interregional Academy of Personnel Management

(With the Amendments Made by the Academic Council of PJSC HEI IAPM
of 29.12.2020 Minutes #9)

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1. GENERAL PROVISIONS

1.1. Regulations on Organization of the Educational Process (hereinafter referred to as the Regulations) at Private Joint-Stock Company Higher Education Institution Interregional Academy of Personnel Management (hereinafter referred to as the Academy) are developed in accordance with:

- Constitution of Ukraine;
- Law of Ukraine “On Education” of 23.05.1991 #1060-XII;
- Law of Ukraine “On Higher Education” of 01.07.2014 #1556-VII (as amended);
- Resolutions of the Cabinet of Ministers of Ukraine:
 - “On Approval of the List of Fields of Knowledge and Majors in which the Training of Tertiary Students is Carried Out” of 29.04.2015 #266;
 - “On Approval of the National Qualifications Framework” of 23.11.2011 #1341;
 - “On Approval of the Licensing Conditions for Conducting the Educational Activities of Educational Institutions” of 30.12.2015 #1187;
- Orders of the Ministry of Education and Science of Ukraine:
 - On Approval of the Action Plan of the Ministry of Education and Science on the Implementation of the Law of Ukraine of July 1, 2014 #1556-VII “On Higher Education” of 16.09.2014 #1048;
 - “On the Introduction of European Credit Transfer System at Higher Educational Institutions of Ukraine” of 16.10.2009 #943;
 - “On the Peculiarities of Formation of Curricula for the 2015/2016 Academic Year” of 01/26/2015 #47;
 - “On Approval of the Regulations on Distance Learning” of 25.04.2013 #466;
 - Letter of the Ministry of Education and Science of Ukraine “On Organization of the Final Assessment of Tertiary Students and Organization of the Educational Process” of 20.01.2015 #1/9-19;
 - standards of educational activity and higher education;
 - recommendations of the National Agency for Quality Assurance in Higher Education; and
 - the Statute and other regulations of the Academy.

1.2. The language of instruction at the Academy is the state language.

1.3. In order to create conditions for international academic mobility, the Academy has the right to decide on the teaching of one or more disciplines in English and/or other foreign languages, while ensuring that the tertiary students know the relevant discipline in the state language.

To teach academic subjects in a foreign language, the Academy forms separate groups for foreign citizens and stateless persons who wish to obtain higher education at the expense of individuals or legal entities, or develops individual programs. At the same time, the Academy ensures the study of the state language by such persons as a separate academic discipline. The list of foreign languages in which academic subjects are taught is determined by the Academic Council of the Academy.

1.4. In the process of developing these Regulations, the principles of the European Credit Transfer System are taken into account; the basic concepts are used in the terms and notions the definition (thesaurus) of which is as follows:

Academic mobility is the possibility for the participants in the educational process to study, teach, undergo practical training or conduct scientific activities at some other higher education institution (scientific institution) in the territory of Ukraine or abroad.

Academic freedom is independence and autonomy of the participants in the educational process during conducting educational, research-educational, scientific and/or innovative activities carried out on the principles of freedom of speech and creativity, dissemination of knowledge and information, conduct of scientific research and use of its results and implemented taking into account the restrictions established by law.

Academic integrity is a set of ethical principles and rules defined by the Law of Ukraine "On Education," this Law and other laws of Ukraine that should guide the participants in the educational process during their study, teaching and conducting scientific (creative) activities to ensure confidence in learning outcomes and/or scientific (creative) achievements.

Autonomy of a higher education institution is the independence, autonomy and responsibility of a higher education institution in making decisions regarding the development of academic freedoms, organization of the educational process, scientific research, internal management, economic and other activities, independent selection and placement of staff within the limits established by this Law.

Final assessment is the establishment of compliance of level and volume of knowledge, skills and other competences acquired by tertiary students to the requirements of educational program.

The standard forms of final assessment of tertiary students are determined by a specific major.

Final assessment can be carried out in the form of:

- public defense (demonstration) of qualification work;
- and/or final assessment examination (examinations);
- and/or unified state qualification examination for majors in the prescribed manner; and
- and/or public defense (demonstration).

A field of knowledge is a broad subject area of education and science harmonized with the International Standard Classification of Education, which includes a group of related majors.

The European Credit Transfer and Accumulation System (ECTS) is a credit transfer and accumulation system, which is used in the European Higher Education Area to provide, recognize, validate qualifications and educational components, and promotes the academic mobility of tertiary students. The system is based on determining the study load of a tertiary student necessary to achieve certain learning outcomes and is accounted for in ECTS credits.

USEDE is the Unified State Electronic Database on Education; it includes the Register of Higher Education Institutions, the Register of Documents on Higher Education and the Register of Certificates of External Independent Evaluation.

Tertiary students are persons who study at a higher education institution at a certain level of higher education in order to obtain the appropriate degree and qualification.

Qualification work is a type of final assessment, which can be provided for at the final stage of obtaining a certain level of higher education to establish the compliance of

learning outcomes (competences) acquired by the tertiary students to the requirements of higher education standards. The forms of qualification work include (but are not limited to): graduation work, thesis research, public demonstration (defense), a set of scientific articles, a combination of different forms of the above, and so on.

Qualification level is a structural unit of the National Qualifications Framework, which is determined by a certain set of competences that are typical for the qualifications of a certain level.

Qualification is the official result of assessment and recognition, which is obtained when the examination board has established that the person has achieved competences (learning outcomes) in accordance with the standards of higher education, as evidenced by the relevant document on higher education.

-- **Educational qualification** is a qualification awarded by a higher education institution on the basis of compliance with the requirements of the Standards of Higher Education.

Educational qualification is determined in accordance with Article 7 of the Law of Ukraine "On Higher Education" and consists of information about the degree of higher education acquired by a person, his/her major and concentration (if any).

-- **Professional qualification** is a qualification awarded on the basis of meeting the requirements of professional standards that are in force in the field of labor and reflect the ability of a person to perform tasks and duties of a particular type of professional activity. Professional qualifications are provided by employers either together with them or according to the rules established with their participation.

-- **Competence** is the ability of a person to successfully be socialized, learn, conduct professional activities, which arises on the basis of a dynamic combination of knowledge, skills, abilities, ways of thinking, views, values, and other personal qualities.

Integral competence is a generalized description of a qualification level, which expresses the main competence characteristics of level in relation to education and/or professional activity.

General competences are universal competences that do not depend on the subject area, but are important for the successful further professional and social activities of a tertiary student in various fields and for his/her personal development.

Special (professional, subject) competences are competences that depend on the subject area and are important for successful professional activity in a particular major.

A European Credit Transfer and Accumulation System Credit (hereinafter referred to as an ECTS Credit) is a unit of measurement of the amount of study load of a tertiary student required to achieve certain (expected) learning outcomes.

The volume of one ECTS credit is 30 hours. The workload of one full-time academic year is usually 60 ECTS credits.

The National Qualifications Framework is a systematic and competency-based description of qualification levels.

The descriptors of the National Qualifications Framework are:

-- *autonomy and responsibility* -- the ability to perform tasks independently, solve problems and issues and be responsible for the results of one's activities;

-- *knowledge* -- scientific information, comprehended and assimilated by a person, which is the basis of his/her conscious, purposeful activities. Knowledge is divided into empirical (factual) and theoretical (conceptual, methodological) one;

-- *communication* - the relationship of entities in order to transmit information, coordinate actions, conduct joint activities; and

--- *skill* - the ability to apply knowledge to perform tasks and solve problems and issues. Skills are divided into cognitive (intellectual-creative) and practical (based on mastery using methods, materials, instructions and tools) ones.

Educational activity is the activity of a higher education institution, which is carried out in order to ensure the acquisition of higher, second higher education and to meet other educational needs of tertiary students and other persons.

Educational (educational-professional or educational-scientific) program is a single set of educational components (academic disciplines, individual tasks, practices, control measures, etc.) aimed at achieving the learning outcomes provided for by such a program, which gives the right to receive a certain educational or educational and professional qualification (qualifications). An educational program may define a single specialization within it or not provide for any specialization.

Regulated profession is a profession (type of professional activity) and/or activity the admission to which is regulated by a certain special law or special rules that are established or recognized by law.

Learning outcomes are knowledge, skills, abilities, ways of thinking, views, values, other personal qualities that can be identified, planned, evaluated and measured and which a person is able to demonstrate after completing an educational program (program learning outcomes) or individual educational components.

Levels of higher education represent the division of higher education into certain stages to obtain a certain qualification in accordance with the National Qualifications Framework.

Major is a subject area of education and science harmonized with the International Standard Classification of Education, which combines related educational programs that provide for common requirements for the competences and learning outcomes of graduates.

Concentration is a component of a major, which can be determined by an institution of higher education and provides for one or more specialized educational programs of higher or postgraduate education.

A higher education standard is a set of requirements for the content and results of educational activities of higher education institutions and scientific institutions at each level of higher education within each major.

Higher education standards *are developed*:

-- for each level of higher education within each major;

-- in accordance with the National Qualifications Framework (NQF).

Higher education standards *are used* to determine and assess the quality of content and results of educational activities of higher education institutions (scientific institutions).

The new higher education standards are based on the competency-based approach and share the philosophy of defining requirements for a specialist underlying the Bologna

Process and the European Commission's Tuning Educational Structures in Europe (TUNING) international project.

Educational activity standard is a set of minimum requirements for the personnel, educational-methodological, material-technical and informational support of educational process of a higher education institution and a scientific institution.

The structural and logical scheme of training is a scientific and methodological substantiation of the process of implementation of educational-professional (educational-scientific) training program and the basis for the creation of educational and working curricula.

The volume, structure and quality of knowledge, skills and abilities of students studying at the Academy should meet the requirements of standard of education established for the relevant level of education.

Student-centered learning is an approach to organization of the educational process, which includes: encouraging tertiary students to play the role of autonomous and responsible subjects of the educational process; creating an educational environment focused on meeting the needs and interests of tertiary students, in particular providing opportunities for the formation of an individual educational trajectory; building the educational process on the basis of mutual respect and partnership between the participants in the educational process.

Quality of higher education is the compliance of conditions of conducting educational activities and learning outcomes with the requirements of legislation and higher education standards, professional and/or international standards (if any), as well as the needs of stakeholders and society, which is ensured by conducting internal and external quality assurance procedures.

Quality of educational activity is the level of organization of educational process at a higher education institution, which meets the standards of higher education, ensures the acquisition of quality higher education by persons and promotes the creation of new knowledge.

2. LEVELS AND DEGREES OF HIGHER EDUCATION

2.1. Training of specialists with higher education at the Academy, according to Article 5 of the Law of Ukraine "On Higher Education," is carried out according to the relevant educational-professional, educational-scientific, scientific programs at the following levels of higher education:

- the initial level (short cycle) of higher education;
- the first (bachelor's) level;
- the second (master's) level;
- the third (educational-scientific) level; and
- the scientific level.

The initial level (short cycle) of higher education corresponds to the fifth qualification level of the National Qualifications Framework and provides for the acquisition by a person of general cultural and professionally oriented training, special skills and knowledge, as well as some experience in their practical application to perform standard tasks for primary positions in the relevant field of professional activity.

The first (bachelor's) level of higher education corresponds to the sixth qualification level of the National Qualifications Framework and provides for the acquisition by a person of theoretical knowledge and practical skills and abilities sufficient for successful performance of the professional duties in the chosen major.

The second (master's) level of higher education corresponds to the seventh qualification level of the National Qualifications Framework and provides for the acquisition by a person of in-depth theoretical and/or practical knowledge, skills, abilities in the chosen major (or concentration), the general principles of methodology of scientific and/or professional activities, other competences sufficient for effective implementation of innovative tasks of the appropriate level of professional activity.

The third (educational-scientific) level of higher education corresponds to the eighth qualification level of the National Qualifications Framework and provides for the acquisition by a person of theoretical knowledge, skills, abilities and other competences sufficient to produce new ideas, solve complex problems in the field of professional and/or research and innovation activities, master the methodology of scientific and educational activities, as well as conduct his/her own scientific research, the results of which have scientific novelty, theoretical and practical significance.

The scientific level of higher education corresponds to the ninth qualification level of the National Qualifications Framework and provides for the acquisition of competences in developing and implementing research methodology and methods, creating new system-forming knowledge and/or advanced technologies, solving an important scientific or applied problem which has national or world importance.

2.2. Obtaining higher education at each level of higher education involves successful implementation by a person of the relevant educational (educational-professional or educational-scientific) or scientific program, which is the basis for awarding the appropriate degree of higher education:

- 1) Junior Bachelor;
- 2) Bachelor;
- 3) Master;
- 4) Doctor of Philosophy;
- 5) Doctor of Science.

2.2.1. *Junior Bachelor* is an educational-professional degree obtained at the initial level (short cycle) of higher education and awarded by the Academy as a result of successful completion by a tertiary student of an educational-professional program, the amount of which is 90-120 ECTS credits.

A person has the right to obtain a junior bachelor's degree provided that he or she has a complete general secondary education.

2.2.2. *Bachelor* is an educational degree obtained at the first level of higher education and awarded by the Academy as a result of successful completion by a tertiary student of an educational-professional program, the amount of which is 180-240 ECTS credits. The volume of an educational-professional program for obtaining a bachelor's degree on the basis of a junior bachelor's degree is determined by the Academy.

A person has the right to obtain a bachelor's degree provided that he/she has a complete general secondary education.

2.2.3. *Master* is an educational degree obtained at the second level of higher education and awarded by the Academy as a result of successful completion of the relevant educational program by a tertiary student. A master's degree is obtained under an educational-professional or an educational-scientific program. The volume of an educational-professional program of master's preparation is 90-120 ECTS credits; the volume of such an educational-scientific program is 120 ECTS credits. A master's educational-scientific program must include a research (scientific) component with the volume of at least 30 percent.

A person has the right to obtain a master's degree if he or she has a bachelor's degree.

2.2.4. *Doctor of Philosophy* is an educational and, at the same time, the first scientific degree obtained at the third level of higher education on the basis of a master's degree. The degree of Doctor of Philosophy is awarded by the specialized academic board of the Academy as a result of successful implementation by a tertiary student of the relevant educational-scientific program and a public defense of the thesis before the specialized academic board.

A person has the right to obtain the degree of Doctor of Philosophy while studying at the graduate school. Persons who professionally carry out scientific, scientific-technical or research-educational activity at the main place of work have the right to obtain the degree of Doctor of Philosophy outside the graduate school, in particular during a creative leave, subject to successful implementation of the relevant educational-scientific program and a public defense of the thesis before the specialized academic board.

The standard term of preparation of a Doctor of Philosophy at the graduate school is four years. The volume of educational component of an educational-scientific program of the preparation of a Doctor of Philosophy is 30-60 ECTS credits.

2.2.5. *Doctor of Science* is the second scientific degree obtained by a person at the scientific level of higher education on the basis of the degree of Doctor of Philosophy; it involves the acquisition of the highest competencies in the field of developing and implementing research work methodology, conducting original research, obtaining scientific results that provide solving an important theoretical or applied problem, are of national or global importance and are published in scientific journals.

The degree of Doctor of Sciences is awarded by the specialized Academic Board of the Academy based on the results of a public defense of scientific achievements in the form of a thesis or a published monograph, or based on a set of articles published in domestic and international peer-reviewed professional journals the list of which is approved by the central body of executive power in the field of education and science.

3. EDUCATIONAL PROCESS AT THE ACADEMY

The educational process at the Academy is an intellectual, creative activity in the field of higher education and science conducted through a system of scientific-methodological and educational activities and aimed at the transfer, acquisition, assimilation, multiplication and use of knowledge, skills, abilities and other competences in persons who study, as well as at the education (formation) of a harmoniously developed personality.

The purpose of the educational process is to train competent and highly qualified specialists for various sectors of the economy and spheres of public life, competitive in the national and international labor markets.

The educational process at the Academy is based on the principles defined by the Laws of Ukraine "On Education" and "On Higher Education": the principles of scientific character, humanism, democracy, consistency and continuity of education, organic unity of educational and scientific activities, independence from interference of any political parties, other public and religious organizations and aims to implement the paradigm of student-centered learning.

The content of education is determined by the educational (educational-professional or educational-scientific) program, the structural and logical scheme of training, curricula, working curricula, the individual curriculum of a tertiary student, the programs of academic disciplines, regulations of bodies of public administration of higher education and of the Academy and is displayed in the relevant textbooks, manuals, teaching materials, teaching aids, as well as during conducting training sessions and other types of educational activities.

The duration of study at the Academy under educational programs of training is regulated by the Law of Ukraine "On Higher Education" and the "List of Fields of Knowledge and Majors in which Tertiary Students are Admitted and Trained at PJSC HEI IAPM, approved by the Academic Council of the Academy and brought into effect by an order of the Rector.

4. PLANNING THE EDUCATIONAL PROCESS

At the Academy, on the basis of educational-professional (educational-scientific) program for each major, curricula are developed.

4.1. **Curriculum** is a regulatory document of the Academy, which is designed on the basis of educational-professional (educational-scientific) program for each major and concentration. A curriculum contains information about the field of knowledge, major and concentration (if available), educational or educational-scientific level, qualification, standard term of study, schedule of educational process, sections of theoretical, practical training, set of compulsory disciplines (learning courses, practices with specified ECTS credits and study hours), data on the number and forms of final control, final assessment, total amount of study time for the entire standard period of study and its distribution into classroom study time and time allocated for independent study work, as well as the division of classroom study time by individual forms of classes in each academic discipline and for the entire period of study in general.

Curricula are developed in accordance with the "Guidelines for the Development of Curricula at the Interregional Academy of Personnel Management," approved by the Academic Council of PJSC HEI IAPM on 29.12.2020.

The volume of academic disciplines must be a multiple of the total number of ECTS credits, the minimum volume of an academic discipline - 3 ECTS credits, the maximum number of disciplines per academic year - no more than 16.

The curriculum for a particular major should specify a list of compulsory disciplines (maximum - 75% of the total ECTS credits). The total amount of optional courses must be

at least 25% of the total amount of ECTS credits. Among the optional disciplines, the curriculum may establish a list of professionally-oriented disciplines for a particular major.

A curriculum under the extramural form of study contains a list of disciplines similar to the curriculum under the full-time form of study; it has a smaller number of classrooms by increasing the number of unsupervised work. The list of disciplines (except for the discipline "Physical Education" and practical training), their volume in ECTS credits, the type of training sessions, practices and forms of final control must coincide with the curriculum of full-time form. The percentage of reduction of classroom classes (compared to the full-time curriculum) should be proportional to all disciplines of the curriculum.

A curriculum is developed for the entire standard period of study. The developed curriculum is approved at a meeting of the Academic Council and approved by the Rector of the Academy.

4.2. *Working curriculum* is a regulatory document of the Academy, which is designed for each academic year and specifies the forms of conducting training sessions and their volume, the forms and means of conducting current and final control over terms.

The study of all academic disciplines ends with a test or exam. The total number of exams and tests (excluding practices and yearly works/projects) per semester should not exceed 8 (but not more than 5 exams per exam session). A developed working curriculum is approved by the academic council of institute/department and approved by the Rector of the Academy.

4.3. *Individual curriculum of a tertiary student (ICTS)* is a regulatory document of the Academy, according to which learning, based on the requirements of educational-professional, educational-scientific and scientific programs in accordance with the levels of higher education, maximally taking into account the individual needs and personal educational-professional interests of tertiary students as for their professional training and labor market requirements, is carried out.

Individual curricula of tertiary students are designed based on the working curriculum and contain information about list and sequence of studying the academic disciplines, amount of study load of tertiary students (all types of educational activities), types of individual tasks, and assessment system (current and final knowledge control, final assessment of the tertiary students).

In accordance with the Law of Ukraine "On Higher Education" and in order to specify the procedure for forming a list and further study by tertiary students of academic disciplines of the cycle of free choice, to implement the decision of the Academic Council of the Academy (Minutes #5 of May 25, 2016), the Regulations on the Procedure and Conditions for Students to Choose Optional Disciplines at PJSC HEI IAPM are brought into effect (the Order of 08.06.2016 #97-o; updated by the Order of 08.12.2020 #164-o).

The optional disciplines provided for by the educational-professional training program are included in the individual curriculum of a tertiary student and are mandatory for study.

An individual curriculum is designed for each academic year and approved by the director of institute/the head of department. The implementation of individual curriculum of a tertiary student is carried out for a period not exceeding the term of his/her studies. A

tertiary student is responsible for the implementation of his/her individual curriculum. The director of institute/the head of department supervises the implementation of individual curriculum of a tertiary student.

Tertiary students who have studied at foreign institutions of higher education may be granted permission to study according to individual curricula with the inclusion of grades in the disciplines studied by them at these higher education institutions if these disciplines correspond (in their content and volume) to the list of disciplines of curriculum and to the major (concentration) chosen at the Academy.

4.4. Working educational program of a discipline and syllabus.

On the basis of curriculum, for each academic year, the working educational program of a discipline is designed; it contains statement of the specific content of discipline, sequence, organizational forms of its study and their volume, determines the forms and means of current and final control.

The working educational programs of disciplines are developed by research and teaching staff members (full professors, associate professors) of the subdepartment before the beginning of academic year. Working educational programs are considered and approved at a meeting of the subdepartment which provides teaching of the discipline, are agreed by the Academic Council of the Institute and approved by the Director of the Institute.

By **syllabus** one understands an educational program which contains description, goals and objectives of a discipline, summary, topics and the duration of their study, tasks of independent work, time of consultations, schedule of testing student knowledge, teacher requirements, criteria for assessing student knowledge, bibliography.

The structure and content of syllabus are represented by various forms of organization of the independent work of students. Evaluation criteria are developed by the teacher for each type of activity. A tertiary student independently determines what types of activities he/she needs to master, what problem needs to be solved and where to find the necessary information to complete his/her task.

Working educational programs and syllabi of disciplines are developed as per standard form and are a component of the educational and methodological complex of each educational discipline.

4.5. The schedule of educational process is a regulatory document of the Academy, which reflects specific dates of examination sessions, duration of vacations, terms of completing additional transfer work and unfulfilled program requirements, determines the timeline of tertiary students' practice and final assessment.

The schedules of educational process at the Academy for various forms, terms of study and training programs are developed by the directors of institutes/the heads of departments annually. The schedule of educational process for the relevant academic year is based on the working curricula taking into account the schedule of working days transfer established by the Cabinet of Ministers of Ukraine, the holidays and non-working days established by law; it is adopted by the Academic Councils of institutes/departments, approved by the First Vice-Rector; it is also public and is brought to the notice of participants in the educational process.

During an academic year, at the Academy, as a rule, 40 weeks of theoretical training (including test and examination sessions) are scheduled. The specific duration of

theoretical training each year is determined taking into account the characteristics of a particular major.

The educational process of full-time and extramural forms of study is organized according to the semester system. Two test and examination sessions are scheduled for an academic year; they last two to three weeks.

All types of practices are conducted outside the terms of theoretical training.

Vacations are established twice a year with a total duration of 8-12 weeks. Their time limits are determined by the schedule of educational process for each academic year.

1-2 weeks are scheduled, in the schedule of the educational process, for the final assessment of tertiary students, depending on the form of final assessment of tertiary students.

4.6. Types of getting an education:

Formal education is education obtained under educational programs in accordance with statutory levels of education, fields of knowledge, majors (professions); it involves achieving by students learning outcomes of the appropriate level of education defined by educational standards and getting qualifications recognized by the state.

Non-formal education is education that is obtained under educational programs and does not involve assigning (awarding) state-recognized qualifications at the levels of education and obtaining a document on education established by law.

Tertiary students have the right to confirm their qualifications and learning outcomes obtained through non-formal education. The assessment of learning outcomes, namely knowledge, skills and competences acquired through non-formal education, plays an important role in increasing employment capabilities and student mobility, as well as in increasing motivation for lifelong learning, especially for low-skilled persons and representatives of socio-economically disadvantaged groups of the population.

A tertiary student may be credited non-formal education programs, namely: open public lectures, seminars, conferences, workshops, trainings, round tables, master classes, etc., the participation in which is confirmed by a certificate or other non-governmental document on obtaining new and/or additional competencies.

For completing non-formal education programs, a tertiary student is awarded points (up to 10 points out of 100), which are subject to accounting, which is conducted by graduating subdepartments (by creating and maintaining a personal educational portfolio).

The number of points for various forms of non-formal education is determined and approved by the graduating department and used by tertiary students to form individual educational trajectories.

5. FORMS OF STUDY AT THE ACADEMY

Education at the Academy is carried out in the following forms:

- full-time;
- extramural;
- distance; and
- dual.

These forms of education can be combined.

5.1. ***The full-time form of study*** is the main form of obtaining a degree of higher education and a qualification with separation from production. This form of study is based on a combination of personal communication between the tertiary students and teachers and independent work of the tertiary students, which is directed and controlled by the teachers.

Mastering the competences provided for is ensured by a combination of theoretical training, practical training and performance of individual tasks set by the curriculum. The Academy assists the full-time students in combining their work and study (primarily, under terms of part-time working day and part-time working week) in order to convert the acquired competences into professional activity experience.

5.2. ***The extramural form of study*** is a form of obtaining a degree of higher education and a qualification by persons who have the appropriate level of education, degree of higher education without separation from the main professional activity.

This form of study is based on a combination of the independent work of tertiary students, their professional and life experience with personal communication of the tertiary students and teachers to the extent specified by law for the additional leaves of persons who combine study with work. Mastering the competences provided for is ensured by a combination of practical experience, independent study of theoretical material and consultations with the teachers.

The educational process under the extramural form of study is organized during the calendar year - during the examination sessions and in the intersessional period.

Persons studying at the Academy under the extramural form of study have the status of tertiary students and as well as the rights and obligations defined by these Regulations and the current legislation of Ukraine.

5.3. ***The distance form of study*** is a kind of the extramural form of obtaining a higher education based on an individualized process of acquiring knowledge, skills, abilities and ways of human cognitive activity, which occurs mainly through an indirect interaction of distant participants in the educational process in a specialized environment that functions based on modern psychological-educational and information-communication technologies.

Organization of the educational process under the distance form of study is carried out at the Academy in accordance with the "Regulations on Organization of the Educational Process under the Distance Form of Study at PJSC HEI IAPM approved by order of the Rector of the Academy; it is carried out in accordance with law.

The dual form of getting a higher education is a way of obtaining an education by full-time students, which provides for on-the-job training at enterprises, institutions and organizations (hereinafter referred to as business entities) to acquire a certain qualification in the amount of 25 percent to 60 percent of the total volume of educational program on the basis of contract. The on-the-job training involves the performance of official duties in accordance with the employment contract.

The purpose of the introduction of dual form of getting an education is to improve the quality of professional training of students.

Organization of the educational process under the dual form of study is carried out at the Academy in accordance with the "Regulations on the Dual Form of Getting a Higher

Education at PJSC HEI IAPM approved by order of the Rector of the Academy; it is carried out in accordance with law.

6. FORMS OF ORGANIZATION OF THE EDUCATIONAL PROCESS

6.1. *The educational process at the Academy is carried out in the following forms:*

- training sessions;
- unsupervised (independent) work;
- practical training; and
- control measures.

6.2. The main types of training sessions at the Academy are:

- lecture;
- laboratory, practical, seminar, individual lesson; and
- consultation.

Other forms of the educational process and types of educational sessions can be established at the Academy.

Lecture is the main type of training sessions at the Academy designed to master the theoretical material. A lecture, as a rule, is an element of a course of lectures which covers the basic theoretical material of a separate subject or several subjects of an academic discipline. The subject of a course of lectures is determined by the working educational program of discipline.

Lectures are conducted by lecturers – full professors and associate professors (senior teachers) of the Academy, as well as leading scientists or specialists invited to give lectures. Lectures are held in appropriately equipped rooms - classrooms for one or more academic groups of tertiary students.

The lecturer who is instructed to read a course of lectures is obliged, before the beginning of relevant term, to develop educational and methodological support (the educational program of discipline, methodological recommendations for completing independent work), lecture notes (a textbook, a study guide), control tasks for conducting the final control provided for by the working curriculum and working educational program of discipline.

A lecturer is obliged to adhere to the working educational program of a discipline as for the topics of lectures, but he/she is not limited as far as the interpretation of educational material, forms and means of communicating it to students.

Laboratory lesson is an organizational form of training session at which tertiary students, under the guidance of a teacher, conduct experiments or research at training laboratories using appropriate learning and methodological support, equipment, computer technology in order to practically confirm certain theoretical provisions of the relevant science (discipline), acquire practical skills in working with laboratory equipment, appliances, computers, methods of experimental research in a particular subject area.

Laboratory lessons are conducted on the condition of the provision with computer workstations, laboratories, equipment, appliances necessary for the implementation of curricula.

The list of topics of laboratory classes is determined by the working educational program of the relevant discipline.

Practical lesson is a type of training session at which a teacher organizes a detailed consideration by tertiary students of certain theoretical provisions of a discipline and forms skills and abilities of their practical application through individual performance by a tertiary student of appropriately formulated tasks.

Practical lessons are held in classrooms or at training laboratories equipped with the necessary technical means of instruction, computer hardware. A practical lesson is conducted with the tertiary students of an academic group.

The list of topics of practical classes is determined by the working educational program of a discipline. Conducting a practical lesson is based on pre-prepared methodological material: tests to determine the degree of mastery by tertiary students of the necessary theoretical provisions, a set of tasks of varying complexity to be solved by tertiary students in the classroom. These methodological means are prepared by the teacher who conducts a practical lesson, in consultation with the lecturer of the relevant discipline.

A practical lesson includes conducting current control of the knowledge, skills and abilities of tertiary students, statement of the general problem by the teacher and its discussion with the participation of tertiary students, solving problems with their discussion, solving control tasks, grading the solutions.

Grades received by a tertiary student for individual practical classes are taken into account when determining the term grade in the academic discipline.

Seminar lesson is a type of training session at which a teacher organizes a discussion around pre-defined topics for which students prepare abstracts on the basis of individually completed tasks (essays).

Seminar lessons are held in auditoriums or classrooms with tertiary students of one academic group. The list of topics of seminar lessons is determined by the working educational program of the relevant discipline.

At each seminar lesson, the teacher evaluates the essays prepared by the tertiary students, as well as their performance of other tasks, their speeches, activity in the discussion, the ability to formulate and defend their position and more.

Final grades for each seminar lesson are entered in the "Performance Records of Academic Group," which is designed for the academic year. The grades received by a tertiary student for individual seminar lessons are taken into account when giving the term grade in the discipline.

Individual training session is a type of training session conducted with individual tertiary students in order to increase their level of grounding and promote their individual creative abilities.

Individual lessons are organized on a separate schedule based on the individual curriculum of student and may cover part or all of the classes in one or more academic disciplines, and in some cases - the full range of classes for a particular higher education degree.

Types of individual classes, their volume, forms and methods of conduct, forms and methods of current and final control (except for final assessment) are determined by the individual curriculum of relevant student.

Consultation is a type of training session at which a student receives answers from a teacher to specific questions or explanations of certain theoretical positions or aspects of

their practical application. A consultation can be individual or for a group of students, depending on whether a teacher advises students on issues related to individual tasks or on theoretical issues of a discipline.

The amount of time allotted to a teacher for conducting consultations in a particular discipline is determined by the working curriculum.

Individual tasks in certain disciplines (essays, calculation, graphic, calculation-graphic, yearly works (projects), qualification (diploma) theses/projects) are given to tertiary students within the timeframe provided by the working curriculum. Individual tasks are completed by tertiary students independently in consultation with the teacher.

6.3. ***Unsupervised (independent) work of a tertiary student*** is one of the means of mastering the educational material during time free from compulsory training sessions.

The study time allotted for the unsupervised work of a tertiary student is regulated by the working curriculum. The content, types and forms of control of independent work of a tertiary student as for studying a concrete discipline is determined by the educational program of discipline, methodological materials and tasks.

The unsupervised work of a tertiary student is ensured by a system of educational and methodological means provided for studying a concrete academic discipline: textbooks, manuals and methodological materials, syllabi of lectures of the teacher, workshops and so on.

Methodological materials for the independent work of tertiary students should provide for the possibility of exerting self-control on the part of tertiary student. Appropriate scientific and professional monographs and periodicals are also recommended to the tertiary students for their independent work.

The unsupervised work of a tertiary student on mastering the educational material in a specific discipline can be performed in the reading room of the Academy library, at computer classrooms, as well as at home.

The educational material of an academic discipline provided for by the working curriculum for mastering by a tertiary student in the process of independent work is controlled by the teacher during the term in separate classes and submitted for final control together with the educational material which was worked on at the training sessions. The grades obtained by a tertiary student for the performance of independent work are also entered in the "Performance Records of the Academic Group" and are taken into account when giving the term grade in the discipline.

Module tests (MT) are one of the types of independent work of extramural students in the intersessional period and a form of intermediate control. An MT should reflect some theoretical and practical problems in the relevant discipline and be performed after the student chooses a topic (task). Based on the specific features of academic disciplines, an MT is performed in the form of an essay or a control task (which solves a specific analytical situation). In some cases, a combination of these two forms of MT is not excluded. A completed MT is sent to the extramural department no later than 1 month before the beginning of session. MTs are stored until the end of test-examination sessions, during which they were performed, at the extramural department, after which they are disposed of. An MT written by a tertiary student is not a property of the teacher, but rather is a document certifying the student's compliance with the requirements of educational program.

Yearly works/projects are a type of scientific work that involves independent research by a tertiary student of current problems and their theoretical presentation in accordance with the requirements for the design of research results.

They are performed in order to consolidate, deepen and generalize the knowledge obtained by the tertiary students during their studies and to apply them to a complex solution of a specific professional task. Time for completing yearly works/projects is undefined. The number of yearly works/projects should not exceed one per term (the recommended number is no more than one project per academic year). Yearly works/projects are not scheduled for first-year students; in the final term, they can be scheduled only if there is no qualification work (diploma thesis/project) in the curriculum. A yearly work/project, which has an interdisciplinary nature, can be a separate item in the curriculum (the target volume is 3 ECTS credits) and be part of 16 disciplines for the academic year.

The topics of yearly works/projects should correspond to the objectives of academic discipline and be closely related to the practical needs of a particular major. The topics of yearly works/projects are determined at the beginning of each academic year by the subdepartment which provides teaching of the discipline, approved at a meeting of the subdepartment, reflected in the minutes and approved by the director of institute/the head of department.

The supervision of yearly works/projects is carried out by teachers of the graduating subdepartment and other research and teaching staff members with a scientific degree and/or academic title.

The defense of a yearly work/project by a tertiary student is carried out before a committee consisting of two to three teachers of the subdepartment with the participation of the supervisor of yearly work/project. The composition of committee is determined by the head of subdepartment.

After the defense, yearly works are stored at the subdepartment for one calendar year, then handed over to the archive for storage. Yearly works are stored at the archive for three years (by the Order of the Ministry of Education and Science of Ukraine #161 of 02.06.1993), then disposed of in the prescribed manner.

Yearly works that have theoretical and practical value are submitted to competitions of student research papers, are offered for implementation.

Qualification works (diploma theses/projects) are performed at the final stage of education of tertiary students under bachelor and master educational programs and provide for:

- systematization, consolidation, expansion of theoretical and practical knowledge in the major (concentration) and their application in solving specific scientific, technical, economic, production and other tasks;

- development of skills of independent work and mastering of methods of research and experiment related to the topic of work (project).

- **Graduation work/project** is an independent individual qualification work, with elements of research and innovation, which is the result of theoretical and practical training within the framework of standard and optional components of educational-professional or educational-scientific tertiary student training programs.

The purpose of qualification work (graduation work/project) is conducting theoretical and practical research, in-depth understanding of the professional problem, developing innovative proposals in a particular field of production or scientific activities and recommendations for their implementation.

One year before the end of full-time form study and 6 months before the end of extramural form study, the tertiary student has the right to choose the topic of his/her graduation work/project, determined by the graduating subdepartments, or to propose his/her own topic with the justification of expediency of its development.

Teachers of the relevant subdepartments of the Academy who have a scientific degree and/or academic title, preferably in the relevant or a related major, are appointed as supervisors of qualification works (graduation works/projects).

Prior to the preliminary defense of his/her qualification work (graduation work/project), a student is obliged to provide the graduating subdepartment with its electronic version, in order to prevent and detect academic plagiarism in graduation works of tertiary students, which is entrusted to heads of subdepartments and supervisors of qualification works (graduation works/projects) of graduates of all educational levels. **Checking for academic plagiarism with the help of Internet services based on the internal database of documents in the Academy and on the Internet is carried out free of charge.**

The completion and defense of qualification work (graduation work/project) is the final stage of training under an educational-professional (educational-scientific) training program and a form of the final assessment of tertiary students.

The qualification works (graduation works/projects) of tertiary students, after their defense, are handed over by the graduating departments **to be stored in the electronic institutional repository of qualification (bachelor's, master's) works**, in accordance with the requirements of current legislation.

6.4. *The practical training of students of the Academy* is a mandatory component of an educational-professional program for obtaining a certain degree of higher education.

The purpose of practical training of tertiary students of the Academy is to generalize the acquired theoretical and practical knowledge, gain professional skills and abilities that form specialists with higher education of the appropriate degree and contribute to improving the quality of training the specialists.

The task of practical training is:

- training of specialists who are able to solve production problems in modern market conditions and master techniques and methods that are part of the latest technologies;
- acquisition of professional skills;
- making independent decisions based on a specific production situation; and
- introduction into production of advanced technologies and results of scientific research.

Practical training the tertiary students involves continuity and consistency of its conduct during the study, which contributes to the consolidation of relevant competences in the future professionals.

Practical training the tertiary students involves conducting practical classes, types of practices, dual form of education provided by the curriculum. The program of practical training and the terms of its carrying out are defined by the working curriculum.

Practical training persons studying at the Academy is carried out through their internship at enterprises, institutions and organizations in accordance with agreements concluded by the Academy.

Tertiary students from other countries who study at the Academy without discontinuing work can undergo practice on the basis of national enterprises, institutions and organizations (with their consent and the consent of the relevant graduating subdepartment of the Academy), with unconditional adherence to the requirements of schedule of educational process, curriculum and program of practice.

In the presence of such groups of tertiary students, the Academy initiates the development, by the relevant graduate subdepartments, of practice programs in Russian.

The heads of enterprises, institutions and organizations are obliged to ensure the creation of appropriate conditions for internships and the compliance with the rules and regulations of labor protection, occupational safety and industrial sanitation in accordance with the law.

Undergoing and defending the practice of tertiary students of all forms of study is regulated by the "Regulations on the Practice of IAPM students," approved by order of the Rector of the Academy, and is carried out in accordance with the law.

6.5. Control measures

The types of control of knowledge of tertiary students are:

- current control (progress check (modular control)),
- concluding final assessment.

Current control is carried out during conducting practical and seminar classes. Current control is used to test knowledge of individual components of the educational program of a given discipline, namely: material presented in lectures, issues considered and discussed at seminar (practical, laboratory, individual) classes and material worked on independently.

The task of current control is: checking the understanding and mastering of certain material, developed skills of conducting calculation work; ability to process texts independently; ability to comprehend the content of a topic or section; ability to present certain material publicly or in writing.

The forms and methods of current control are determined by the subdepartments.

Progress check (modular control) is a form of current control which is carried out to determine the level of student mastery of learning outcomes after studying the material of a logically complete part of a discipline - a content module, which is defined by the work program of discipline.

Concluding final assessment includes:

- term final assessment;
- final assessment of a tertiary student.

Term final assessment is conducted in the form of a semester exam or test in a particular academic discipline in the amount of training material determined by the working program of academic discipline and within the time limits provided for by the schedule of educational process.

Term exam is a form of final control of student mastery of the training material in a particular academic discipline for a term.

Term test is a form of final control, which consists in assessing a student's mastery of the educational material in a particular discipline solely on the basis of current control, testing, results of completing individual tasks (module tests, calculation and graphic works, etc.).

The number of exams in an exam session, as a rule, does not exceed 4-5. The tertiary students are required to take tests and exams in accordance with the requirements of working curriculum within the timeframe provided for by the schedule of educational process. The content of tests and exams is determined by the working curricula of disciplines.

A tertiary student is allowed to take a test and/or exam in a discipline, if he/she has fully performed all types of work provided for in the working curriculum and working educational program.

Passing tests is carried out at the last laboratory, practical, seminar classes in the relevant disciplines and is completed before the beginning of examination session. The tertiary students, who without good reason did not pass the tests in the disciplines provided for by the curriculum, are not allowed to take the examination session.

The schedule of examinations is approved by the director of institute/the head of department not later than one month before the beginning of examination session and is brought to the notice of research and teaching/teaching staff members and tertiary students.

The schedule of an examination session provides for the time to prepare for each exam lasting at least three days, including weekends.

Making amendments to the schedules of test-examination sessions is possible only with a written consent of the Academy management (the Vice-Rector/Rector).

During an exam/test, the tertiary students have the right to use educational programs in the discipline. With the permission of examiners, the tertiary students can use reference books, technical teaching aids. The use of any information materials by a student during an examination/test without the permission of persons conducting the control event entails its termination. In this case, next to the surname of tertiary student in the test-examination statement, the record "Unsatisfactory"/"Not credited" and the corresponding signature of the teacher are put.

A student is admitted to term control if he/she has performed all types of work that are provided for by the working program of the discipline.

In order to ensure the objectivity of assessments and the transparency of control of knowledge, skills and abilities acquired by the students, term control is carried out in writing using examination papers or test forms and computer technology.

It is possible to apply a comprehensive approach to final assessment, when, according to the results of a written answer, an interview with the student is provided for.

When evaluating the results of an exam, 100 points are distributed among the number of questions and specified in the exam paper (test variant). The subdepartment determines the order of distribution of points and the evaluation criteria during the exam.

The overall results of current and final control are entered in the statement of performance accounting.

The number of examination papers and variants of test tasks in a discipline must be at least 25.

The maximum number of points that a student can receive during an exam is 100 points.

After the completion of term final assessment in a discipline, the tertiary students' grades for mastering the discipline on a 100-point scale (as well as the grades for other types of the academic work) are converted to national grades ("Excellent," "Good," "Satisfactory," "Unsatisfactory") and ECTS grades ("A," "B," "C," "D," "E," "FX," "F").

The results of passing tests are evaluated on a national two-point scale: "Credited" or "Not credited" and the corresponding ECTS grades.

At the Academy, converting points of the internal 100-point scale to the national and European scales is carried out in the following order:

the minimum score is 0,

the maximum score is 100,

the minimum score for getting a positive grade is 60.

Sum of points for all types of educational activity/Local grade	ECTS grade		National grade	
			<i>For an exam, a yearly project (work), a practice</i>	<i>For a test</i>
90 – 100	A	Excellent	Excellent	Passed
82-89	B	Good	Good	
75-81	C		Satisfactory	
68-74	D			
60-67	E			
35-59	FX		Unsatisfactory with the possibility of repetition of exam/work/practice	Fail
1-34	F	Fail	Unsatisfactory with mandatory re-studying the discipline	

The grade for undergoing a practice, regardless of its type, is awarded based on the results of defense by the tertiary student of his/her written report before the committee of subdepartment, which is formed by its head (not more than three people), in due time. Participation of the supervisor of practice (mentor) from the employers in the work of committee is mandatory.

Tertiary students, who, according to the results of an examination session, have unfulfilled program requirements in 1-2 disciplines, may be granted the right to fulfill them within a specified period.

In case of receiving an unsatisfactory grade, re-taking the exam (test) is allowed no more than twice. During the second re-examination (or the second re-passing the test), the examination (test) is administered to the tertiary student by a committee created by the director of institute/the head of department. The grade of committee is final.

If a tertiary student was admitted to term control, but did not appear without a good reason, it is considered that he/she used the first attempt to pass the exam (test) and failed.

In cases of conflict, an appeal committee is created by the director of institute/the head of department on the motivated application of a tertiary student or a research and teaching staff member. The appeal committee consists of: the head -- the head (deputy head) of institute/department, where the student studies, the head of subdepartment for which the discipline is assigned, a teacher of this or another subdepartment who teaches the relevant discipline, but did not participate in this term control, a representative of the student self-government board of institute/department or the Academy and a representative of the employers, if the student studied under the dual form. The secretary of committee is elected from among the members of appeal committee.

If there are valid reasons (illness, family circumstances, etc.) that are documented, the director of institute/the head of department may set for individual tertiary students individual schedules for passing exams (tests) or fulfilling unfulfilled program requirements with the duration of no more than a month from the beginning of next term. If this period is insufficient to fulfill the individual schedule, the issue of granting such tertiary students academic leaves or repeat courses of study is considered.

Tertiary students who have fully complied with the requirements of curriculum of current course and the terms of agreement (contract) for study, by order of the Rector of the Academy are transferred to the next year of study.

During examination sessions, an independent test assessment of the knowledge of tertiary students can be conducted as a quality control of the educational process of subdepartments, which is mandatory for all tertiary students.

The results of term control should be regularly discussed at meetings of the subdepartments, academic councils of institutes/departments and the Academic Council of the Academy and are one of the important factors in managing the quality of educational process.

7. FINAL ASSESSMENT OF THE TERTIARY STUDENTS

Final assessment is the establishment of compliance of level and volume of knowledge, skills and other competences acquired by the tertiary students with the requirements of an educational program.

The final assessment of tertiary students is carried out by examination boards (hereinafter referred to as EB).

An **examination board** is created annually as a single one for all forms of education consisting of the head and members of examination board in each major (concentration) and certain degrees of higher education. Depending on the number of graduates, it is possible to create several examination boards in one major (concentration) or one examination board for several related majors (concentrations) within the relevant field of knowledge, usually at one institute.

The term of office of an examination board is one calendar year.

The tasks of examination boards are:

-- conducting the final assessments of students of the Academy;

-- establishing the compliance of level and volume of knowledge, skills and other competences acquired by the tertiary students with the requirements of higher education standards;

-- decision-making on assigning to a person who has successfully completed the educational program at a certain educational level the appropriate degree of higher education and qualification; and

-- developing proposals for further improvement of the quality of training specialists in the relevant major (concentration).

The procedure for forming, organizing the work and summarizing the work of examination boards at the Academy is regulated by the Regulations on Examination Boards at PJSC HEI IAPM.

The final assessment of tertiary students at the Academy can be carried out in the form of:

-- public defense of qualification work (graduation work/project);

-- and/or attestation examination (examinations); and

-- and/or unified state qualification examination for majors in the prescribed manner.

The form of conducting the final assessment of tertiary students is determined by the relevant standard of higher education in a particular major and curriculum.

The terms of conducting the final assessment of tertiary students are determined by the schedules of educational process according to the curricula of training specialists.

Requirements for the content of qualification works (graduation works/projects) of tertiary students, programs and papers for passing the final assessment/unified state qualification exam are developed by the graduating subdepartments taking into account the requirements of the relevant standard of higher education.

Ensuring effective work on prevention and detection of academic plagiarism in the qualification works (graduation works/projects) of tertiary students of the Academy is entrusted to the heads of subdepartments and the supervisors of graduates of all educational levels (the Order of 21.06.2017 #86-o).

Final assessment exams can be conducted in individual academic disciplines of professional orientation, or in the form of unified state qualification exam in a major, which takes questions from several disciplines of the curriculum. The list and number of academic disciplines the final assessment of which is conducted are determined by the relevant higher education standard and curriculum. If both forms of assessment are provided for, a public defense of the qualification work (graduation work/project) is always preceded by passing the final assessment/unified state qualification exam.

Tertiary students who have successfully fulfilled all the requirements of curriculum in a major of the relevant level of higher education and have no test/exam failures are admitted to the final assessment.

A negative review or response of the supervisor of a qualification work (graduation work/project) is not a reason for non-admission of the student to the public defense.

Final assessment is carried out openly and publicly. The tertiary student and other persons present at the assessment are free to perform audio and/or video recording of the assessment process.

Final assessment can be carried out through means of communication built into the Moodle learning management system, video conferencing (MS Teams, ZOOM, Google Meet, Skype, etc.) in conditions when the possibility of physical attendance of higher education institutions by tertiary students is limited or does not exist, and traditional tools for tertiary student final assessment cannot be used due to force majeure (natural disasters, quarantine measures and other force majeure circumstances).

The results of final assessment (in the form of final assessment and/or unified state qualification examination, a public defense of qualification works (graduation works/projects) are evaluated according to the criteria of evaluation on a 100-point scale, the national and ECTS scales).

The decision of an examination board on the evaluation of results of public defense of qualification works (graduation works/projects), passing the final assessment and/or unified state qualification examination in oral form, as well as on the issuance of diplomas (including diplomas with honors), are announced to the tertiary students by the head of examination board on the day of defense, of passing the exam.

The results of written passing the final assessment/unified state qualification examination are announced to the tertiary students by the head of examination board after checking the answers, but not later than the next day.

The conditions under which an examination board may decide to issue a diploma with honors to a tertiary student are:

- the percentage of final grades "excellent" (according to the national grading scale) in all disciplines, for all yearly works/projects and practices, for which the working curriculum provides for differentiated assessment, is not less than 75%;

- in other disciplines, for other yearly works/projects and practices, for which the working curriculum provides for differentiated assessment, the tertiary student received final grades "good" (according to the national grading scale);

- the tertiary student defended the qualification work (graduation work/project), passed the final assessment and/or unified state qualification exam getting the grade "excellent";

- the tertiary student has high achievements in scientific work; and

- there is a recommendation of the graduating subdepartment to issue a diploma with honors to the student.

Obtaining an unsatisfactory grade by a tertiary student at the final assessment or unified state qualification examination does not deprive him/her of the right to continue to pass the next stages of final assessment.

A tertiary student who did not defend the qualification work (graduation work/project), or did not pass the final assessment exam, or did not appear for the official defense/final assessment exam without valid reasons, is expelled from the Academy as one who did not pass the final assessment.

For tertiary students who did not pass the final assessment exam, did not defend the qualification work (graduation work/project) for a valid, documented reason, the Rector may extend the term of study until the next work period of examination board, but not more than one year.

If a public defense of the qualification work (graduation work/project) is considered unsatisfactory, the examination board determines whether the tertiary student may submit for re-defense the same qualification work (graduation work/project) with appropriate revision - or must instead develop a new topic proposed by the graduating subdepartment.

Re-defense of the qualification work (graduation work/project) and re-passing the final assessment and/or unified state qualification exam is allowed only during the next final assessment within three years after graduation from the Academy. The form of final assessment for persons who re-pass it is determined by the curriculum in force in the year of graduation from the Academy.

Based on the results of activity of an examination board, the head prepares a report, which is approved at its final meeting.

The results of work, proposals and recommendations of an examination board are discussed at meetings of graduating subdepartments, academic councils of institutes, Academic Council of the Academy.

8. SYSTEM OF HIGHER EDUCATION QUALITY ASSURANCE AT THE ACADEMY

The system of assurance of quality of educational activities and of quality of higher education at the Academy consists in internal quality assurance, which involves the implementation of the following procedures and measures:

- 1) defining principles and procedures for higher education quality assurance;
- 2) monitoring and periodic reviewing of the educational programs;
- 3) assessing the tertiary students, research and teaching staff and educational personnel and publishing the results of assessment;
- 4) providing the advanced training of educational personnel, academic researchers and research and teaching staff;
- 5) ensuring the availability of necessary resources for organization of the educational process, including unsupervised work of students, under each educational program;
- 6) ensuring the availability of information systems for effective management of the educational process;
- 7) ensuring the publicity of information about the educational programs, degrees of higher education and qualifications;
- 8) providing an effective system for preventing and detecting academic plagiarism in the scientific works of employees of higher education institutions and tertiary students;
- 9) other procedures and measures.

The education quality assurance system at the Academy is regulated by the "Program of Quality Assurance of Education at PJSC HEI IAPM and the "Regulations on the System of Internal Quality Assurance of Higher Education at PJSC HEI IAPM approved by the Academic Council and sanctioned by the Rector's orders.

The Rector's control is a special type of internal control of the level of knowledge, skills and abilities of students of the Academy, the purpose of which is establishing the level of effectiveness of use of various forms and methods of teaching disciplines by the research and teaching staff members; obtaining information about the nature of cognitive

activity, the level of independence and energy of students; assessing the residual level of knowledge in a discipline with further analysis and generalization; proper preparation for conducting the licensing and accreditation procedures and ensuring the most objective assessment of students' knowledge; checking the quality of educational process at the subdepartments and the level of teaching sciences (disciplines) by individual research and teaching staff members.

The procedure for conducting the Rector's control is regulated by the "Regulations on Organization of the Rector's Control of Quality of Knowledge at PJSC HEI IAPM approved by the Rector's order.

Exams in the form of independent test assessment are a special type of internal control of the level of knowledge, skills and abilities of students of the Academy, which aims to improve the quality of educational process, intensify the systematic work of students, ensure the objectivity of term control of knowledge of full-time students, provide the final assessment of knowledge and skills.

The procedure for conducting exams in the form of independent test assessment of students' knowledge is an optional form of control at the educational units of the IAPM and is regulated by an order of the Rector of the Academy.

9. PARTICIPANTS IN THE EDUCATIONAL PROCESS

The participants in the educational process at the Academy are:

- research and teaching staff, educational personnel and academic researchers;
- tertiary students.

9.1. Research and teaching staff, educational personnel and academic researchers

-- *Research and teaching staff* are persons who carry out educational, methodological, scientific (scientific-technical, artistic) and organizational activities at the main place of work at higher education institutions.

-- *Educational personnel* are persons who carry out educational, methodological and organizational activities at the main place of work at higher education institutions.

-- *Academic researchers* are persons who professionally carry out scientific, scientific-technical or scientific-organizational activities at the main place of work and in accordance with the employment agreement (contract) and have the appropriate qualification regardless of the degree or academic title.

The scientific, scientific-technical and innovative activity of research and teaching staff of the Academy is regulated by the legislation on scientific and scientific-technical and innovative activity.

9.1.1. Research and teaching staff, academic researchers and educational personnel of the Academy have the right to:

- academic freedom, which is implemented in the interests of the individual, society and humanity in general;
- academic mobility for conducting their professional activities;
- protection of their professional honor and dignity;

- ensuring the creation of appropriate working conditions, increasing their professional level, organizing their recreation and everyday life established by law, regulations of the Academy, the terms of individual employment contract;
- use of library, information resources, services of educational, scientific, sports, cultural-educational departments of the Academy;
- protection of their intellectual property rights;
- free choice of methods and means of teaching within the approved curricula and working educational programs in sciences (disciplines);
- participation in the discussion of issues of educational, methodological, scientific and production activities of the Academy;
- advanced training and practical study at least once every five years;
- conducting scientific research work;
- individual educational activity;
- participation in associations of citizens;
- use of paid leaves;
- moral and material encouragement for conscientious and active work; and
- other rights and freedoms provided for by the current legislation of Ukraine and the Charter of the Academy.

9.1.2. *Research and teaching staff, academic researchers and educational personnel of the Academy are bound to:*

- develop, by the beginning of term of academic year, educational and methodological support of the disciplines, the teaching of which is to be done by them in accordance with the distribution of teaching load;
- adhere to the principles and rules of compliance with the policy of academic integrity; to form in the tertiary students the professional competences necessary for mastering the principles of academic culture, which is based on the principles of academic honesty, transparency and accessibility of quality education in Ukraine;
- provide teaching at a high scientific-theoretical and methodological level of the educational disciplines of relevant educational program in the major, to conduct scientific activities (for the research and educational staff members);
- increase the professional level, teaching skills, scientific qualification (for the research and educational staff members);
- adhere to the norms of educational ethics, morals, respect the dignity of persons studying at the Academy, instill in them love for Ukraine, educate them in the spirit of Ukrainian patriotism and respect for the Constitution of Ukraine and state symbols of Ukraine;
- develop in the persons studying at the Academy independence, initiative, creative abilities;
- comply with the Charter of the Academy, the Rules of Internal Work Order, laws and other regulations;
- provide equal conditions for the students to demonstrate knowledge during control activities, not to allow the use of prohibited sources of information;
- strictly adhere to the established criteria for determining grades at the exams and during other control activities;

- prepare the students for a conscious life in the spirit of mutual understanding, peace, harmony between all peoples, ethnic, national, religious groups; and
- promote the preservation of property of the Academy.

9.1.3. *Working hours of the research and teaching staff members*

The norms of time of methodological, scientific, organizational work are determined by the Academy in accordance with the Code of Labor Laws, the Law on Higher Education, etc.

The involvement of research and teaching staff, academic researchers and educational personnel in work not provided for in the employment agreement (contract) may be carried out only with their consent or in cases provided for by the current legislation of Ukraine.

The types of classes that are part of the standard volume of a teacher's workload in accordance with his/her position are established by the subdepartment.

The main document that reflects the educational, methodological, scientific and organizational work of a teacher of the Academy during an academic year is an individual plan of work of the teacher and its accounting.

When drawing up individual work plans of teachers and distributing teaching load, the head of subdepartment has to consider features of each kind of work and to provide optimum use of the creative potential of each research and teaching staff member.

Teachers with a scientific degree and/or academic title are involved in the teaching of academic disciplines for master degree students.

The minimum and maximum obligatory volume of educational load of research and teaching staff members of the Academy within their working hours is established by orders of the Rector according to the current legislation and in the order provided for by the contract.

The heads of departments (the directors of institutes) and the heads of subdepartments are personally responsible for the compliance with the limits of minimum or maximum mandatory amount of educational workload of research and teaching staff members of relevant subdepartments.

In case of production necessity, a teacher may be involved in conducting training sessions in excess of the mandatory amount of workload determined by the individual work plan, within his/her working hours. Changes in the compulsory workload of teacher are made to his/her individual work plan.

The schedule of a teacher's working hours is determined by schedule of classroom classes and consultations, schedule of control measures and other types of work provided for by the individual work plan of teacher.

The time of performance of works not provided for by the schedule of control measures is determined taking into account the features of major and forms of study.

A teacher is obliged to adhere to the established working hours.

It is forbidden to distract the teachers from conducting training sessions and control activities provided for by the schedule.

9.2. *Tertiary students* are persons who study at the Academy at a certain level of higher education in order to obtain the appropriate degree and qualification.

Tertiary students at the Academy are students, graduate students and doctoral students.

The issue of training scientific and research and educational staff of the highest qualification at the Academy is regulated by:

- The Regulations on Doing Graduate Studies at PJSC HEI Interregional Academy of Personnel Management approved by a decision of the Academic Council of the Academy (of December 28, 2016, Minutes #13), introduced by an order of the Rector of the Academy;

- The Regulations on Doing Doctoral Studies at PJSC HEI IAPM approved by the order of the Rector of 20.01.2015 #181-n.

9.2.1. *Persons studying at the Academy have the right to:*

- choice of the form of education during the admission to the Academy;
- safe and harmless conditions of the study, work and life;
- work activities in extracurricular time;
- use of the libraries, information collections, educational, scientific and sports facilities of the Academy;
- use of the production, cultural-educational, amenity, health facilities of the Academy;
- provision with a dormitory for the period of study if there are vacancies;
- participation in scientific research works, conferences, symposia, exhibitions, competitions; submitting of their works for publication;
- participation in events involving educational, scientific, scientific research, sports, artistic, public activities held in Ukraine and abroad, in the manner prescribed by law;
- participation in the discussion and solution of issues of improving the educational process, scientific research work, organization of leisure, everyday life, health improvement;
- participation in public associations;
- participation in the activities of public self-government bodies of the Academy, departments, institutes, the Academic Council of the Academy, student self-government bodies;
- academic mobility, including international;
- possibility to study abroad without a break in the study, if the period of study does not exceed one term;
- participation in the formation of an individual curriculum;
- moral and/or material encouragement for success in their education, scientific research and social work, for their artistic and sports achievements, etc.;
- protection from all forms of exploitation, physical and mental violence;
- internships at enterprises, institutions, establishments and organizations, as well as remuneration during the performance of production functions in accordance with the law;
- vacation leaves lasting at least 8 calendar weeks per academic year; and
- special educational support and access to the infrastructure of the Academy in accordance with medical and social indications in the presence of health restrictions due to health conditions.

9.2.2. *Persons studying at the Academy are obliged to:*

-- comply with current legislation of Ukraine, the Rules of Conduct of the Academy, principles and norms of academic integrity, ethical norms, as well as respect the teachers;

-- comply with the requirements for labor protection, occupational safety, production sanitation, fire safety provided for by the relevant rules and instructions;

-- comply with the requirements of educational (scientific) program;

-- systematically and deeply master knowledge, skills, know-how's, professionalism and raise the general cultural level;

-- responsibly, honestly and creatively approach the implementation of educational tasks;

-- not to use prohibited sources of information during control measures;

-- comply with the schedule of educational process and the requirements of individual curriculum;

-- regularly attend classes;

-- timely inform the dean's office about the impossibility of attending classes;

-- maintain proper order in the Academy;

-- treat the property of the Academy with care; and

-- keep the documents of a tertiary student.

9.2.3. *The study time of persons studying at the Academy* is regulated by the Order of the Ministry of Education and Science of Ukraine of October 16, 2009 #943 and the Letter of 26.02.2010 #1/9-119 "On Methodological Recommendations for the Introduction of the European Credit Transfer System and its Key Documents at Higher Educational Institutions."

The study time of tertiary students is determined by the number of accounting time units allocated to master an educational (educational-professional or educational-scientific) training program at a certain level of higher education (primary, first, second) to obtain the appropriate degree of higher education.

Accounting for the complexity of educational work of tertiary students at the Academy is carried out in ECTS credits. The volume of an ECTS credit is 30 academic hours. As a rule, 60 credits are allocated per academic year, and 30 credits - per term.

An ECTS credit provides for all types of educational activities required to complete a full year of academic study at the Academy, i.e.: lectures, practical work, seminars, consultations, individual, independent work, final control (tests, exams), the qualification work (graduation work/project), various practices or other types of activities related to evaluation. A credit is thus based on the full workload of a tertiary student and is not limited to the classroom hours.

The accounting units of study time of a tertiary student are an academic hour, an academic day, week, term, course period, and year.

Academic hour is the minimum accounting unit of study time, which serves as a basis for planning and accounting such types of classes as lectures, seminars, practical, laboratory, contact classes. The duration of an academic hour is usually 45 minutes. Two academic hours form a double period. Classes at the Academy last 90 minutes or 80 minutes without a break.

Academic day is a component of the study time of a tertiary student lasting no more than 8 academic hours (4 periods of study).

Academic week consists of six days; the training of tertiary students takes place in two shifts.

Academic term is a component of the study time of tertiary students, which ends with final term control. The duration of a term is determined by the curriculum, as a rule, during years 1-4 it is 17 weeks; during the final years, individual terms may be shorter.

Academic course period is a completed period (year) of the study of tertiary students during an academic year. The length of stay of tertiary students in a course period includes the time of academic terms, final control and vacation. The beginning and end of study of tertiary students in a particular course period are formalized by the relevant (transfer) orders of the Rector of the Academy.

An *academic year* begins for full-time students on September 1 and lasts for 12 months. An academic year consists of: academic terms, examination sessions; practical training (training and production practices); weekends and holidays; vacation (except for graduation years).

The length of an academic year is 52 weeks, of which at least 8 weeks form the total duration of vacation. The duration of theoretical training, compulsory practical training, term control and individual assignment completion is 40 weeks per year.

The terms and time of conducting various types of educational work are regulated by the schedules of conducting classes, consultations for passing examinations, the work of examination boards.

The schedules of conducting classes are designed in accordance with the distribution of classes taking into account the changes established by an order of the Rector of the Academy.

The schedules of conducting classes and passing test and examination sessions are agreed with the deans and approved by the directors of institutes/the heads of departments.

Making amendments to approved schedules, transferring various types of educational work and forms of control (tests, consultations, exams) to another time is allowed according to the established procedure only with the permission of management of the Academy, of which all participants in the educational process are informed.

Attendance at classes - lectures, laboratories, seminars, practicals - is mandatory for the tertiary students. The teachers check the presence of tertiary students at the beginning of each lesson; the fact of absence is reflected in the "Records of Academic Group," in accordance with the order of its completion.

Free attendance of lectures is allowed in the manner prescribed by the "Regulations on Organization of Study of Tertiary Students According to Individual Schedules at PJSC HEI IAPM.

It is prohibited to distract the tertiary students from participating in training sessions and control activities established by the schedule, except as provided by applicable law.

10. ADMITTANCE, EXPULSION, STUDY INTERRUPTION, READMITTANCE AND TRANSFER OF THE TERTIARY STUDENTS

Admission to the Academy is carried out on a competitive basis in accordance with the Terms of Admission to Higher Education Institutions approved by the central executive body in the field of education and science.

In accordance with the Terms of Admission to Higher Education Institutions, the Academic Council of the Academy annually approves the Rules of Admission to PJSC HEI IAPM and the List of Fields of Knowledge and Majors, according to which tertiary students are trained at PJSC HEI IAPM, by which it is guided during the calendar year.

10.1. Persons studying at the Academy may be expelled:

- in connection with the completion of training under the relevant educational (scientific) program;
- voluntarily;
- in connection with the transfer to another institution of higher education;
- for academic failure (regardless of social status), if the student:
 - according to the results of term control received "Unsatisfactory" grades (FX or F on the ECTS scale) in three or more disciplines;
 - in connection with the receipt of grade "Unsatisfactory" during eliminating academic failure before the committee;
 - in connection with the receipt of grade "Unsatisfactory" based on the results of final assessment of tertiary student;
 - for non-fulfillment of the curriculum (if the student has not fulfilled the individual curriculum within the established time limit).
 - for violation of the terms of agreement (contract) concluded between the Academy and the student or a natural person (legal entity) who pays for such training;
 - for non-appearance of first-year students for classes within 10 days from their beginning without valid reasons;
 - for violation of academic discipline (if the student did not show up for classes for one month during a term and did not inform the dean's office about any valid reasons for his/her absence);
 - for systematic absences from classes without good reason (the total number being more than 120 academic hours per term);
 - for reasons of health on the basis of a conclusion of the medical-advisory committee (MAC);
 - for violation of the rules of internal conduct defined in the Charter, rules and other regulations which are adopted by the Academy and are not contrary to applicable law; and
 - in other cases provided by the current legislation.

10.1.1. The expulsion of students for violation of the rules of internal conduct is agreed with the student self-government bodies and the Academic Council of the institute.

10.1.2. The expulsion of minor students (except for the expulsion for academic failure) is carried out in agreement with the service for minors of the local executive bodies and with obligatory informing of the parents (guardians).

10.1.3. When concluding a contract for training, a student or natural person (legal entity) who pays for the training, before the start of classes, gets acquainted with these Regulations in person (personal signature).

A person expelled from the Academy before completing the educational program receives an academic certificate containing information on learning outcomes, names of disciplines, grades obtained and the number of ECTS credits obtained. The sample of

academic certificate is established by the central body of executive power in the field of education and science.

10.2. Persons studying at the Academy may interrupt their studies due to circumstances that make it impossible to carry out the educational (scientific) program (due to their health condition, conscription for military service in case of loss of the right to deferment from it). These persons are granted academic leaves on the basis of relevant documents in accordance with applicable regulations.

The tertiary students called up for military service in connection with the announcement of mobilization are guaranteed to retain their places of study. The tertiary students who exercise the right to academic mobility, during their training, internship or research activities at another higher education institution (scientific institution) in Ukraine or abroad, are guaranteed to retain their places of study in accordance with the provisions on the exercise of right to academic mobility. Such persons are not expelled from the body of tertiary students. A person expelled from the Academy before completing the relevant educational program has the right to re-admission to the Academy.

Study or practical study at educational and research institutions (including those of foreign countries) may be grounds for a break in studies, unless otherwise provided by international acts or agreements between the Academy and the relevant institution. This issue is regulated by the "Regulations on the Academic Mobility of Participants in the Educational Process at PJSC HEI IAPM (order of December 12, 2016 #197-o).

10.3. If a student fails to complete the individual curriculum for good reasons, or if for him/her academic deficiency of more than 30 ECTS credits is established (for sophomores and seniors), he or she may voluntarily redo the course of this year on a compensatory basis (within the places of licensed volume).

When re-studying, the dean personally recredits the ECTS credits in academic disciplines, in which the student received grades "Good – B/C" and "Excellent – A." The dean recredits the grades "Satisfactory - D/E" with the consent of student.

10.4. A tertiary student who, passing the final assessment for the right to be awarded a certain degree of higher education (bachelor, master), received during the exam the grade "Unsatisfactory" or did not defend the qualification work (graduation work/project), is expelled from the Academy with the right to re-pass the final assessment in the next term of work of board within three years after the expulsion. In this case, he/she is issued a standard academic certificate. In case of the re-admission later than in three years, such a student is enrolled with an academic deficiency in accordance with the "Regulations on Academic Leaves and Re-Study at Higher Education Institutions" approved by the order of the Ministry of Education of Ukraine and the Ministry of Health of 06.06.1996 #191/153.

The re-admission of persons expelled from the Academy or who have been granted academic leaves, as well as the transfers of tertiary students are carried out, as a rule, during vacations.

The procedure for the expulsion, interruption of studies, re-admission and transfer of persons studying at the Academy, as well as the procedure for granting them academic leaves are determined by the regulations approved by the central executive body in the field of education and science.

If there are good reasons, such tertiary students may be granted academic leaves or the possibility to retake the course of study in accordance with the "Regulations on Academic Leaves and Re-Education at Higher Education Institutions" approved by the order of the Ministry of Education of Ukraine and the Ministry of Health of Ukraine of 06.06.1996 #191/153.

11. REQUESTING, ISSUING AND ACCOUNTING EDUCATIONAL DOCUMENTS

11.1. Requesting, issuing and accounting documents on education at the Academy is carried out in accordance with the Law of Ukraine "On Higher Education," the Resolution of the Cabinet of Ministers of Ukraine "On Documents on Higher Education (Scientific Degrees) of the State Standard" of 31.03.2015 #193, the Order of the Ministry of Education and Science of Ukraine "On Approval of the Forms of Documents on Higher Education (Scientific Degrees) of the State Standard and Annexes to Them, the Sample of an Academic Certificate" of 12.05.2015 #525, the Procedure for Requesting the Creation of Information Reproduced in Documents on Higher Education and Accounting Documents on Higher Education in the Unified State Electronic Database on Education (USEDE), the Order of the Ministry of Education and Science of Ukraine "On Approval of the Procedure for Granting Access to Individuals and Legal Entities to the Register of Documents on Higher Education" of 06.03.2015 #249, the Orders of the IAPM "On Approval of the Forms of Document on Higher Education of the State Standard" of 29.12.2016 # 209-o and "On Amendments" to this Order of 21.06.2017 #87/1-o.

The above documents establish the procedure for issuing and accounting documents on education at the Academy.

12. EDUCATIONAL PROCESS MANAGEMENT

The main responsibility for organization and quality of the educational process at the Academy is borne by the Rector, Vice-Rectors, directors of institutes/heads of departments and heads of separate structural units.

Their rights, duties and responsibilities are determined by the Law of Ukraine "On Higher Education," the Charter of the Academy and other legislative acts.

12.1. ***The Rector of the Academy***, within the powers granted to him:

- organizes the activities of higher education institution;
- decides on the educational activities of the Academy, is responsible for their implementation;
- issues orders and directives on all issues of organization of the educational process, which are mandatory for all employees and structural subdivisions of the Academy;
- is responsible for the results of activities the Academy before the founder (founders);
- appoints and dismisses employees in accordance with the Charter of the Academy, determines their functional responsibilities;
- forms the contingent of people studying at the Academy;
- transfers, expels and re-admits students who study at the Academy;

- monitors the implementation of curricula and programs of academic disciplines;
- monitors quality of the work of research and educational staff members, organization of the educational process and cultural and mass work, state of physical education and health; organizes housekeeping services for the participants in the educational process and other employees of the Academy;

- ensures labor protection, observance of law and order; and

- performs other duties in accordance with the current legislation of Ukraine.

The Rector of the Academy may, in accordance with the Charter, delegate part of his/her powers to his/her deputies and the heads of structural subdivisions.

12.2. The head of an institute/department, subdepartment

The director of an institute/the head of a department should have a scientific degree and/or academic title in accordance with the specialization of institute/department and is appointed by the Academy management for 5 years with the possibility of appointment not more than once for a second term.

The director of an institute/the head of a department may delegate part of their powers to their deputies. The powers of the director of an institute/the head of a department are determined by the Regulations on the Institute/Department, which are approved by the Academic Council of the Academy.

The director of an institute /the head of a department issues orders on the activities of relevant institute/department, which are binding on all participants in the educational process and may be revoked by the head of the Academy if they contradict the law, Charter or harm the Academy.

A subdepartment is managed by the head of subdepartment, who should have a scientific degree and/or academic title in accordance with the specialization of subdepartment.

The head of a subdepartment is elected by secret ballot by the Academic Council of the Academy for a term of five years, taking into account the proposals of staff of institute/department and subdepartment.

The head of a subdepartment ensures the organization of educational process, the implementation of curricula and educational programs of academic disciplines, controls the quality of teaching academic disciplines, the curricular and scientific activities of teachers.

12.3. *The Academic Council of the Academy* as a collegial governing body:

- determines the strategy and promising areas of development of educational, scientific and innovative activity of the Academy;

- determines the system of and approves the procedures for the internal higher education quality assurance;

- considers and adopts the most important decisions on the organization of educational process at the Academy;

- approves educational programs and curricula for each level of higher education and major;

- makes decisions on the organization of educational process, determines the terms of study at the appropriate levels;

- approves sample and procedure for issuing the Academy's own document on higher education, regulations on the procedure and grounds for its issuance to graduates,

as well as samples, procedure for the creation, procedure and grounds for issuing joint and double diplomas to graduates;

- assigns the academic titles of full professor, associate professor and senior researcher and submits the relevant decisions for approval to the graduate council of the central executive body in the field of education and science;

- makes final decisions on the recognition of foreign documents on higher education, scientific degrees and academic titles during the employment of educational personnel, academic researchers, research and teaching staff and other employees, as well as during the enrollment of entrants;

- elects on a competitive basis by secret ballot to the positions of deans, heads of subdepartments, full professors and associate professors, director of library, branch managers;

- decides on the proposal of the Rector on the formation, reorganization and liquidation of structural units;

- evaluates the research-educational activities of structural units; and

- considers other issues of the Academy's activity in accordance with its Charter.

Decisions of the Academic Council of the Academy are put into effect by orders and directives of the Rector of the Academy.

The Academy has academic councils of institutes, separate structural units, the powers of which are determined by the Academic Council of the Academy in accordance with the Charter of the Academy. The Academic Council of the Academy delegates part of its powers to the academic councils of institutes, separate structural units.

12.4. *The Academic Council of an institute/department* as a collegial body:

- determines the general areas of scientific activity of institute/department;

- decides on the organization of educational process of institute/department;

- considers issues of structural changes of the institute/department: creation, reorganization and liquidation of subdepartments, etc.;

- prepares proposals for consideration by the Academic Council of the Academy for the improvement of educational and working educational programs in disciplines, educational and working curricula; and

- considers and resolves other issues within the powers defined by the Charter of the Academy.

12.5. *Working and advisory bodies of the Academy*

To address current issues of the activities of the Academy, working bodies are formed: administration, deans' offices, scientific and methodological council, admission board, etc.

In order to develop a strategy and areas for conducting the educational and/or scientific activities of the Academy, the Rector has the right to form advisory (advisory and consulting) bodies on a voluntary basis, unless otherwise provided by the Charter of the Academy.

The regulations on working and advisory bodies are approved by the Academic Council of the Academy in accordance with the Charter of the Academy.

12.6. *Public self-government bodies of the Academy*

The highest collegial body of public self-government of the Academy is the general meeting of labor collective, including elected representatives from among the students.

The procedure for convening and making decisions of the highest collegial body of public self-government is determined by the Charter of the Academy.

12.7. *Student self-government bodies:*

-- participate in the management of higher educational institution in the manner prescribed by the Law of Ukraine "On Higher Education" and the Charter of the Academy;

-- participate in the discussion and resolution of issues of improving the educational process, scientific research work, organization of leisure, health improvement, everyday life and nutrition;

-- participate in activities (processes) to ensure the quality of higher education;

-- protect the rights and interests of students studying at the Academy;

-- delegate their representatives to working, advisory bodies;

-- adopt documents regulating their organization and activities;

-- participate in solving issues of ensuring proper living conditions for students at dormitories;

-- make suggestions on the content of curricula and programs;

-- make suggestions on the development of physical infrastructure of higher educational institution, including on issues related to the everyday life and leisure of students;

-- have the right to announce protest campaigns; and

-- perform other functions provided for by the Law of Ukraine "On Higher Education" and the Regulations on Student Self-Government at the Academy.

In agreement with the student self-government body of the Academy, decisions are made on:

-- putting up persons studying at the Academy in a dormitory and their moving out therefrom;

-- approval of the internal rules of conduct of the Academy with regard to the students.

The highest body of student self-government is the general meeting of students of the Academy.

13. ACADEMIC MOBILITY

13.1. Tertiary students, who exercise the right to academic mobility, during their studying or carrying out scientific activities at another higher education institution (scientific institution) in the territory of Ukraine or abroad, are guaranteed to preserve their places of study. Such persons are not expelled from the body of students of the Academy.

The right to academic mobility can be exercised on the basis of international agreements on cooperation in the field of education and science, international programs and projects, agreements on cooperation between the Academy and a domestic higher education institution (scientific institution) or its main structural unit and foreign higher education institutions (scientific institutions) and their main structural units; besides, it can be implemented by a participant in the educational process on his/her own initiative supported by the administration and management of the institute/department of the Academy, on the basis of individual invitations and other mechanisms.

The main types of academic mobility are:

degree mobility - study at a higher education institution, different from the permanent place of study of a participant in the educational process, in order to obtain a higher education degree confirmed by a document (documents) on higher education or on obtaining a higher education degree from two or more higher education institutions;

credit mobility - study at a higher education institution, different from the permanent place of study of a participant in the educational process, in order to obtain ECTS credits and/or relevant competences, learning outcomes (without obtaining ECTS credits), which will be recognized at the higher education institution which is the permanent place of study of the domestic or foreign participant in the educational process.

In this case, the general training period for such participants under credit mobility programs remains unchanged.

The forms of academic mobility for participants in the educational process, obtaining bachelor's, master's and doctoral degrees at domestic higher education institutions, are:

- training under academic mobility programs;
- language internship; and
- scientific internship.

13.2. For persons who are sent to study, an individual curriculum is designed on the basis of the working curriculum for a major of the relevant year/term and a training program approved by the foreign higher education institution. After returning to the Academy, the student:

-- provides an academic certificate of the established standard, which confirms the implementation of a training program at a foreign higher education institution and contains information about the learning outcomes;

-- reports on the implementation of the individual curriculum. The Academy has the right, in the prescribed manner, at the request of relevant subdepartment, to credit as the implementation of curriculum of training the results of study at a foreign higher education institution confirmed by an academic certificate. Crediting is possible provided that the content (expected learning outcomes) of academic disciplines, practices coincides, and the volume of credits is at least a 75% match.

The duration of study at a higher education institution abroad should not exceed, as a rule, one year. A student who studied at a foreign higher education institution during a term for not more than 2 months passes the test-exam session within the timeframe provided for by the schedule of educational process. If the duration of study at a foreign higher education institution is more than 2 months and/or coincides with the time of conducting a test-exam session at the Academy, an individual schedule of passing the final term control, defending the yearly works can be granted to the student by an order of the Rector:

- when returning to the Academy during an academic year - within 1 month after returning;
- when returning to the Academy during summer vacation - during the first month of the next term.

The general procedure for organizing academic mobility programs in the territory of Ukraine and abroad is regulated by the Resolution of the Cabinet of Ministers of Ukraine

"On Approval of the Regulations on the Procedure for Exercising the Right to Academic Mobility" of 12.08.2015 #579.

The organization of academic mobility of students at the Academy is carried out in accordance with the Regulations on the Academic Mobility of Participants in the Educational Process at PJSC HEI IAPM brought into effect by the Order of December 29, 2016 #99-r.

14. EDUCATIONAL-METHODOLOGICAL SUPPORT FOR THE EDUCATIONAL PROCESS

14.1. The educational-methodological support for the educational process includes:

- standards of educational activity and higher education;
- training and working curricula;
- working educational programs, syllabi, complexes of the educational-methodological support of all compulsory and optional academic disciplines;
- internship programs;
- textbooks and manuals, including in electronic form;
- methodological and didactic materials for lectures, seminars, practical and laboratory classes, including in electronic form;
- methodological and didactic materials for independent work, studying professional literature, preparation of yearly and qualification works (projects), including in electronic form;
- methodological materials for conducting the final assessment of tertiary students;
- open questions and test tasks in academic disciplines to check the level of assimilation of educational material by the students; and
- other materials.

The main requirements for the educational-methodological support, which is prepared by the research and teaching staff members, are determined by the Methodological Recommendations for Ensuring the Educational Process at the Academy.

In the preparation of the Regulations, the basic principles of the European Credit Transfer and Accumulation System, the requirements of the Standards and Guidelines for Quality Assurance in the European Higher Education Area, as well as the recommendations of the European Commission project "Harmonization of Educational Structures in Europe" (Tuning) are taken into account.