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| **STUDY PROCESS POLICY** |

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| **STUDY PROCESS POLICY** |

**INTRODUCTION**

This policy contains the basic requirements for the organization of the educational process at the Study Centre, academic policies and administrative procedures that apply to the educational programs of the institution, details of the educational process, requirements for assessing the knowledge of students (listeners), and information about access to resources.

The educational process in our institution is carried out through a system of scientific-methodical and pedagogical measures and is aimed at the transfer, assimilation, multiplication and use of knowledge, skills and other competences among students.

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| **ACADEMIC POLICY** |

**Attending classes**

Educational programmes provide students (listeners) with opportunities to share experiences through personal contribution to the educational process of each group member. The educational process in the classroom depends on the interaction between the teacher and the student (listener), as well as cooperation and interaction between students (listeners).

The educational process takes place not only during classroom classes, but also during the performance of group tasks outside the classroom. Therefore, an important aspect of learning is the student's (listener's) awareness of the importance of his personal contribution to the learning process. Absence of a student (listener) in classes affects the effectiveness of mastering the material and group dynamics.

Attendance of classes by students (listeners) is mandatory.

Absence of a student (listener) without a good reason for more than 25% of the total number of classroom hours is grounds for repeating the course.

**Assessment**

Assessment of students' (listeners') knowledge is carried out in accordance with the requirements of the programme and expected learning outcomes.

The requirements for the knowledge assessment system are specified in the curriculum of the corresponding course (Course Outline / Syllabus), which also indicates the forms of knowledge control and methods used to assess the knowledge of students (listeners), and the quantitative indicators (specific weight) of each educational component in the overall final assessment.

Students (listeners) are informed about the knowledge assessment system before starting the course/module study.

Assessment of knowledge can be implemented in the following forms of control:

- attending classes;

- written individual task in the classroom or completed outside the classroom;

- written group assignment;

- case analysis in written form (essay);

- participation in discussions;

- presentations (individual or group) in the audience;

- protection of group or individual projects

- written (oral) exam or assessment in the classroom.

**Types of knowledge control**

the Study Centre uses the following types of knowledge control of students (listeners):

current control,

final control.

Current control is carried out by surveying students (listeners) in classes, assessing the quality and timeliness of homework and individual tasks, classroom group projects.

Final control is carried out by defending group or individual projects, passing a written individual exam or a credit assignment.

**Rating scale**

The maximum score for the course is 100 points.

The the Study Centre uses the following knowledge rating scale:

***Table 1. Assessment scale***

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| **ECTS-system** | | |  | **CIM-system** | |
| **Rating** | **Scores** | **Definition** |  | **Scores** | **Definition** |
| A | 90 - 100 | Excellent |  | 70 - 100 | Distinction |
| B | 82–89 | Very Good |  | 60-69 | Merit |
| C | 75–81 | Good |  |
| D | 66–74 | Satisfactory |  | 50-59 | Pass |
| E | 60–65 |  |
| FX | 35–59 | Unsatisfactory |  | 46-49 | Fail (Resubmission possible) |
| F | 0–34 |  | 0-45 | Fail |

The course for which the student (listener) received the scores Excellent, Very Good, Good, Satisfactory (ECTS-system) or Distinction, Distinction, Pass (CIM-system) is considered passed. A course with a final score of Unsatisfactory (ECTS-system) or Fail (CIM-system) requires repeated listening or partial revision.

**Characteristics of scores (ECTS-system)**

***Excellent***

The student (listener) answers questions clearly and fully, demonstrates deep knowledge of the topic, an analytical approach, uses an argumentative structure and practical examples, a detailed, balanced and accurate analysis. In addition, the student (listener) demonstrates an excellent theoretical preparation that goes beyond mandatory literary sources and textbooks.

***Very Good***

The student (listener) answers the questions well and demonstrates a sufficiently good understanding of the subject and topic. The works are properly structured and argued, contain a sufficient number of examples and a sufficient degree of accuracy. The student (listener) demonstrates good theoretical training, knowledge and mastery of the material of mandatory textbooks and information sources.

***Good***

The student (listener) answers the questions and demonstrates a general understanding of the subject and topic. Completed and submitted for inspection on time assignment contains practical examples. In general, the student (listener) demonstrates theoretical training in the volume of mandatory textbooks and information sources.

***Satisfactory***

*Upper value.* The student (listener) satisfactorily answers the questions, demonstrates an insufficient level of theoretical training, and mastery of the material is within the scope of mandatory textbooks. At the same time, the student (listener) does not demonstrate analysis skills and consistency when explaining the topic.

*Lower value.* The student (listener) satisfactorily answers questions, demonstrates basic theoretical training, knowledge of the topic at a sufficient level, uses analysis skills and consistency when explaining the topic. The work contains an insufficient number of practical examples, the degree of accuracy is insufficient. The student (listener) has the material of mandatory textbooks and information sources.

***Unsatisfactory***

The student (listener) cannot satisfactorily answer the question, is confused in the explanations. The structure is not maintained, the work does not contain practical examples or includes examples that are not relevant to the studied course. In general, the work is very weak.

**Characteristics of CIM-systems scores are defined in the appropriate syllabus.**

**Information about expected learning outcomes**

A curriculum is developed for each course of the educational programme (Course Outline / Syllabus). Before the start of each subsequent course, students gain access to this programme.

Each programme contains information: defined goals and objectives of the course; description of course elements; general description of the course; the expected learning outcomes are determined; course content; list of recommended literature; description and explanation of each foreseen element of performance evaluation; rating scale with a description of what competencies each rating implies and what it indicates.

**Recognition of learning outcomes**

Recognition of study results for CIM programmes are governed by Recognition Of Prior Learning Policy.

Recognition of study results for other programmes obtained in other educational institutions takes place on the basis of a student's application addressed to the CEO with a request for re-enrollment of study results. The application is accompanied by an academic certificate (for recognition of the results of studies at Ukrainian higher education institutions of the sample in accordance with the Order of the Ministry of Education and Culture of Ukraine No. 525 dated 05.12.2015 https://zakon.rada.gov.ua/laws/show/z0551-15) or another document (for foreign higher education institutions), which confirms the study results.

Any documents (certificates, certificates, etc.) can be attached to the application, which confirm the skills that the applicant acquired during training.

The decision on recognition and re-enrollment of study results is made by the Study Centre Academic Council based on the submitted documents.

**Academic debt**

A student (listener) who received a final score of Unsatisfactory from any course receives an official notice warning about academic debt.

The score "0-34" entitles the student (listener) to listen to the course again and redo the qualifying work (or exam) with another group.

An additional fee of 30% of the full cost of the course is charged to the student (listener) for retaking the qualifying paper (or exam).

The fee for repeating the course is 70% of its full cost. Payment is made before the start of the repeat audition. The discount policy does not apply in this case.

If scores for the course "Unsatisfactory" or "Not really" are received again, the student (listener):

a) counted;

b) listens to the course again, having paid 100% of its cost.

**Execution of individual and group tasks**

Students (listeners) are responsible for the timely preparation and submission of individual and group assignments for the courses they have attended within the prescribed time limits.

**Appeal procedure**

If the student (listener) does not agree with the score received for the course, he has the right to receive appropriate explanations and justifications according to the established procedure.

At international educational programmes, an additional fee may be charged to the student (listener) for providing explanations and justifications of the received assessment by foreign partners.

The question of revising the assessment is submitted for discussion by the Academic Council. The decision of the Academic Council is final.

**Withdrawal procedure**

Students (learners) may be withdrawn in the following cases:

- If they have overdue academic debt and have received unsatisfactory scores on qualifying papers (or exams) for two or more courses.

- If they have violated the rules of academic ethics (such as plagiarism) or engaged in inappropriate behavior (such as attending classes while intoxicated, using profanity, or showing disrespect towards colleagues, teachers, or employees of the Study Centre).

- If they have accumulated a financial debt and consistently failed to pay for their education within the specified timeframe. Money paid for the previous period of study is non-refundable to the student (learner).

- If the student (learner) decides to withdraw from the programme for personal reasons.

Student (learner) withdrawal is carried out by order of the CEO upon submission of the Head of International Programmes Department and in agreement with the Head of Student Support.

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| **ACADEMIC ETHICS** |

The Study Centre uses in its work the rules of academic ethics, which are generally accepted for business schools in the world.

Students (listeners) must adhere to socially accepted norms and rules of behavior:

- treat fellow students and MIA employees with respect PCL;

- to comply with the rules of the internal procedure and organization of the educational process;

- to warn about absence from classes in advance, if forced to miss them due to valid reasons (business trip, illness).

Students (listeners) are not allowed to:

Submit written work completed by other students (listeners);

Use mobile phones during classes;

Reproduce any materials (methodical materials, as well as posted on the student website) that are the intellectual property of the Study Centre.

**Academic plagiarism**

By plagiarism is meant:

- literal or almost literal borrowing of expressions and quotations from such sources as author's materials, letters, computer materials, etc. without proper reference to them;

- borrowing opinions, arguments, examples (eg, statistics, bibliography, etc.) without proper reference to the author;

- providing works performed by other students in any form (abstracts, computer materials, author's developments, etc.);

- giving someone's opinions as personal.

We view plagiarism as a form of academic dishonesty, and the intentional use of plagiarism in any form will result in an unsatisfactory grade for the course taken.

The institution also considers the use of any deceptive actions to borrow the opinions, works or expressions of other students, including writing off students from each other, as a form of academic dishonesty.

**Prevention**

We believe that prevention is the best way to combat academic plagiarism. Therefore, we consider the following to be priority tasks in this direction:

* acquainting the participants of the educational process with the regulatory framework regulating the prevention and detection of academic plagiarism;
* informing tutors, students about the recommended indicators of originality of the texts of scientific works and responsibility in case of detection of facts of academic plagiarism;
* provision of comprehensive advisory assistance to students at all stages of performance of assignments;
* organization of events to popularize the basics of information culture and the rules of scientific ethics.

**Discovered plagiarism**

In case of detection of plagiarism, each case is considered and discussed separately.

Unintentional use of plagiarism committed for the first case will not be considered a violation, committed a second case will be considered a violation.

A student who has committed plagiarism in his work is given the opportunity to submit a new work, which will be evaluated on a general basis.

If the teacher is sure of the intentional use of plagiarism by the student, he informs the head of the programme. The head of the programme must warn the student with an official letter about the discovered fact, possible consequences, the student's right to appeal, that the student may be summoned for an interview to the CEO or the Academic Council, actions taken against the student. In this case, the student must provide a written explanation of the detected fact of plagiarism.

The student can file an appeal within 3 weeks from the date of registration of the official letter. The documents are submitted to the head of the academic department for consideration.

**Sanctions**

The first warning for deliberate use of plagiarism entitles the student to replace part of the work or submit a new work, which will be evaluated on general grounds.

A second warning for deliberate use of plagiarism means that the assignments will not be approved or the work will not be allowed to be defended.

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| **STUDY BREAK** |

A study break is a break in studies that can be granted to a student (listener) upon his personal application and the absence of academic and financial debts.

Study break can be scheduled or emergency.

**Reasons for a study break**

Health status. Pregnancy and childbirth. Babysitting. Family reasons. Changing the place of work or professional activity that interferes with the educational process.

**Study break applying**

Within the full cycle of the educational programme, a student (listener) can use the right to receive only one study break.

The permissible duration of study break depends on the educational programme. It is not allowed to interrupt studies for more than 2 years.

A student (listener) who plans to take an study break (planned study break) must complete the educational process in the current period of study without academic debt, obtain an academic certificate of success, a certificate of no financial debt and submit them together with the application for granting study breaks.

In case of an urgent interruption of studies (emergency study break), incomplete courses are studied from the beginning when resuming the programme. The results of previous final tasks for incomplete courses are not recredited.

The granting of study breaks is formalized by a corresponding order. Registration of students (listeners) granted study break and communication with them is carried out by the head of the programme.

**Renewal after study break**

After the end of the scheduled study break, the student (listener) continues his or her studies with the next academic group of the programme and is enrolled in the course when his studies are suspended.

After the end of the emergency study break, the student (listener) is obliged to re-study all unfinished courses in full accordance with the schedule and curriculum of the programme approved for the current academic year, and to close the existing academic difference at the time of termination of studies. Payment for tuition at the specified courses is made by the student (listener) in full, without taking into account payments for tuition at these courses made by the student (listener) prior to the granting of a study break.

If the period of study break has expired, and the student (listener) has not resumed his studies, he or she is counted from the programme. The contract with such a student (listener) ceases to be valid from the moment the study break ends.

All disputed issues regarding the granting of study breaks to students (listeners) are considered directly by the CEO. This decision is final.