

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



**SYLLABUS**  
*of the academic discipline*

**FUNDAMENTALS OF ACADEMIC WRITING**

**Level of higher education:** first (bachelor's) level

**Field of knowledge:** D Business, Administration and Law

**Specialty:** D3 Management

**Study program:** Management

## **General information about the academic discipline**

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

## **General information about the instructor. Contact information.**

Full name of the instructor	
Academic degree	
Position	
Areas of scientific research	
Links to the registers of identifiers for scientists	
Contact information	
E-mail:	
Department phone	
Instructor's portfolio on the website	

## **Discipline's description.**

This course provides the development of academic culture, academic literacy, and academic writing skills necessary for the successful conduct of research and teaching work in a higher education institution, and equips students with the necessary knowledge about the specifics of academic communication. For many higher

education students, this is their first formal introduction to the principles of academic culture.

**The subject of the discipline** is Ukrainian-language academic communication. This includes the formation of academic culture and literacy, as well as the development of practical oral and written skills necessary for successful study and future professional activity. The discipline covers aspects of academic integrity: understanding and adhering to ethical principles in scientific activity.

**The aim of the discipline** is to introduce the principles and rules of academic integrity; to form professional competencies of an academic culture based on the principles of academic honesty and transparency; to provide with the necessary knowledge and tools, the mastery and operation of which is a necessary condition for a confident stay in the educational community and professional environment. Today's students are tomorrow's self-sufficient professionals.

### **The objectives of the discipline:**

1. To master scientific terminology;
2. To understand the moral and ethical component, role and place of academic integrity in the higher education system;
3. To familiarize yourself with the regulatory and legal framework on the problems of observing the norms of academic integrity;
4. To understand the logic of observing the principles and rules of academic culture;
5. To learn to apply knowledge of academic integrity in educational, scientific work and professional growth.

### **Prerequisites for the discipline:**

The course "Fundamentals of Academic Writing" is directly related to the disciplines: "Modern Ukrainian Language", "Academic Studies", is designed to lay the foundations of academic writing, teach how to create academic texts, interpret them, subject them to logical and linguistic-stylistic analysis, and actualize cognitive and search interests.

### **Post-requisites for the discipline:**

skills and abilities in writing student scientific papers, term papers, etc.

### **Program competences**

<b>General Competences</b>	GC6. Ability to communicate in the state language, both orally and in writing. GC7. Ability to communicate in a foreign language. GC10. Ability to conduct research at the appropriate level GC16. Ability to make decisions and act in accordance with the
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	principle of zero tolerance for corruption and any other forms of misconduct.
<b>Intended learning outcomes</b>	ILO2. Preserve moral, cultural, and scientific values and contribute to the achievements of society; use various types and forms of physical activity to maintain a healthy lifestyle. ILO13. Communicate effectively in oral and written form in the state and foreign languages. ILO17. Conduct research individually and/or in a group under the supervision of a leader.

### Content of the academic discipline

№	Topics	Number of hours, of which :				
		Le ct ur es	Se mi na rs	Ind epe nde nt wo rk	Teaching methods /assessment methods	
<b>3<sup>rd</sup> semester</b>					<b>Teaching methods:</b> verbal (teaching lecture; conversation; educational discussion); inductive method; deductive method; translational method; analytical; synthetic; practical; explanatory-illustrative; reproductive; problem-based presentation method; partially search; research; interactive methods (situation analysis; discussions, debates, polemics; dialogue, synthesis of thoughts; brainstorming; skills development; situational modeling, processing of discussion questions); modeling of professional activity; innovative teaching methods (competence-based; project-research); case method. <b>Assessment methods:</b> oral control (oral survey, assessment of participation in discussions, other interactive learning methods); written control (tests, independent	
Topic 1.	Principles of higher education. Basic concepts, approaches and objectives of the course.	2	2	10		
Topic 2.	Academic integrity and its violation. Codes of honor.	2	4	10		
Topic 3.	Intellectual property and its violation.	2	4	8		
<b>Modular test</b>						
<b>Content module 2. Student's oral and written speech, writing text, working with sources.</b>						
<b>Compilation of bibliography</b>						
Topic 4.	Scientific speech. Culture of communication. Text.	2	2	10		
Topic 5.	Scientific style of Ukrainian Languages: oral and written communication. Language of business	4	4	8		

	papers.					
Topic 6.	Quote. Bibliographic search. Culture design of the scientific text.	2	4	10		work, essays); test control (closed-form tests: test-alternative, test-correspondence); method of self-control and self-assessment; evaluation of case tasks.
<b>Total:</b>		<b>14</b>	<b>20</b>	<b>56</b>		
<b>Final assessment: pass/fail (credit)</b>						

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

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

### **Forms and methods of assessment.**

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

Ongoing assessment is conducted during practical (seminar) classes and is aimed at systematically checking the understanding and assimilation of theoretical material, as well as the ability to apply theoretical knowledge when completing practical tasks. The possibilities of ongoing assessment are extensive: it can support learning motivation, stimulate educational and cognitive activity, enable a differentiated approach to teaching, and ensure individualization of the learning process.

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

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

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

Grading system and requirements.

Table of distribution of points received by students

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

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

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

The criteria for evaluating learning outcomes and the distribution of points are regulated by the Regulations on the Assessment of Students' Academic Achievements at PJSC "HEI IAPM".

**Modular assessment.** Modular assessment in the discipline "Fundamentals of academic writing" is conducted in written form as testing using closed-type test items, including alternative and matching formats.

Criteria for evaluating the modular test in the academic discipline "Fundamentals of academic writing":

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

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

- the grade "satisfactory" (E) is given if more than 50% of the proposed tasks are completed correctly;

- the grade "unsatisfactory" (FX) is given if less than 50% of the tasks are completed.

Absence from the modular test work - 0 points.

The above grades are transformed into rating points as follows:  
"A" - 18-20 points;

"B" - 16-17 points;  
 "C" - 14-15 points;  
 "D" - 12-13 points.  
 "E" - 10-11 points;  
 "FX" - less than 10 points.

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

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

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

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

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

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

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

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

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

### **Assessment of independent work**

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

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

The maximum possible assessment	Execution level			
	Excellent	Good	Satisfactor	Unsatisfactory

of independent work (individual tasks)			y	
3	3	2	1	0

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

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

Summary assessment scale: national and ECTS

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

**Discipline's Policy:**

- regularly attend lectures and practical classes;

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

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

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

### **Methodological support of the academic discipline**

Teaching and methodological support for the discipline includes lecture notes, methodological guidelines for conducting practical (seminar) classes, and methodological recommendations for students' independent work in the academic discipline “Fundamentals of academic writing”.

### **Recommended sources of information:**

#### **Basic literature:**

1. Academic writing: a textbook / compilers: T.M. Kostyrko, S.V. Larenkova, I.V. Bondar, M.S. Zhigalkina. Mykolaiv: NUK, 2022. 116 p.
2. Academic writing and integrity: a teaching and methodological manual / authors-compilers I. Nasminchuk, L. Gromyk. Kamianets-Podilskyi: ZVO "PSU", 2024. 256 p.
3. Kiseleva A.A., Zavalska L.V. Fundamentals of Academic Writing: Educational and Methodological Manual. Odesa: Phoenix, 2023. 69 p.
4. Malyuga N., Horodetska V. New standards of Ukrainian writing. K.: Caravela, 2023. 152 p.
5. Matsiuk Z., Stankevych N. Ukrainian language of professional communication. K.: Caravela, 2023. 352 p.
6. Fundamentals of scientific speech: a textbook / S.A. Bronikova et al.; ed. I.M. Plotnitska, R.I. Lenda. K.: Center for Educational Literature, 2022. 252 p.
7. Ukrainian spelling. Approved by the Board of the Ministry of Education and Science of Ukraine / Ukrainian National Commission on Spelling. K.: Caravela, 2023. 288 p.

## **Additional literature:**

1. DSTU 8302:2015. Information and documentation. Bibliographic reference. General provisions and rules of compilation. Effective from 2016-07-01. Kyiv: UkrNDNTs, 2016. 16 p.
2. Klimova K.Ya. Fundamentals of culture and speech techniques: a textbook. K.: Karavela, 2018. 240 p.
3. Koloiz Zh.V. Fundamentals of Academic Writing. Kryvyi Rih: FOP Marynchenko S.V., 2024. 143 p.
4. Culture of the Ukrainian language and practical stylistics (collection of exercises) / L.G. Pohyba et al. K.: Condor, 2024. 202 p.
5. Martyniuk O.M. Academic writing: educational and methodological edition. Lutsk: Vezha, 2021. 48 p.
6. Mykytyuk O.R. Broadcasting culture: features, tasks, interesting facts. Kyiv: Karavela, 2017. 236 p.
7. Fundamentals of academic writing: lecture notes for students of all specialties. M.G. Makoviy et al. Kyiv–Ternopil: KNUBA-FOP Shpak V.B., 2023. 61 p.
8. Onufrienko G.S. The Scientific Style of the Ukrainian Language: A Textbook with Algorithmic Instructions. Kyiv: Center for Educational Literature, 2021. 426 p.
9. Alla Poltoratska, Olena Garmash, Iryna Marchenko, Olena Garmatiuk, Volodymyr Stefinin. Analysis of the Impact of Digital Communication Tools on Organizational Culture and Communication Effectiveness Within Enterprises[J], Archives Des Sciences, Volume 74, Issue 6, 2024. -. DOI:<https://doi.org/10.62227/as/74610>. (Scopus)
10. Pavlova, A. Poltoratska, N. Barna, I. Boiko, A. Vaskiv. Model of Culture in the Context of Modern Arts and Humanities Approaches. (2024). International Journal of Religion. 5 (9), 404-410 (Scopus)
11. Alla Poltoratska, Olena Garmash, Iryna Marchenko, Olena Garmatiuk and Volodymyr Stefinin. Analysis of the Impact of Digital Communication Tools on Organizational Culture and Communication Effectiveness within Enterprises. (2024). International Journal of Religion, 5(10), 1684-1692.<https://doi.org/10.61707/zaa7yf77>(Scopus)
12. N. Myronova, A. Poltoratska, S. Romanchuk, S. Bernatska, D. Boklakh. Linguistic-cognitive analysis of a literary text: linguistic means of expression of concepts and images. Conhecimento & Diversidade 15 (40), 304-321 2023 (Web of Science)
13. Taranenko, T. Kedych, A. Velyka, I. Dudko, A. Poltoratska. Peculiarities of the functioning of verbs in modern artistic discourse (on the material of texts of Ukrainian and English literature). Ad alta 2023. V.36, pp.110-114<https://www.magnanimitas.cz/ADALTA/130236/PDF/130236.pdf> (Web of Science)
14. Kostiuk, T., Bakhov, I., Chernukha, N., Kostenko, D., Poltoratska, A., & Omelchenko, S. (2025). Stability of value orientations of participants in

international academic mobility programs. Journal of Education and Learning (EduLearn). Vol. 19, No. 4, November 2025, 2054-2064. ISSN: 2089-9823 <https://doi.org/10.11591/edulearn.v19i4.22174>

<https://www.scopus.com/pages/publications/105013643747> Scopus

15. AY Poltoratska (2025). The concept of inclusivity in daniel keyes's "flowers for algernon". Bulletin of the Ivan Franko State University of Zhytomyr. Philological Sciences. No. 1(104) DOI:[https://doi.org/10.35433/philology.1\(104\).2025.51-63](https://doi.org/10.35433/philology.1(104).2025.51-63)

16. A Pavlova, A Poltoratska, N Barna, I Boiko, A Vaskiv. Artistic and humanitarian approaches in shaping the contemporary cultural model. Salud, Ciencia y Tecnología-Serie de Conferencias, 2025 <https://dialnet.unirioja.es/servlet/articulo?codigo=10072067>

17. Poltoratska, A. (2025). Cultural Diplomacy through Language: The Ukrainian Case and the Potential of Multimedia Resources. Language Teaching in Higher Education Institutions at the Modern Stage. Interdisciplinary Connections, (46), 63-74. <https://doi.org/10.26565/2073-4379-2025-46-05>

18. Poltoratska A. Dynamics of Animal Perception by David Lurie in John Maxwell Coetzee's Novel "Dishonor". Scientific Notes of the Kharkiv National Pedagogical University named after G. S. Skovoroda. Literary Studies. 2021. Issue 2 (96). Pp. 107–125. URL: <http://journals.hnpu.edu.ua/index.php/literature/article/view/3393>

### Internet resources:

1. International Library and Information Center named after Yaroslav Mudryi of the Interregional Academy of Personnel Management. URL:<https://library.maup.com.ua>
2. Kharkiv State Scientific Library named after V. G. Korolenko. URL:<http://korolenko.kharkov.com>
3. Kharkiv Regional Universal Scientific Library. URL: <http://library.kharkov.ua>