



**PJSC "Higher Education Institution  
"INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT"**

Approved:  
Name of the department  
Minute No. \_ dated “ \_ ” \_\_\_\_\_ 2025

Head of the department

\_\_\_\_\_  
(signature)  
(full name)

**SYLLABUS**  
of the academic discipline  
**ACADEMIC STUDIES**

specialty: C4 Psychology

educational level: first (bachelor's) level

study program: Psychology

### General information about the academic discipline

Name of the academic discipline	Academic Studies
Code and name of the specialty	C4 Psychology
Level of higher education	first (bachelor's) level of higher education
Status of the discipline	compulsory
Number of credits and hours	3 credits / 90 hours, Lectures: 20 hours, Seminars / practical classes: 14 hours
Term	1
Language of instruction	Ukrainian
Type of final control	Pass/fail (credit)

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

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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	

**Course abstract.** The updated Laws of Ukraine “On Education” and “On Higher Education” define new approaches to the development of the educational sector. The renewal and development of education are associated with improving its quality, which, in turn, determines the quality of life of a person and society. This course is aimed at helping students adapt to the peculiarities of student life in a higher education institution; become an active participant in the educational process.

**The subject of the discipline** “Academic Studies” is the study of the phenomena of academism, the peculiarities of education and science, the role of higher education, as well as the specifics of various forms of learning. It covers issues of academic culture, integrity, the genre nature of statements and the formation of academic writing skills.

**Course objective:** to familiarize students with the basic principles of student life, the rights and obligations of a student, the peculiarities of student activity, means of its optimization, the system of values of a modern student.

**The objectives** of the academic discipline: mastering certain knowledge, skills, abilities, consolidation and systematization of the acquired knowledge, their application in the performance of practical tasks and scientific works.

**Prerequisites:** The course "Academic Studies" is not related to other disciplines; it is studied in the first semester of the first year. It introduces the Academy, the work of its structural divisions, their location; the mission and development strategy of the Academy, its main regulatory documents that regulate the educational process, determine the rights and obligations of a student. Postrequisites: disciplines "Jurisprudence", "Fundamentals of Academic Writing".

**Program competencies and learning outcomes:**

General Competencies (GC)	<p>GC1. Ability to apply knowledge in practical situations.</p> <p>GC3. Skills in using information and communication technologies.</p> <p>GC4. Ability to learn and master modern knowledge.</p> <p>GC5. Ability to be critical and self-critical.</p> <p>GC6. Ability to make informed decisions.</p> <p>GC7. Ability to generate new ideas (creativity).</p> <p>GC8. Interpersonal interaction skills.</p> <p>GC9. Ability to work in a team.</p> <p>GC10. Ability to exercise one's rights and obligations as a member of society, to realize the values of a civil (free democratic) society and the need for its sustainable development, the rule of law, the rights and freedoms of man and citizen in Ukraine.</p>
Specific (Professional) Competencies (SC)	<p>SC 5. Ability to independently collect and critically process, analyze and summarize psychological information from various sources.</p> <p>SC 8. The ability to analyze and systematize the results obtained, formulate reasoned conclusions and recommendations.</p> <p>SC 10. Understanding the patterns of interaction between individuals, social groups, and communities.</p> <p>SC 11. The ability to understand the social conditioning of the individual and the life path of the individual, as well as the role of the individual in the life of social organizations and communities.</p>

	<p>SC 19. The ability to adhere to the norms of professional ethics.</p> <p>SC 20. The ability to personal and professional self-improvement, learning, and self-development.</p>
<b>Learning outcomes</b>	
<b>Program learning outcomes</b>	<p>PLO3 Search for information from various sources, including using information and communication technologies, to solve professional tasks.</p> <p>PLO4 Justify one's own position, draw independent conclusions based on the results of one's own research and analysis of literary sources.</p> <p>PLO 6 Formulate the goal and objectives of the research, have the skills to collect primary material, follow the research procedure.</p> <p>PLO 8 Present the results of one's own research orally / in writing for specialists and non-specialists.</p> <p>PLO 10 Formulate an opinion logically, in an accessible way, discuss, defend one's own position, modify statements in accordance with the cultural characteristics of the interlocutor.</p> <p>PLO 13 Interact, enter into communication, be understandable, be tolerant of people with other cultural or gender-age differences.</p> <p>PLO 14 Effectively perform various roles in a team in the process of solving professional tasks, including demonstrating leadership qualities.</p> <p>PLO 15 Be responsible for professional self-improvement, training and self-development.</p> <p>PLO 17 Demonstrate socially responsible and conscious behavior, follow humanistic and democratic values in professional and public activities.</p> <p>PLO 24 Ability to understand the social conditioning of the personality and the life path of the individual, as well as the role of the individual in the life of social organizations and communities.</p>

**Content of the course:**

№	Topic name	Number of hours, including			
		Lecturers	Seminars	Individual work	Teaching methods/assessment methods
<b>Content module 1. Features of the educational process in a higher educational institution.</b>					<b>Teaching methods:</b> verbal (teaching lecture; conversation; educational discussion); inductive method; deductive method; analytical; synthetic; practical; explanatory-illustrative; reproductive; interactive methods. <b>Assessment methods:</b> oral control (oral survey, assessment of participation in discussions; written control (control, independent work, essays); test control; method of self-control and self-assessment.
Topic 1.	Introduction. "Academic Studies" as an academic discipline.	2		5	
Topic 2.	Private Joint-Stock Company "Higher Educational Institution "Interregional Academy of Personnel Management".	2		5	
Topic 3.	I am a student of the "Interregional Academy of Personnel Management".	2	2	5	
Topic 4.	Organization of the educational process.	2	2	5	
Topic 5.	Self-development and self-organization.	2	2	5	
Modular test work					
<b>Content module 2. Academic culture, academic integrity, and academic writing.</b>					
Topic 6.	Intellectual property law.	2		5	
Topic 7.	Adherence to the principles and values of academic integrity.	2	2	5	
Topic 8.	The scientific style of the Ukrainian language as the basis for the formation of a specialist's language culture.	2	2	7	
Topic 9.	Methods and techniques of working with information.	2	2	7	
Topic 10.	The art of self-presentation.	2	2	7	
Modular test work					
<b>Total:</b>		<b>20</b>	<b>14</b>	<b>56</b>	
<b>Form of control: pass/fail</b>					

### Tasks for independent work (examples).

#### Independent work 1.

Create a presentation for career guidance work on the following topics (of your

choice):

- “My Academy”;
- “I am the future \_\_\_\_\_ (name of the specialty)”;
- “Student life: how do I imagine it?”

### **Independent work 2.**

1. Highlight the main aspects and elements that form the corporate image of the Academy. List the attribute image characteristics of the Academy: logos, slogans, mottos, printing constants, printed products, clothing elements, etc.

2. Suggest the basic norms of internal culture that can be used as the basis for cultural communication scenarios.

3. Formulate the basic values of your group that can be used as the basis for corporate culture.

### **Independent work 3.**

1. Strategies and social technologies of employment as elements of self-management.

Task: Identify the strengths and weaknesses of your personality type and describe the method of using them in employment.

2. Resilience to career stress as the goal and result of self-management. Task: Determine your own stress tolerance (using the methods offered on the Internet. Make a conclusion.

Independent work 4.

Review the speeches of prominent speakers and analyze their speeches according to the algorithm:

### **Speech algorithm:**

1. What is the topic of the speech? Has its goal been achieved? Is the topic suitable for the audience, is it of interest?

2. What material is used in the text of the speech?

3. What is the composition of the speech? What methods of presenting the material are used?

4. Is the speech logical or demonstrative?

5. Does the speech meet the criteria of correctness, accuracy, expressiveness, and richness of speech?

6. What is the manner of delivering the speech?

7. Did the speaker comply with the requirements of speech technique?

8. What is the speaker's appearance, are the gestures and facial expressions appropriate? How freely does he hold himself in front of the audience?

9. Has contact been established with the audience? By what means?

10. Determine which speech type belongs to the speaker.

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

<http://maup.com.ua> The educational process uses 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 information from the World Wide Web, which is provided by a free Wi-Fi network.

### **Forms and methods of control.**

Control of the success of students is divided into ongoing and final (semester).

Ongoing control is carried out during practical (seminar) classes, the purpose of

which is to systematically check the understanding and assimilation of theoretical educational material, the ability to use theoretical knowledge when performing practical tasks, etc. The possibilities of ongoing control are extremely wide: motivation for learning, stimulation of educational and cognitive activity, a differentiated approach to learning, individualization of learning, etc.

Forms of student participation in the educational process that are subject to ongoing control:

- oral report;
- additions, questions to the person answering;
- systematic work in seminar classes, activity during the discussion of issues;
- participation in discussions, interactive forms of organizing classes;
- analysis of legislation and monographic literature;
- written tasks (tests, tests, creative works, essays, etc.);
- preparation of theses, summaries of educational or scientific texts;
- independent study of topics;
- Control of the success of students is divided into ongoing and final.

**- Methods of ongoing control:** oral control (survey, conversation, report, message, etc.); written control (test work, essay, presentation of material on a given topic in writing, etc.); combined control; presentation of independent work; observation as a control method; test control; problem situations.

### Grading system and requirements.

Table of distribution of points received by students

Topics	Ongoing knowledge control										Modular tests	Final assessment	Total points
	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8	Topic 9	Topic 10			
Work in a seminar session			2	3	5		5	5	5	5	20	20	100
Independent work	3	3	3	3	3	3	3	3	3	3			

The table contains information about the maximum points for each type of academic work of a student.

When assessing the mastery of each topic for the current educational activity, the student is given marks taking into account the approved assessment criteria for the relevant discipline.

**The criteria for assessing** the learning outcomes of students and the distribution of points they receive are regulated by the Regulations on the assessment of academic achievements of students at PrJSC "HEI "MAUP".

**Modular control.** Modular control work on the academic discipline "Academic Studies" is carried out in written form, in the form of testing, namely, closed-form tests: test-alternative, test-correspondence.

Criteria for evaluating the modular test work in the academic discipline "Academic Studies":

When evaluating the modular test work, 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 control in the academic discipline "Academic Studies" is a mandatory form of assessing the learning outcomes of a student. It is carried out within the time limits established by the educational process schedule and in the volume of educational material determined by the program of the academic discipline.

The final control is carried out in the form of a test (oral). The student is admitted to the semester control provided that he performs all types of work.

Semester control in the form of a test provides that the final grade for the discipline is determined as the sum (simple or weighted) of points for content modules. The final grade is issued based on the results of the student's work throughout the semester. The rating score of the student consists of the points received by the student based on the results of ongoing control measures, incentive points.

Students who have fulfilled all the tasks and have a rating score of 60 or more points receive a grade corresponding to the rating received without additional tests.

With students who have fulfilled all the tasks and have a rating score of less than 60 points, as well as with those students who wish to increase their rating score, the professor conducts a final semester control in the form of a test at the last scheduled lesson in the discipline in the semester.

Assessment of additional (individual) types of educational activities. Additional (individual) types of educational activities include the participation of applicants in scientific conferences, scientific societies and problem groups, preparation of publications, etc. in excess of the tasks established by the relevant syllabus of the academic discipline.



By decision of the department, applicants who participated in scientific research work and performed certain types of additional (individual) types of educational activities may be awarded incentive (bonus) points for a certain educational component.

Incentive points are not normative and are not included in the table of distribution of points received by students and the main scale of the assessment system.

One event can be the basis for setting incentive points only for one most relevant educational component.

The total number of points scored by students for completing tasks for independent work is one of the components of the academic performance in the academic discipline. Independent work on each topic according to the work program of the academic discipline is evaluated in the range from 0 to 3 points using standardized generalized knowledge assessment criteria.

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

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

Forms of independent control: ongoing control based on the performance of practical work; ongoing control of knowledge acquisition based on the assessment of oral answers to questions, messages, reports, etc. (in practical (seminar) classes); individual or collective project that requires the formation of practical skills and abilities of students (selective form); solving situational tasks; a summary made on the topic studied independently; testing, performing a written test; draft articles, speech abstracts and other publications, other forms that contribute to the full assimilation of the educational program and the consistent development of skills for effective independent professional (practical and 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), practice	
		National scale assessment for exam, course project (work), practice	for pass/fail (credit)
90 – 100	A	excellent	pass
82 – 89	B	good	
75 – 81	C		
68 – 74	D	satisfactory	
60 – 67	E		

35 – 59	FX	unsatisfactory with the possibility of retaking	fail unsatisfactory with the possibility of retaking
0 – 34	F	unsatisfactory with mandatory re-study of the discipline	fail unsatisfactory with mandatory re-study of the discipline

### **Course 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 behavior and ethics.

The course "Academic Studies" involves mastering and adhering to the principles of ethics and academic integrity, in particular, orientation on preventing plagiarism in any of its manifestations: all works, reports, essays, abstracts and presentations must be original and author's, not overloaded with quotes, which must be accompanied by references to primary sources. Violations of academic integrity are considered: academic plagiarism, self-plagiarism, fabrication, falsification, copying, deception, bribery, biased evaluation.

The assessment of the student is focused on receiving points for activity in seminar classes, completing tasks for independent work, as well as completing tasks that can develop practical skills and abilities, for which additional (bonus) points can be awarded (participation in round tables, scientific conferences, scientific competitions among students).

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

Teaching and methodological materials that provide support for the discipline: lecture notes, methodological recommendations for conducting practical (seminar) classes and methodological recommendations for independent work of higher education students in the academic discipline "Academic Studies".

### **Recommended sources (literature)**

#### **Main (basic):**

1. Law of Ukraine "On Higher Education" from 01.07.2014 No. 1556-VII. URL: <http://zakon.rada.gov.ua>
2. Law of Ukraine "On Education" from 05.09.2017 No. 2145-VIII. URL: <http://zakon.rada.gov.ua>
3. Higher Education of Ukraine URL: <http://www.mon.gov.ua/ua>
4. Code of Academic Integrity of PrJSC " HEI "MAUP". URL: <http://maup.com.ua>
5. Law of Ukraine "On Higher Education" from 01.07.2014 No. 1556-VII. URL:

<http://zakon.rada.gov.ua>

6. Law of Ukraine "On Education" from 05.09.2017 No. 2145-VIII. URL: <http://zakon.rada.gov.ua>

7. Higher Education of Ukraine URL: <http://www.mon.gov.ua/ua>

8. Code of Academic Integrity of PrJSC " HEI "MAUP". URL: <http://maup.com.ua>

9. Methodological recommendations for conducting a questionnaire on the evaluation of the educational process at the Kharkiv Institute of PrJSC " HEI "MAUP". URL: <https://kh.maup.com.ua>

10. Regulations on the internal system of ensuring the quality of higher education at the Kharkiv Institute of PrJSC " HEI "MAUP". URL: <https://kh.maup.com.ua>

11. Regulations on the dual form of obtaining higher education at the Kharkiv Institute of PrJSC " HEI "MAUP". URL: <https://kh.maup.com.ua>

12. Regulations on ensuring the quality of education at the Kharkiv Institute of PrJSC " HEI "MAUP". URL: <https://kh.maup.com.ua>

13. Regulations on the prevention and detection of plagiarism in scientific and academic texts at PrJSC " HEI "MAUP". URL: <http://maup.com.ua>

14. Regulations on the organization of training of higher education students according to individual schedules at PrJSC "HEI "MAUP". URL: <http://maup.com.ua>

15. Regulations on the organization of the educational process at PrJSC "HEI "MAUP". URL: <http://maup.com.ua>

16. Regulations on the assessment of academic achievements of higher education students at PrJSC " HEI "MAUP". URL: <http://maup.com.ua>

17. Regulations on the procedure and procedures for resolving conflict situations. URL: <https://kh.maup.com.ua>

18. Regulations on the procedure for the exercise by higher education students of the Kharkiv Institute of PrJSC "HEI "MAUP" of the right to free choice of academic disciplines. URL: <https://kh.maup.com.ua>

19. Regulations on the procedure and conditions for students to choose elective subjects at PrJSC "Higher Education Institution "MAUP". URL: <http://maup.com.ua>

20. Regulations on the practice of students at PrJSC "Higher Education Institution "MAUP". URL: <http://maup.com.ua>

21. Regulations on student self-government at PrJSC "Higher Education Institution "MAUP". URL: <http://maup.com.ua>

#### **Additional:**

22. Ditkovska L.A., Buyashenko V.V., Onishchuk Y.V. Academic studies: educational and methodological manual. Kyiv: Academy of Labor, Social Relations and Tourism, 2019. 36 p.

23. Zgurovsky M. Z. The Bologna process - structural reform of higher education in the European space. URL: <http://www.idn.polynet.lviv.ua>

24. Zdioruk S.I. Academic mobility as a factor of Ukraine's integration into the world scientific and educational space. Analytical note. URL: <http://www.niss.gov.ua>

25. Karpenko M. M. Priorities of higher education development in Ukraine in line

with pan-European trends. URL: <http://www.niurr.gov.ua>

26. National report of Ukraine on the implementation of the provisions of the Bologna process. URL: <http://www.idn.polynet.lviv.ua>

**Internet - resources:**

23. International library and information center named after Yaroslav Mudryi of the Interregional Academy of Personnel Management. URL: <https://library.maup.com.ua>

24. Kharkiv State Scientific Library named after V. G. Korolenko.  
URL: <http://korolenko.kharkov.com>

25. Kharkiv Regional Universal Scientific Library. URL: <http://library.kharkov.ua>