

**PJSC 'Higher Educational Institution  
'Interregional Academy of Personnel Management''**



**SYLLABUS OF THE ACADEMIC DISCIPLINE  
'UNIVERSITY EDUCATION''**

Speciality: D3 Management  
Educational level: first (bachelor's) level  
Study programme: Management

### General information about the academic discipline

Name of the academic course	“University education”
Code and name of the speciality	D3 ‘Management’
Level of higher education	first (bachelor’s) level of Higher Education
Status of the discipline	Optional
Number of credits and hours	3 credits / 90 hours Lectures: 18 Seminar classes: 12 Independent work of students: 60
Terms of study of the discipline	semester
Language of instruction	Ukrainian
Type of final assessment	Credit
Page of the discipline on the website	<a href="https://ks.maup.com.ua/en/pro-nas/akredytacija/akredytacija-menedzhment-2026">https://ks.maup.com.ua/en/pro-nas/akredytacija/akredytacija-menedzhment-2026</a>

### General information about the lecturer. Contact information

<b>Rud Alesya Arkadiivna</b>	
Scientific degree	Candidate of historical sciences
Academic title	
Position	Associate Professor of the Department of Social and Humanitarian Disciplines
Disciplines taught by NPP	Academic studies History and culture of Ukraine
Areas of scientific research	Socio-economic, political-legal, cultural problems of the history of Ukraine and foreign countries, country studies
Links to identifier registers for scientists	<b>Google Академія</b> <a href="https://scholar.google.com/citations?view_op=list_works&amp;hl=uk&amp;user=16N9wUQAAAAJ">https://scholar.google.com/citations?view_op=list_works&amp;hl=uk&amp;user=16N9wUQAAAAJ</a>
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Contact phone number	+380954710129
The teacher's portfolio on the website of the department /Institute /Academy	<a href="https://kh.maup.com.ua/elementor-822/">https://kh.maup.com.ua/elementor-822/</a>

**Course annotation.** The discipline «University education» is aimed at forming students' holistic understanding of the higher education system, adaptation to studying at a higher educational institution, education of academic culture and awareness of professional responsibility. It highlights the principles of the Bologna process, the role of the university in society, modern trends and skills of independent work, plays an important role in the training of students of OS Bachelor. This is an educational discipline, the teaching of which involves the adaptation of students to the conditions and requirements of the educational process at the university, the provision of a set of knowledge about the role of higher education, the tasks of higher education, taking into account modern educational trends, and the formation of a holistic view of the structure and content of professional training.

**The subject of the discipline** «University education» is the organization of professional training of specialists, theoretical foundations of higher education, legislative support, as well as trends in the development of domestic and international education in the context of the Bologna process. It covers the structure of higher education, levels of training (bachelor, master), principles of academic autonomy and independent work of the student.

**The main components** of the subject of the discipline:

- Theoretical foundations: the concept of «higher education», university functions, the essence of academic freedom and self-government.
- Legislative framework: study of the laws of Ukraine «On education» and «On higher education», standards of higher education.
- Organization of the educational process: the role of educational programs, the ECTS credit system, levels of higher education (junior bachelor, bachelor, master, doctor of philosophy).
- University environment: rights and obligations of participants in the educational process, academic integrity, structure of the university.
- European integration: trends of the Bologna Declaration, mobility of students and diplomas.

Disciplines «University education» helps students adapt to the conditions of study at a higher education institution and become aware of professional requirements.

**The purpose of the academic discipline** «University education» is to prepare students to study at a higher education institution, in accordance with modern integration processes in international education in the context of the Bologna Declaration, a consistent targeted presentation of the main issues that will help students quickly adapt to the educational environment in accordance with modern educational trends, requirements of the European Higher Education Area, features of educational activity at the university.

**The main tasks** of studying the discipline «University education» include:

- Adaptation and orientation: familiarization with the peculiarities of the organization of the educational process at the university, the rights and obligations of students.
- Theoretical knowledge: study of the essence, functions and structure of higher education in Ukraine and the world, the role of the Bologna process and European integration.
- Academic skills: formation of independent work skills, information search, critical thinking and culture of academic integrity.
- Professional formation: formation of motivation for learning, value orientations, self-development skills and understanding of the social significance of the chosen profession.
- Competence development: acquisition of soft skills (flexible skills) necessary for effective professional activity and self-realization.

The discipline also helps to understand the place of the university as a scientific and educational center in the modern information society.

**Prerequisites of the academic discipline.** Studying the academic discipline «University education» is based on the knowledge and skills acquired by students at the bachelor's level. Namely: academic studies, history and culture of Ukraine, philosophy, basics of academic writing.

**Post-requisites of the academic discipline.** The knowledge and skills acquired by students in the process of studying the academic discipline «University education» contribute to the successful study by students of higher education of a number of other academic disciplines aimed at the formation of professional knowledge and skills: leadership and communication, the basics of scientific research in management, communication in organizations.

### Content of the academic discipline (full-time education)

№	Topic name	Teaching methods/ assessment methods
<b>CONTENT MODULE 1. University education: fundamentalization, individualization and professional training of students of higher education.</b>		<b>Teaching methods:</b> verbal (educational lecture; conversation; educational discussion); inductive method; deductive method; analytical method; synthetic method; practical (working with economic models, statistics, graphs); Explanatory and illustrative; reproductive; problem presentation method; partially-search; Research; interactive methods (analysis of economic situations; discussions, debates; brainstorming; situational modeling; practice of modeling skills); case method (analysis of real economic situations, search for problems, proposal of solutions, construction of models); modeling of professional activity (building economic models, forecasting, scenario modeling).  <b>Assessment methods:</b> oral control (oral survey, evaluation of participation in discussions, other interactive learning methods); written control (control, independent works, analytical tasks, essays); test control (closed form tests: test alternative, test compliance, data and model analysis tasks);
Topic 1.	Introduction. Subject, method and tasks of the discipline «University education».	
Topic 2.	University education in the context of the Bologna process.	
Topic 3.	Higher school in Ukraine.	
Topic 4.	Fundamentalization and individualization of training of specialists with higher education.	
Topic 5.	Professional training at a higher education institution.	
<b>CONTENT MODULE 2. Educational process and infrastructure of a higher education institution</b>		
Topic 6.	Organization of the educational process at the university.	
Topic 7.	Social and cultural infrastructure of a higher education institution.	
Topic 8.	The scientific library of the institution of higher education and the rules for using its funds.	
Topic 9.	Academic integrity and academic culture. Basics of academic writing.	
Topic 10.	Student self-government as an integral component of higher school democratization	

		self-control and self-assessment method; assessment of case tasks; assessment of project and laboratory works (simulation of economic processes, forecasting).
Modular test		
Form of assessment: credit		

**Technical facilities and/or software.** In the educational process, classrooms, a library, a multimedia projector and a computer are used to conduct lecture and seminar classes with elements of the presentation. Studying certain topics and performing practical tasks requires access to information from the worldwide Internet, which is provided by a free Wi-Fi network.

**Forms of control methods.**

Control of the success of education seekers is divided into current and final (semester).

Current control is carried out during practical and seminar classes. Its purpose is systematic verification:

- understanding and assimilation of the theoretical foundations of university education;
- the ability to apply knowledge to build models and analyze events and phenomena in the educational process;
- skills of diagnosis and forecasting of the development processes of a higher educational institution;
- the use of specialized software for modeling and developing ways of developing university education.

Forms of student participation in the educational process, which are subject to current control:

- speeches and presentations;
- oral presentations on case analysis;
- addendum, questions to who answers;
- systematic work in seminar classes and activity during discussions;
- participation in discussions, brainstorming, interactive forms of classes;
- analysis of processes, events, phenomena in modern educational life, statistical indicators, models of development of university education;
- written assignments (control papers, test papers, analytical and abstract papers);
- preparation of notes, theses, analytical notes;
- independent study of discipline topics and lecture materials.

**Current control methods:**

- oral control (survey, conversation, report, message);
- written control (control work, analytical report, abstract);
- combined control (oral and written combination to assess understanding and practical skills);
- presentation of independent work or case analysis;
- observation of activity and participation in practical classes;
- test control (closed and open tasks, analysis of graphs and models);
- work with problem situations (analytical cases, scenario modeling of university education development processes).

**Assessment system and requirements.**

**Table of distribution of points received by students of higher education\***

Topics	Ongoing knowledge assessment	Final control		
		Modular	Credit **	Total

											control work		number of points
	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8	Topic 9	Topic 10	20	20*	100
Work in a seminar class	3	3	3	3	3	3	3	3	3	3			
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 higher education applicant.

When assessing the mastery of each topic for the current academic activity, applicants are given grades based on 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 Achievement of Higher Education Students at PJSC 'Higher Educational Institution 'MAUP'.

Modular control is carried out in the last class of the module in written form, in the form of a test.

**Criteria for assessing the modular test** in the academic discipline "University education":

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

- a grade of 'excellent' (A) is given for the correct completion of all tasks (or more than 90% of all tasks);

- a 'good' (B) grade is given for completing 80% of all tasks;

- a 'good' (C) grade is given for completing 70% of all tasks;

- a 'satisfactory' (D) grade is given for correctly completing 60% of the proposed tasks;

- A grade of 'satisfactory' (E) is given for the correct completion of more than 50% of the proposed tasks.

- A grade of 'unsatisfactory' (FX) is given for the completion of less than 50% of the tasks.

Failure to attend the module test results in 0 points.

The above grades are converted 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.

### **Final Semester Assessment**

The final semester assessment in the course "University education" is a mandatory component of evaluating students' learning outcomes. It is conducted within the timeframe established by the academic calendar and covers the full scope of material defined by the course syllabus.

The final assessment is conducted in the form of a test. Only students who have completed all required coursework and assessment tasks are admitted to the final semester assessment.

The final grade is determined based on the student's academic performance throughout the semester. It consists of:

- points accumulated through continuous assessment;
- incentive (bonus) points awarded in accordance with institutional regulations.

Students who have completed all required tasks and obtained 60 points or higher receive the corresponding final grade without additional testing.

Students who have completed all required tasks but obtained fewer than 60 points, as well as those wishing to improve their grade, are required to complete a final test administered during the last scheduled class of the semester.

### Assessment of Additional (Individual) Learning Activities

Additional (individual) learning activities include participation in: scientific conferences; student research groups and academic clubs; problem-focused research groups; preparation of academic publications; national academic Olympiads and competitions; international competitions and other scholarly activities exceeding the requirements of the course syllabus.

By decision of the department, students who actively participate in research activities or complete additional individual academic tasks may be awarded incentive (bonus) points for the respective educational component.

### Assessment of Independent Study

The total number of points obtained for independent study constitutes an integral component of the overall academic performance in the course.

Independent work for each topic, in accordance with the course syllabus, is assessed within a range of 0 to 3 points, based on standardized and generalised assessment criteria evaluating the level of knowledge acquisition and analytical competence.

### Assessment scale for independent work (individual assignments) assessment criteria.

Maximum possible grade for independent work (individual assignments)	Level of implementation			
	Excellent	Good	Satisfactory	Unsatisfactory
3	3	2	1	0

**Assessment forms include:** ongoing assessment of practical work; ongoing assessment of knowledge acquisition based on oral answers, reports, presentations and other forms of participation during practical (seminar) classes; individual or group projects requiring the development of practical skills and competences (optional format); solving situational tasks; preparing summaries of independently studied topics; testing or written exams; preparing draft articles, conference abstracts and other publications; other forms that ensure comprehensive mastery of the curriculum 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 higher education students during the semester, a 100-point, national and ECTS assessment scale is used

### Final assessment scale: national and ECTS

Total points for all types of educational activities	ECTS rating	Assessment on a national scale	
		for exams, course projects (assignments), practical training	for credit
90 – 100	A	excellent	passed
82 – 89	B	good	
75 – 81	C	satisfactory	
68 – 74	D		
60 – 67	E	unsatisfactory with the possibility of retaking the exam	Failed with the possibility of retaking the exam
35 – 59	FX		
0 – 34	F	unsatisfactory with mandatory retaking of the course	Failed with mandatory retaking of the course

### Course policy.

To successfully master the course «University education», the student of education has:

- regularly attend lectures and practical classes;

- systematically, systematically and actively work in lectures and practical classes;
- practice missed classes or unsatisfactory grades obtained in classes;
- to perform in full the tasks required to be prepared by the teacher, their proper quality;
- perform control and other independent work;
- adhere to the norms of academic behavior and ethics.

The course «University education» involves the assimilation and observance of the principles of ethics and academic integrity, in particular, the focus on preventing plagiarism in any of its manifestations: all works, reports, essays, essays and presentations must be original and author's, not overburdened with quotes, which must be accompanied by references to primary sources. Violations of academic integrity are considered to be: academic plagiarism, self-plagiarism, fabrication, falsification, write-off, deception, bribery, biased assessment.

### **Recommended sources of information.**

#### **Basic literature:**

1. Law of Ukraine «On higher education» dated 07/01/2014 № 1556-VII. URL: [http:// zakon. rada. gov. ua](http://zakon.rada.gov.ua)
2. Law of Ukraine «On education» dated September 5, 2017 № 2145-VIII. URL: <http://zakon.rada.gov.ua>
3. Higher education of Ukraine URL: <http://www.mon.gov.ua/ua>
4. Anilovska G.Ya., Marushko N.S., Tomanevich L.M. University education: study guide. Lviv: «Magnolia 2006», 2021. 304 p.
5. Dorogan – Pisarenko L., Bezkrivnyi O., Lega O., Pestsova – Svitalka O. University education: study guide. Poltava: PDAA, 2020. 142 p.
6. Kozak N.L., Shorobura I.M. University education: study guide. Lviv: «New World - 2000», 2024. 180 p.
7. Kostyrko I.G., Hnatyshyn L.B., Petryshyn L.P., Garasim M.P. University education (admission to the profession): study guide. Lviv: «Magnolia 2006», 2021. 352 p.
8. University education: an educational and methodological guide for studying the discipline for students of the first (bachelor) level of higher education, specialty 073 «Management», studying under the educational and professional program «Management and business administration» /Compilers S. IN. Saloid, Yu. P. Vorzhakova. Kyiv: KPI named after. Igor Sikorskyi, 2021. 37 p. URL: [https://ela.kpi.ua/bitstream/123456789/41109/1/Univer\\_osvita.pdf](https://ela.kpi.ua/bitstream/123456789/41109/1/Univer_osvita.pdf)

#### **Additional literature:**

9. Code of Academic Integrity PrAT «HEI «MAUP». URL: <http://maup.com.ua>
10. Regulations on the internal system of ensuring the quality of higher education at the Kharkiv Institute of Higher Education «University «MAUP». URL: <https://kh.maup.com.ua>
11. Regulations on the organization of the educational process at the PrAT «University «MAUP». URL: <http://maup.com.ua>
12. Regulations on student self-government at PrAT «universities «MAUP». URL: <http://maup.com.ua>
13. Dyadyk T.V., Zagrebelna I.L. International marketing of the workforce. Scientific economic journal «Intelligence XXI». 2020. №1. S. 15-20. URL: [http://www.intellect21.nuft.org.ua/journal/2020/2020\\_1/2.pdf](http://www.intellect21.nuft.org.ua/journal/2020/2020_1/2.pdf)
14. Dyadyk T.V., Zagrebelna I.L., Svitlichna A.V. Formation of the «wheel brand» of a higher education institution and its promotion in the market of educational services. Scientific economic journal «Intelligence XXI». 2021. №3. S. 7-81. URL: <http://dspace.pdaa.edu.ua:8080/handle/123456789/11084>
15. Dyadyk T.V., Zagrebelna I.L., Kasyan K.A. The influence of modern education on the formation of a competitive personality – specialist. Market infrastructure. 2022. № 63. URL: [http://www.market-infr.od.ua/journals/2022/63\\_2022/25.pdf](http://www.market-infr.od.ua/journals/2022/63_2022/25.pdf)

16. Svitlichna A.V., Dyadyk T.V., Zagrebelna I.L. Higher education in Ukraine: today's challenges. Prospects and innovations of science. 2022. № 2(7) P. 623-633. URL: [http:// perspectives.pp.ua/index.php/pis/article/view/1129/1126](http://perspectives.pp.ua/index.php/pis/article/view/1129/1126).

17. Strategy and modern trends in the development of university education in Ukraine in the context of the European Higher Education Area URL: <http://www.mon.gov.ua/images/education/higher/bolpr/strateg.doc>.

18. Khizhnyak L. University education in the modern world: educational – methodical complex. Kharkiv: Kharkiv National University named after V.N. Karazina, 2024. 28 p.

**Electronic resources:**

1. State Archive Service of Ukraine. URL: <https://archives.gov.ua>
2. State Statistics Service of Ukraine. URL: <https://www.ukrstat.gov.ua>
3. Electronic bookstore. URL: <https://textbook.com.ua/rps>
4. Lviv Stefanyk Scientific Library URL: <https://www.lsl.lviv.ua/index.php/uk/golovna2/>
5. International Library – Yaroslav the Wise Information Center of the Interregional Academy of Personnel Management. URL: [https:// library.maup.com.ua](https://library.maup.com.ua)
6. National Vernadskyi Library. URL: <http://www.nbu.gov.ua/>
7. National Agency for Quality Assurance in Higher Education. URL: <https://naqa.gov.ua/>
8. Official website of the Ministry of Education and Science of Ukraine. URL: <https://mon.gov.ua/ua>
9. Kharkiv Korolenko State Scientific Library URL: [http:// korolenko.kharkov.com](http://korolenko.kharkov.com)
10. Kharkiv Regional Universal Scientific Library. URL: [http:// library.kharkov.ua](http://library.kharkov.ua)