

KROK UNIVERSITY
REGULATIONS ON THE PROCEDURE AND CONDITIONS FOR
SELECTING EDUCATIONAL COMPONENTS BY STUDENTS OF KROK
UNIVERSITY

*Translated into English from the official version
and approved by the Academic Council
of the KROK University on December 26, 2024*

1. General provisions

- 1.1. The Regulations on the Procedure and Conditions for Selecting Educational Components by Students (hereinafter referred to as the Regulations) of the Higher Education Institution “University of Economics and Law ‘KROK’” ensure the implementation of students’ right to freely choose educational components, as provided in Clause 15, Part One, Article 62 of the Law of Ukraine “On Higher Education”.
- 1.2. These Regulations define the procedure for forming the list, selecting, and further studying by students of KROK University the elective educational components within the scope provided by the relevant educational program and curriculum.
- 1.3. These Regulations apply to students who enrolled starting from September 1, 2019, and are studying under educational programs and curricula of the first (bachelor’s), second (master’s), and third (educational-scientific) levels of higher education, developed in accordance with educational legislation and approved by the Academic Council of the University.
- 1.4. Essential information for forming the list of elective educational components includes: national economic development strategies; technological advancements emerging at the intersection of various subject areas; current conditions and future needs of the education sector and other economic fields; input from enterprises, organizations, and employers regarding their current and future needs; feedback from University graduates on the relevance of the curriculum to industry needs; ranking lists of elective educational components from previous years; and recommendations and suggestions from students. Additionally, when developing the list of elective educational components, it is necessary to consider the requirements of the relevant specialty standard, taking into account the competency-based approach and the content of the educational program.
- 1.5. The main criteria for ensuring that a department is capable of delivering high-quality teaching of elective educational components include: Staff qualifications (academic degree, academic title, teaching experience, personal instructor rating); Educational and methodological support (electronic course, textbooks, teaching aids, methodological guidelines); Material and technical resources (laboratory equipment, practical training bases); Information support; Student feedback on the quality of teaching educational components in departments (based on student surveys).
- 1.6. Based on the analysis of the above-mentioned information, departments form the list of elective educational components.

2. Organizational and Methodological Support for Students’ Selection of Educational Components

2.1. Formation of the Elective Part of the Curriculum by the Student

2.1.1. The list of educational components in the curriculum consists of two parts: mandatory and elective. The elective part of the curriculum must comprise at least 25% of the total number of ECTS credits provided by the educational program (no less than 10% for specialties that grant access to professions subject to additional regulation).

The elective part of the curriculum is introduced to individualize learning and meet the educational and qualification needs of the student, to effectively utilize the University's capabilities and traditions, and to respond to regional demands. Elective educational components may be studied both at the University and at other higher education institutions (including foreign ones), in accordance with the right to academic mobility of participants in the educational process.

2.1.2. The selection of educational components by the student creates conditions for achieving the following goals:

To deepen professional knowledge within the chosen specialty (specialization, educational program) and acquire additional special (professional, subject-specific) competencies, including obtaining a professional qualification (if provided by the educational program);

To broaden knowledge and acquire additional general and general-professional competencies within related specialties and fields of study;

To become familiar with the current level of scientific research in other fields of knowledge and to expand or deepen knowledge in general competencies.

2.1.3. In accordance with the defined goals, the student is offered the opportunity to make their selection by:

Choosing a specialized block of educational components – “selection of an additional specialty, specialization, or professional focus,” which includes professional educational components that define the student's specialized training and aim to prepare a competitive specialist;

Selecting educational components from a list (course catalog) based on personal needs and interests related to future professional activity.

Within the elective component, students may receive credit and recognition for learning outcomes acquired through open online courses (MOOCs, such as Prometheus, Coursera, EdX, CHAN Academy), provided they obtain the corresponding certificates (or other documents). The decision to recognize credits and learning outcomes is made by the graduating department.

To initiate this process, the student must apply to the student office along with the certificate (or other document) confirming the completion and results of the course. Courses may be credited if their content aligns with the professional focus, their volume is comparable to that of elective educational components, and they were completed during the student's study under the relevant educational program.

2.2. Formation of the List of Elective Educational Components

2.2.1. The list of elective educational components is formed by the University's departments and submitted to the Educational and Methodological Office, and implemented by the corresponding order. Graduating departments may involve

representatives of student self-government bodies, alumni, employers, and other stakeholders in the development of the list.

- 2.2.2. To form the list of elective educational components, departments usually submit an approved list by November 1 of the current academic year. The list developed by departments is compiled separately for each educational level.

The scope and content of educational components aimed at expanding and deepening special (professional, subject-specific) competencies must take into account the structural and logical scheme of studying mandatory educational components, the number of credits, and control points per semester as defined in the curriculum for the elective part of the specific educational program.

Educational components that are similar in content to mandatory components may not be included in the list of electives for a given educational program.

- 2.2.3. Educational components studied by students during their bachelor's level education may not be offered to students pursuing a master's or PhD degree.

- 2.2.4. To form the list of elective educational components, departments analyze the necessary information and assess their capacity to ensure high-quality delivery of the educational process.

- 2.2.5. Academic staff who are authors of elective educational components included in the list usually prepare a syllabus and presentation by December 1 of the current academic year, and upload them to the "Course Catalog" section of the University's Modular Object-Oriented Dynamic Learning Environment (hereinafter referred to as the Moodle system).

- 2.2.6. After entering the required information into the designated fields, the educational components are stored in the system and sent for review to the Educational and Methodological Office. If a course does not pass the review, it receives a special mark (notification of deficiencies to be corrected). After editing, the course undergoes a repeated review.

In December of the current academic year, the list of elective educational components that have passed the review (and received "Active" status in the "Course Catalog" section) is finalized in the Moodle system.

Alternative schedules for submitting the catalog of elective educational components and systems for selecting educational components may be applied by decision of the relevant departments, taking into account specific academic schedules and learning conditions (e.g., foreign-language programs).

2.3. Student Selection of Educational Components

- 2.3.1. The timeline for students to select educational components is determined with consideration for timely planning and organization of the educational process (including the formation of student groups and cohorts for planning academic workload of teaching staff), as well as its methodological and staffing support.

- 2.3.2. Activities related to the organization of studying elective educational components are carried out during the academic year preceding the year in which these components are scheduled to be studied. Students exercise their right to choose educational components (specialized blocks) at the end of the autumn semester, typically in December or January.

For students enrolled in educational programs where free choice is scheduled in the first academic year, the selection process is organized within the first three weeks of study.

2.3.3. The procedure for students to select educational components (specialized blocks) includes four stages:

Stage One – familiarization of students with the procedure, timeline, and specifics of registration and group formation for studying elective educational components at the University, as well as with the list of specialized blocks of elective components in the curriculum. If needed, students receive consultations on registering their corporate email, account, and personal profile in the Moodle system. This stage is organized by the Student Office and the departments of institutes/faculties during the period defined in Clause 2.3.2. Departments may begin introducing students to the lists of specialized blocks after the first month of study in the educational programs.

Stage Two – selection of educational components from the approved list (course catalog) in the University's Moodle system (or via forms in Office 365). The student confirms their selection in the system by marking the field "My choice is final," which is considered a formal application to study the selected elective components. This stage is organized by the Educational and Methodological Office (EMO) and the Digital Learning Center (DLC) in cooperation with institutes/faculties. The duration of this stage must not exceed four weeks.

Stage Three – processing by EMO and the Student Office of the results of students' selections from the approved list (course catalog). Based on the results, students whose choices cannot be fulfilled for reasons listed in Clause 2.4.2 are notified of the refusal (with reasons provided) and are offered to make a new selection from the adjusted list. The duration of this stage must not exceed three weeks.

Stage Four – final processing by the Student Office of the results of students' selections from the adjusted list (course catalog), decision-making regarding students who did not exercise their right to free choice (Clause 2.4.5), and formation of groups and cohorts. The duration of this stage must not exceed two weeks.

2.3.4. The results of students' free choice of educational components are reviewed at the University Rectorate.

2.4. Organization of Studying the Selected Educational Components

2.4.1. The University is responsible for the quality of teaching and proper methodological support of the educational components selected by students.

2.4.2. A student may be denied the opportunity to study a selected component and offered to make a new selection in the following cases:

If the number of students who selected a specialized block of educational components is below the minimum threshold set by the University – 15 persons. This restriction does not apply when all students enrolled in a specific educational program have selected the same specialized block.

If the number of students who selected a particular educational component from the elective list (course catalog) is less than 25 persons. Study groups for elective components involving foreign language instruction, use of computer labs, specialized laboratories, etc., are formed only if at least 12 students are enrolled. These restrictions do not apply when all students for whom the component is intended have selected it, or when fewer than 25 students participated in the selection. In such cases, preference is given to the course chosen by the majority.

If fewer than the required number of students enroll in an elective component, it is considered not selected. Students are then offered to choose from a revised list of components that have been selected or conditionally selected by other students. Conditionally selected components are those for which the group lacks two to three students (for a group of 12) or no more than six students (for a group of 25).

2.4.3. The educational components (specialized blocks) selected by the student are approved by the head of the structural unit (student office, institute, faculty) where the student is enrolled, as part of the student's Individual Learning Plan (ILP).

The total volume of mandatory and elective components in the ILP for one academic year must not exceed 60 ECTS credits.

Failure to complete any part of the ILP is considered academic debt.

2.4.4. A student may change their selection for objective reasons after approval only with written permission from the head of the structural unit (department, student office, institute, faculty). Changes to selected educational components (specialized blocks) are not allowed after the start of the academic semester in which they are taught.

A student's request to amend the elective part of the ILP must be submitted before the start of the academic year, provided the student has not yet begun studying the elective component.

The decision to approve changes to the ILP is made by the relevant department. Any changes must comply with the University's requirements regarding the minimum number of students needed to form groups for studying elective components.

Changes to the ILP must be approved by the head of the structural unit (department, student office, faculty, institute, college) and agreed upon with the Educational and Methodological Office.

2.4.5. A student may also change their selection after approval if the departments whose components were selected propose a replacement of one or more components in exceptional cases (based on industry trends and the specifics of educational programs). Such changes are made only with the consent of all students who selected the affected components.

2.4.6. If a student fails to exercise their right to choose (educational components, specialized block) within the established timeframe without valid reasons, the corresponding positions in their ILP are determined by the graduating

department, taking into account the choices of other students enrolled in the same educational program, and are approved by the head of the structural unit (department, student office, institute, faculty).

3. Final Provisions

3.1.1. In cases of reinstatement, transfer, resumption of studies after academic leave, or enrollment in a bachelor's degree program based on the level of professional junior bachelor, elective educational components may be re-credited based on previously completed components, provided they do not duplicate the content of mandatory components in the selected educational program.

Such students may exercise their right to choose educational components (specialized blocks) within two to three weeks from the beginning of the academic semester, taking into account the choices made by other students enrolled in the same educational program and the restrictions established by these Regulations.