

**PRIVATE JOINT-STOCK COMPANY
HIGHER EDUCATION INSTITUTION
INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT**



МАУП

**Regulations
on the procedure and conditions for students to choose
elective disciplines
at Private Joint-Stock Company
Higher Education Institution
Interregional Academy of Personnel management**

(updated by Order of 08.12.2020 № 164 -o)

Kyiv – 2020

1. General provisions

1.1. These Regulations ensure exercising the right of students of Private Joint-Stock Company Higher Education Institution Interregional Academy of Personnel Management (hereinafter referred to as the Academy) to choose disciplines within a relevant educational program and curriculum to an extent of no less than 25 percent of the total number of ECTS credits specified for this level of higher education in accordance with the Law of Ukraine “On Higher Education” (paragraph 15 of the first part of Article 62).

1.2. These Regulations provide conditions for formalizing a procedure for:

- establishing and communicating a list of free elective disciplines to students;
- students’ exercising choice of academic disciplines from the established list;
- organizing further study of the chosen disciplines (forming mobile groups); and
- recognizing the learning outcomes in the chosen disciplines.

1.3. A student’s choosing academic disciplines creates conditions for him/her to achieve the following goals:

- deepening professional knowledge within the chosen educational program and acquiring additional special professional competencies, including getting a professional qualification (if it is provided for by the educational program);
- deepening his/her knowledge and acquiring additional general and general professional competencies within a major or related majors of the field of knowledge; and
- getting familiar with the current level of scientific research in other fields of knowledge and expanding learning outcomes within general competencies.

2. Methodological support for organization of a students’ choosing academic disciplines and regulatory measures

2.1. The Academy is responsible for quality of teaching and proper methodological support for the academic disciplines offered to students in order for them to exercise their right to free choice. Students are offered a choice of only those disciplines, curricula and working academic programs which are developed in accordance with the requirements of the Law of Ukraine “On Higher Education” and reviewed and approved in the manner prescribed by the Academy.

2.2. Elective disciplines are disciplines introduced by the departments of the Academy in order to meet the educational and qualification needs of students, increase their competitiveness and demand in the labor market, as well as to effectively exploit the Academy’s opportunities, take into account regional needs etc.

2.3. In accordance with the goals set out in paragraph 1.3, a student is invited to exercise his/her choice by:

2.3.1. Choosing from the variable component of the educational program (curriculum), according to which the student learns to:

2.3.1.1. Choose from blocks of disciplines, which mainly include professional disciplines that determine the specialized training of the student within the chosen educational program and is aimed at strengthening the student's ability to work in the chosen profession. Achieving the learning outcomes provided for by the discipline at a certain level of higher education is reason for a decision by the examination board to award a professional (additional) qualification to the student.

2.3.1.2. Simultaneously choose a specified number of disciplines from a block (package) that mainly includes educational (for the chosen educational program) disciplines, which allows achieving an in-depth level of knowledge and skills in certain sections of the future profession. As a rule, conferment of professional (additional) qualifications as a result of such a choice is not provided for within the same educational program.

2.3.1.3. Choose one discipline from a list of several disciplines offered for a semester.

2.3.2. Choose another educational program of the same level of higher education from the cycle of elective subjects of the curriculum. If the student chooses a block (package) of disciplines from the curriculum of another major (educational program) the professional (additional) qualification provided for by his/her core curriculum and educational program is not awarded to him/her.

2.3.2.1. Choose from the elective block of the department/institute or block of compulsory disciplines of another educational program of the same level of higher education.

2.3.2.2. Choose from the block of elective subjects of the curriculum of other educational program and level of higher education. In this case, any additional qualifications are not awarded. A prerequisite is approval by the director/head the institute/department where the student studies, if a discipline of a lower level of higher education is chosen, or the director/head of the institute/department, which implements the educational program from which the a higher education level discipline (disciplines) is (are) chosen.

2.3.2.3. Choose academic disciplines at another HEI when a student exercises the right to academic mobility.

2.4. A student may be denied exercising his/her choice and offered to make a new choice in the following cases:

2.4.1. If the number of students who have chosen an academic discipline exceeds the maximum number set by the relevant institute (department), head of educational program, subdepartment. In this case, preference is given primarily to students who study in the same program, at the same institute (department), and next to those students who made their choice before;

2.4.2. If the number of students who have chosen an academic discipline is less than the minimums set at the Academy: 5 people -- on the bachelor's level, 3 people -- on the master's level;

2.4.3. The same requirements apply to students who have exercised the right to choose academic disciplines from other educational programs, if the relevant study groups in these programs have not been formed on other grounds;

2.4.4. If the choice of an academic discipline results in an excess of an established maximum number of academic disciplines that a student can master simultaneously and/or the number of final (semester) forms of control;

2.4.5. If the choice of an academic discipline results in an academic backlog due to lack of the required level of input knowledge and skills.

Note: 1) the restrictions provided for in subparagraphs 2.4.2-2.4.3 do not apply to those types of study load of the student, which provide for performance of only individual tasks – on-the-job training and term papers/projects; 2) the restrictions provided for in subparagraphs 2.4.2 do not apply to those cases when certain disciplines have been chosen by all students enrolled in the specified program.

2.5. The disciplines chosen by a student are approved by the head of the department /director of the institute where the student studies as an integral part of the individual curriculum of the student. Failure to comply with any of the items of the individual curriculum represents an academic backlog. Changing the student's choice after its approval is only possible with the written consent from the head of the subdepartment, head of the department/director of the institute while changing the chosen academic disciplines after the beginning of the semester in which they are taught is not allowed at all.

Note: when making a decision on a student's application to change his/her choice of an academic discipline (block, package of disciplines), the head of the department/director of the institute is guided by the restrictions specified in paragraph 2.4 and takes into account potential adverse consequences of such a change for ensuring delivery of an educational service at other students' option.

2.6. If a student does not exercise his/her right to choose an academic discipline (block, packages of disciplines) within the established time limit without good reason the appropriate items of his/her individual curriculum are determined on proposals of the graduating subdepartment/educational process support group of a respective department/institute and approved by its head/director.

2.7. Based on the results of a student's exercising the right to free choice his/her individual curriculum should include types of study load, the total (the compulsory and optional components together) amount of which (in ECTS credits) allows counting towards fulfillment of the annual curriculum (60 ECTS credits in case of full-time study) and moving up to the next year or admitting to final academic assessment.

2.8. The total amount of compulsory and elective components of the individual curriculum of a student, regardless of the ways of exercising the right to free choice of disciplines, must correspond to the scope of the educational program in which the student is studying.

2.9. Heads of relevant subdepartments/heads of educational programs that offer elective disciplines ensure preparation of curricula and work curricula on

disciplines, methodological and organizational materials necessary to study elective disciplines.

2.10. The scope of each elective discipline is at least 3 credits.

2.11. Departments that ensure teaching elective disciplines submit by October 1 of each academic year to the Center for Quality Assurance in Education a list of disciplines offered to choose to students for the next academic year, work curricula, and brief abstracts of these disciplines.

2.12. The Academic Council of the Academy approves the block or the list of disciplines of free choice of students by all levels of higher education after agreement with the first vice-rector.

2.13. The Department of Educational Process Organization together with the subdepartments acquaints students by November 15 with the list of elective disciplines approved by the Academic Council of the Academy and informs them of the specifics of forming groups for studying elective disciplines in the next academic year.

2.14. The choice of disciplines by students is made by submitting a written application to the first vice-rector by December 30 of the current academic year.

2.15. The application is kept at graduating subdepartments throughout the period of study of the student.

2.16. Based on the submitted applications, the director of the Department of Educational Process Organization formulates by January 15 a recommendation on distribution of academic groups by chosen disciplines and submits it to the Division for Organization of the Internal Study Mode Educational Process.

2.17. The Director of the Department of Educational Process Organization submits it by February 1 to the Center for Education Quality Assurance to be taken into account in calculation of the teaching load of relevant subdepartments for a semester of the academic year and approval of work curricula by the Academic Council of the Academy.

3. Procedure for students' choosing academic disciplines

3.1. The time frame of conducting procedures for choosing academic disciplines by students is set based on the need for timely (to plan and organize the educational process, its methodological and staffing support) formation of the body of students in groups. Students exercise their right to choose academic disciplines until February 1 of the academic year preceding the academic year in which their study is provided for.

3.2. The procedure for choosing disciplines by students includes six stages.

3.2.1. The first stage -- acquaintance of students with the procedure for, period and specifics of registration and formation of groups for studying academic disciplines of free choice at the Academy, and also with peculiarities of awarding professional qualifications under the educational program in which a student studies (responsibility of the curators of groups, deans). The arrangements of the first stage are made until October 1 of the current academic year.

3.2.2. The second stage -- acquaintance of students with lists of elective disciplines offered both under the educational program in which they study, and under other educational programs. Acquaintance occurs by organizing meetings with representatives of subdepartments and heads of educational programs, representatives of dean's offices, group curators etc. The arrangements of the second stage are made until November 15 of the current academic year.

3.2.3. The third stage -- registration of students for studying academic disciplines (packages, blocks etc.) is carried out until December 30 of the current academic year. A sample application is provided in Annex 1.

3.2.4. The fourth stage -- processing applications of students, checking the student body and the preliminarily forming groups by major (profiles), as well as mobile groups to study elective disciplines. The arrangements of the fourth stage are made until January 15 of the current academic year.

Base on the results of the stage, students whose choice cannot be satisfied for the reasons listed in paragraph 2.4 are notified of the refusal (indicating the grounds) and invited to make a choice from an adjusted list. The duration of the stage does not exceed 5 working days (until January 20).

3.2.5. The fifth stage – re-enrollment of students for academic disciplines (packages, blocks etc.). Duration -- a week.

3.2.6 The sixth stage – final processing of student's applications by subdepartments/institutes/heads of educational programs, decision-making on students who have not exercised the right to free choice, checking the student body and forming groups for concentration areas (profiles), as well as mobile groups to study elective disciplines. The arrangements of the sixth stage are made until February 1 of the current academic year.

Copies of the approved lists of specialization (profile) groups and mobile groups are submitted to the Department of Educational Process Organization of the Academy.

3.3. Students are entitled to choose elective disciplines for the entire period of study.

3.4. Students enrolled for the external study mode are entitled to choose individual disciplines from the curriculum when writing an application for admission to the chosen educational program and from the list -- only from the next year of study.

3.5. The list of free choice disciplines for the next academic year may be changed.

4. Final provisions

4.1. The Academic Council of the Academy may allow students participating in academic mobility programs to take into account the elective disciplines completed at another partner HEI but not provided for in the curriculum of a relevant major at the Academy (up to 20 credits).

4.2. The Academic Council of the Academy may allow to repeatedly taking into account disciplines in case of readmission or transfer of a student (up to 20 credits).

4.3. Credits are repeatedly taken into account using actually studied disciplines of a certain cycle subject to the same number of credits.

4.4. Amendments to these Regulations are made and approved by the Academic Council of the Academy in the same manner as the Regulations themselves.

4.5. Material changes to the procedure for exercising the right to free choice of academic disciplines by students are made only with the consent of student self-governance bodies of the Academy.

To the Rector of the IAPM from

(full name)

student _____ of ESI

institute/department

of _____ mode of study,

major _____

_____ year _____ group.

Application

Please include the following elective disciplines in my individual curriculum for the ____th year of the 20__/20__ academic year:

Item №	List of elective disciplines of the ___ semester:	Number	
		Hours	Credits
Item №	List of elective disciplines of the ____ semester	Number	
		Hours	Credits

date

*signature*_____
(last name, initials)