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MBA PROGRAM ADMINISTRATION
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The Student Handbook is designed to outline the required procedures and policies. Please read this handbook very carefully to get familiar with its content, as it holds the information for the foundation and successful completion of your academic career.

For up-to-date information and announcements please refer to WIUU’s website: www.wiuu.edu.ua

While every effort has been made to make this handbook as accurate and complete as possible, changes may occur.
SECTION I. INTRODUCTION

1.1. Mission of the University

WIUU has as its mission the creation of stimulating teaching and learning environment for multicultural student body and internationally minded faculty. WIUU’s programs have an international business focus. The curriculum, designed to meet the needs of the 21st Century learners, includes a broad-based business perspective with an emphasis on moral and ethical values. Since the world today is closely connected by communication and economic systems, it is the goal of WIUU to help its students become productive and responsible citizens of the global society.

WIUU follows the traditions of an American university, in terms of its courses, semester sessions, grading systems, and academic records. Classes are conducted in English.

A strong business oriented MBA program at WIUU provides students with fundamental tools of critical thinking, effective oral communication and persuasive writing, while strengthening their knowledge of IT applications, international law, research methods and analyses. WIUU is not only educationally oriented but we highly encourage social responsibility and aim development of appreciation of corporate social responsibility in our students.

WIUU does not discriminate on the basis of race, religion, gender, sexual orientation, age, disability, or national origin in its admission policies, educational programs and activities, or employment policies.

1.2. Objectives of the MBA Program

The learning objectives of WIUU’s MBA program can be summarized as follows:

- Give students a clear understanding of the main methods and techniques of strategic management, financial planning and corporate management.
- Encourage students to evaluate management problems in economic, political, social and technical environments within which managers work.
- Introduce students to the latest developments in the fields of international management.
- Consider the study of international business in a variety of cultural settings.
- Train students on how to integrate and apply the knowledge, approaches and methods they have learned to a variety of practical situations.
- Prepare students to identify problems, consider alternative solutions, evaluate and analyze situations and implement solutions.
SECTION II. ADMISSION

2.1. Requirements for Admission

Admission Criteria

MBA is an innovative and highly relevant program which combines management theory with the practical skills that modern employers need. The objective of the MBA program at WIUU is to take a student’s career to the next level with an efficient blend of academic experience and practical skills. Therefore, prior to enrolling in the MBA program, it is required to have two years or more of relevant work experience.

List of the Documents Required for Admission

1. Application form
2. Certificate and record of high school transcript (translated and notarized at the Embassy of your country in Ukraine)
3. Official transcripts and diplomas (translated and notarized at the Embassy of your country in Ukraine)
4. AIDS certificate
5. Medical card (translated and notarized at the Embassy of your country in Ukraine)
6. Medical insurance
7. Birth certificate (translated and notarized at the Embassy of your country in Ukraine)
8. 10 pictures (3*4)
9. Return ticket with an open date (period – one year)
10. CV

Requirements

- At least 2 years of relevant full time working experience.
- Undergraduate degree (2.00 minimum) or equivalent of C grade average.
- English Proficiency: Michigan Test (minimum score of 50%) or its equivalent
- Placement Tests in Principles of Management, Microeconomics, Macroeconomics, Business Statistics, Accounting, and Principles of Finance for the applicants who wish to be exempt from the stated prerequisite courses.

The following qualifications are considered for entry into the WIUU MBA program

- Bachelor of Business Administration, Bachelor of International Management, Specialist of International Management, or Master of International Management from WIUU.
- Bachelor’s Degrees from other universities or equivalent qualifications accepted by WIUU.
- Master’s Degree in another discipline.
- Professional qualifications considered equivalent to Bachelor Degree status. Applicants must have maintained a good academic record in their undergraduate studies.
• Applicants must demonstrate their proficiency in English as the courses are taught only in English. Non-native English speakers must pass the WIUU English Placement Test to enter the graduate program or provide scores of at least 550 (or 213 for the computerized TOEFL test) on a TOEFL test taken within the previous two years.
• Advanced level English instruction may be taken concurrently with graduate courses. Students required to take English language courses may need more than the minimum number of terms to complete their program.
• Applicants should submit a Curriculum Vitae (CV) containing names and addresses of their employers, dates of employment, job titles, and a short description of each job.

2.2. MBA Placement Tests

In addition to the relevant work experience, applicants must have completed an undergraduate program with the grade point average of 2.00 or above. The applicants who believe that they can be exempted from the prerequisite courses are to sit for placement tests in Principles of Management, Microeconomics, Macroeconomics, Business Statistics, Accounting, and Principles of Finance. The applicant whose score falls below 70% on the placement test will be expected to enrol in the corresponding prerequisite course.

Applicants must also provide proof of English proficiency by submitting a TOEFL score (or an equivalent English test) or by taking a placement test at WIUU to begin study in the degree curriculum. Applicants scoring below 50% in the WIUU English Placement test will be expected to enrol in ESL classes at WIUU until such time that they have reached satisfactory English proficiency. The International faculty teaches classes with the understanding that students have the required English proficiency.

Graduates of the the BBA program at WIUU are subject for exemption from the placement tests.

2.3. MBA preparatory courses

For candidates with a non-business background, MBA preparatory courses offer unique opportunities. For individuals whose primary background is in the study of law, engineering, computer science, the social or natural sciences, or other non-business field, pursuit of a graduate degree in business is an excellent opportunity to complement their education, improving their chances of promotion as well as broadening and enhancing their employment options.

Particularly for students with law or engineering background, for whom many career possibilities exist within the world of business, the lack of background in business administration can be a barrier to many excellent career opportunities.

The MBA program at WIUU can bridge the gap between knowledge of law, engineering, and other non-business backgrounds, and its application to business situations. Successful completion of specified individual prerequisite courses guarantees the students admission to the WIUU MBA program. WIUU offers individual prerequisite courses required for entrance into the MBA program.
Students with a Bachelor’s degree or the equivalent may begin their MBA studies in courses for which they have the necessary prerequisites, while concurrently completing the remaining required prerequisites. Candidates who hold a Bachelor’s degree, or the equivalent, in fields other than business and have not completed the required prerequisite courses are advised to consult with the WIUU admissions office.

2.4. Registration

Each fall and spring semester, academic advisors offer preregistration counseling. Preregistration for the Fall semester takes place during the Spring and Summer, and for the Spring semester preregistration takes place during the Fall semester. Each potential or current student is required to make an appointment with Ms. Elena Volovik, the Dean of the American program (380-44-486-0666 [ext 204]) (elenavolovyk@ukr.net) or with Ms. Patricia Essien, International Program Coordinator (380-44-486-0666 [ext 206]) (p.essien@gmail.com). They advise students on all issues concerning registration and the process of studying including the prerequisite classes that may need to be taken, the offering of courses during each semester. Potential and current students then create their educational schedule with their help and are registered.

It is the student’s responsibility to contact the Accounts Office, which issues bills, and make sure that the fees have been paid according to the schedule established for them.

After the start of a semester, a student may take one week to decide whether to keep certain classes or not. Any class may be dropped during the first week with no penalty.

2.5. Transfer students

In order to transfer credits from another educational institution to WIUU, a potential student must provide WIUU with the information regarding the length and content of the course, for which the credit transfer is sought. Furthermore, adequate information on certification/accreditation quality assurance of the HEI from where the credit transfer is sought must be provided by the potential student. If the HEI possesses nationally/internationally recognized accreditation, and if the length and the content of the course are similar to the ones at WIUU, credit transfer may be allowed.

If the course content, or/and length, or/and HEI accreditation is/are not sufficient, a potential student may request an assessment for that course from WIUU. WIUU will conduct assessment of knowledge of the potential student on the content of the course for which credit transfer is sought. If the potential student meets the qualifying grade for the course (“C” – 70%, for MBA program), the credit transfer from another HEI to WIUU for this course may be allowed.
### SECTION III. ACADEMIC INFORMATION

**3.1. MBA Curriculum**

<table>
<thead>
<tr>
<th>MBA Curriculum</th>
<th>Credits</th>
<th>Auditory Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Advanced Accounting*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>2. Advanced Finance*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>3. Contemporary Problems of International Economics*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>4. Human Resources Management</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>5. International Business Law</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>6. International Management*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>7. International Marketing</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>8. IT Applications / E-Business</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>9. Marketing Management*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>10. Monetary Theory and Banking Systems*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>11. Operational Management*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>12. Organizational Behavior</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>13. Research Methods and Analysis*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>14. Seminars in Business Policies*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>15. Statistical Business Analysis*</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>45</strong></td>
<td><strong>675</strong></td>
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</tbody>
</table>

* These subjects require the completion of prerequisite courses.

**Prerequisite courses:**
1. Microeconomics
2. Macroeconomics
3. Principles of Management
4. Accounting I
5. Accounting II (Managerial Accounting)
6. Principles of Finance
3.2. Course Descriptions

- **Advanced Accounting** (*Prerequisite: Accounting I, Accounting II*)
  This course covers many advanced accounting and analysis topics, with the emphasis on analysis of financial reporting, and budgeting techniques and procedures. It is corporate-oriented and includes practical applications and problem-solving techniques. The two (2) group projects include financial reporting analysis of a public company, and a budgeting process analysis.

**Learning Outcomes for the Course**
At the end of this Unit, students will be able to:
1. Understand and apply structural analysis and ratio analysis techniques to evaluate financial position and financial results of public companies.
2. Perform CVP-analysis and find and interpret break-even points.
3. Utilize various budgeting techniques and procedures.
4. Perform variance analysis and construct flexible budgets to analyze performance.

- **Advanced Finance** (*Prerequisite: Principles of Finance*)
  This course covers many Advanced Finance topics, with the emphasis on valuation techniques and managing real and financial investments. It is corporate-oriented and includes practical applications and problem-solving techniques. The individual project includes a real time stock contest game, where students will manage their stock portfolios on international financial markets.

**Learning Outcomes for the Course**
At the end of this Unit, students will be able to:
1. Understand and apply methods and techniques of stock portfolio management.
2. Understand and apply the 4 traditional evaluation techniques of capital budgeting projects.
3. Understand and apply stock and bond valuation techniques.
4. Understand and apply structural analysis and ratio analysis techniques to evaluate financial position and financial results of public companies.

- **Contemporary Problems in International Economics** (*Prerequisite: Macroeconomics*)
  This is an advanced course in International Economics that will explore key issues in international trade and finance in the global environment. Several regional issues are examined using the USA and the EU countries as an example.

**Learning Outcomes for the Course**
At the end of this course, students will be able to:
1. Understand the theory and practice of international trade, understand the differences in closed economies and open economies.
2. Formulate solutions to case studies, practical examples and exercises.
3. Apply trade models to a wide variety of national economies of both small and developed countries.
4. Identify instances in which trade protection may be warranted.
5. Discuss the politics behind protectionism.
6. Identify and discuss the merits of free trade organizations.
7. Discuss the impacts of international trade and investment on the environment.
8. Analyze the development issues facing by developing economies in an increasingly integrated global economy.
• **Human Resource Management**
This is a graduate course that thoroughly studies major aspects of Human Resource Management with the aim of providing students with adequate knowledge toward helping their companies gain competitive advantage through their human resources.

**Learning Outcomes for the Course**
At the end of this course, students will be able to:
1. Understand the theory and practice of Human Resources Management decision making.
2. Formulate solutions to case studies, practical examples and exercises.
3. Apply HRM decision making principles to a wide variety of contexts within the non-profit and private sectors from small to large enterprises.
4. Be able to analyze the work of an HR department of any company.

• **International Business Law**
The course offers an advanced overview of international law, legal institutions, legal concepts and theories related to business in a contemporary global economy.

**Learning Outcomes for the Course**
At the end of this course, students will be able to:
1. Understand key legal principles and concepts related to business on the international level.
2. Follow the contemporary legal issues related to international business and the world economy.
3. Analyze relevant legislation, international treaties, legal cases and judicial decisions and understand their consequences.
4. Incorporate legal considerations into business decision-making.

• **International Management** *(Prerequisite: Principles of Management)*
The course will provide graduate students with the concepts and analytical methodology useful in understanding the scope of managing in an international forum. The two main goals for this course are: familiarizing students with the problems and issues that confront international managers, and providing students with intellectual and practical insights, concepts and language to gain a competitive advantage.

**Learning Outcomes for the Course**
At the end of this course, students will be able to:
1. Understand the development of international management strategy.
2. Understand the development of a logistical plan for a diverse workforce.
3. Formulate solutions to case studies, practical examples and exercises; understanding efficiency and effectiveness gains during implementation.
4. Apply knowledge of international management to a developed business strategy for a specific case study.
5. Develop an international management strategy for a “new start-up” of your choice and imagination.
• **International Marketing**
This is an advanced course in International Marketing that aims to develop knowledge and skills needed to manage successfully in any organization which has intercultural contacts. Students will explore marketing decision making within a global organization using an applied framework of marketing planning and control.

**Learning Outcomes for the Course**
At the end of this course, students will be able to:
1. Demonstrate an understanding of the benefits and drawbacks of international marketing.
2. Explain the implications of the global market for businesses in the EU and Ukraine.
3. Identify the opportunities and competition in international marketing created by technology.
4. Identify the role of the cultural dimension in international marketing.
5. Identify and employ secondary sources of global economic information to analyze markets and consumers.
6. Create marketing plans in foreign markets that adjust the marketing mix appropriate for the host country.

• **IT Applications/E-Business**
This course provides an in-depth look at Microsoft Office Word, Excel, Access, and Power Point 2003 use, terminology and interfaces. “Hands-on” experience is provided through student use of computer lab. Students are exposed to real-life situations and the process of decision-making in a business environment. Research and work experience will be a valuable contribution to the class material.

**Learning Outcomes for the Course**
At the end of this course, students will be able to:
2. Analyze the operating systems available today for business and personal needs.
3. Analyze and compare the features of most recent Microsoft applications.
4. Create and use a database and query a database using the select query window.

• **Marketing Management** (Prerequisite: Principles of Management)
This course is designed to provide students with the understanding of marketing management through practical (case) and theoretical (classroom) work. Students will be given the concepts, ideas, and best-practices to enable them to feel confident entering or working in the marketing world.

**Learning Outcomes for the Unit**
At the end of this Unit, students will be able to:
1. Understand the theory and practice behind marketing decision making
2. Apply marketing knowledge to a variety of cases and real-life business situations
3. Formulate solutions to case studies, practical examples and exercises.
4. Develop a marketing plan for a product or service

• **Monetary Theories and Banking Systems** (Prerequisite: Macroeconomics, Microeconomics)
This course is an advanced overview of monetary theory, monetary policy, and the working of the contemporary financial and banking systems.

**Learning Outcomes for the Course**
At the end of this course, students will be able to:
Understand the conduct of monetary policy and theoretical issues behind it

Critically assess monetary and financial policies.

Apply the knowledge of monetary variables and market indicators to form expectations and make competent predictions.

Be closely familiar with the operation of financial institutions, learn techniques and acquire skills needed working in the financial and banking system.

- **Operational Management** *(Prerequisite: Principles of Management)*

This course will provide students with the concepts and analytical methodology useful in understanding the scope of managing a firm’s operations. The two main goals for this course are: familiarizing students with the problems and issue that confront operations managers, and providing students with intellectual and practical insights, concepts and language to gain an operational competitive advantage.

**Learning Outcomes for the Course**

1. At the end of this course, students will be able to:
2. Understand the development of operations management strategy.
3. Understand the development of a logistical plan.
4. Formulate solutions to case studies, practical examples and exercises.
5. Apply knowledge of operational management to a developed business strategy.
6. Develop an operational strategy for a “start-up” or existing business.

- **Organizational Behavior**

This is a graduate course in Organizational Behavior that thoroughly studies major theories and their practical application in organizational life.

**Learning Outcomes for the Course**

At the end of this course, students will be able to:

1. Understand the theory and practice of organizational behavior decision making.
2. Formulate solutions to case studies, practical examples and exercises.
3. Apply organizational behavior decision making principles to a wide variety of contexts within the non-profit and private sectors from small to large enterprises.
4. Be able to analyze organizational behavior in both – for profit and non-profit organizations.

- **Research Methods and Analysis** *(Prerequisite: Statistics)*

This is an advanced course in Research and Analysis that will explore key issues in business research; the course covers both qualitative and quantitative aspects of research conducted for the needs of enterprises.

**Learning Outcomes for the Course**

At the end of this course, students will be able to:

1. Understand the theory and practice of conducting research and analysis in business.
2. Formulate research problem, research questions and build research design.
3. Apply various research methods to practical business cases.
4. Identify the research and analysis approached best suitable for each research problem.
5. Apply statistical and interactive research methods in business environment.
6. Produce different types of written research reports.
Present their research outcomes and critically assess their practical implications.

- **Seminars in Business Policies** *(Prerequisite: Principles of Management, Finance)*
  The course will provide graduate students with the concepts and analytical methodology useful in understanding the scope of business policies. The two main goals for this course are: familiarizing students with business policy problems through the use of case studies, and providing students with intellectual and practical insights, concepts and language to effectively create a viable business plan.

  **Learning Outcomes for the Course**
  At the end of this course, students will be able to:
  1. Understand the development of business strategy and business policy.
  2. Formulate solutions to case studies, practical examples and exercises.
  3. Apply knowledge of business policy to a developed business strategy.
  4. Develop a business plan for a “new start-up” or re-organization of an existing business plan.

- **Statistical Business Analysis** *(Prerequisite: Statistics)*
  This is an advanced course in Statistics that will explore applications of both descriptive and inferential statistics in a process of making effective decisions within an organization including developing reliable forecasts. The course starts with a quick overview of basic statistics topics and is followed by data analysis concepts which include hypothesis testing, one-way and factorial analysis of variance, multiple regression, and time series analysis.

  **Learning Outcomes for the Course**
  At the end of this course, students will be able to:
  1. Understand the theory and practice of statistics-based decision making.
  2. Formulate solutions to case studies, practical examples and exercises.
  3. Test hypotheses using appropriate statistical tests.
  4. Interpret main effects in a one-way ANOVA and main and interaction effects in a factorial ANOVA.
  5. Build and appropriate regression model and interpret its results.
  6. Utilize time series analysis to forecast future values.
  7. Utilize Microsoft Excel 2007 as a tool in data analysis and decision making.

### 3.3. Course Syllabus

During the first class meeting a course syllabus is handed out to each student and time is taken to go over the syllabus. A copy of the syllabus is also filed to the Academic Office.

A course syllabus is the **basic structure of every course and offers an outline and summary of what should be completed by the time the course is over.** TAKE THE TIME TO UNDERSTAND AND CONSIDER all aspects of the syllabus. The final design of the syllabus will reflect the individual differences of the faculty member but every syllabus should have, at a minimum, the following information:
 ✓ Course Information

The first items of information in a syllabus provide course information: course title, days and hours for class as well as office hours, prerequisites if any, instructor information.

 ✓ Instructor Information

Instructor’s full name, title (if applicable), where and how to leave assignments, office hours, contact address (phone or e-mail). Please note that many instructors give students their home telephone number, this information should be used with discretion and not be misused. If the teacher is helped by teaching assistants or other instructors, their names, location, and contact address are also usually included.

 ✓ Course Synopsis

A course synopsis is the official description of the course as stated in the institution's catalog of courses. The synopsis may also provide additional detail, offer an updated view, and emphasize certain aspects of the course. Broadly speaking, it indicates the overall goal of the course, briefly, characterizes the main topics to be covered, points out why the course is important, identifies any special instructional methods to be used, and comments on what background students should have in order to best appreciate the course content.

 ✓ Student Evaluation Methods

The syllabus clearly explains the grading policies that will be followed in the course. It should include the dimensions for gauging student performance that include evaluation of participation in class discussion, work on knowledge management exercises, papers, projects, and reports in terms of the quality of both written and verbal presentations, etc.

 ✓ Text, Readings, Materials

The syllabus provides you with detailed information about the following:

- Textbook(s) – Including title and author.
- Supplementary reading(s) – if applicable the syllabus should indicate whether the readings are required or only recommended, and whether the readings are on reserve in the library or available on the server for reading.

 ✓ Class policy

- Attendance, lateness - the syllabus also includes some statement about attendance and about lateness, at least if it is penalized.
- Class participation - in the medieval lecture hall, class participation was not an issue, but if you as students are to learn to apply, analyze, synthesize, etc, you NEED to be active.
- Missed exams or assignments - Syllabi should inform the student whether exams and assignments can be made up; statements regarding earning extra credit should also be included if that is an option.
• **Academic dishonesty and class disturbance** - WIUU approaches cheating, plagiarism and classroom disturbance to be **unseemly, academically unacceptable and therefore any such behavior must be penalized.** WIUU approaches cheating and disruptive behavior with a **ZERO-TOLERANCE policy.**

  - Students caught cheating during an exam will be asked to leave the classroom immediately.
  - The Academic Office will be informed of the incidence including the student’s name, number and circumstances. Subsequently disciplinary action will be taken.
  - The student will receive a ‘0’ (zero) grade for the exam/test or quiz.

- **Available Support Services**

  The university intranet server (Server T) offers faculty members and students an easy way to share and download information. The syllabus should state where to access all necessary information for the course.

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### 3.4. MBA Graduation Requirements

Graduate students will be granted a Masters degree upon satisfactory fulfillment of the following requirements:

- Completion of the required courses and credit hours required for the degree.
- Submission of an acceptable thesis when required.
- A passing grade on the final comprehensive examination or oral defense of the thesis.
- A cumulative grade point average of 2.00 or above.

During the course of the graduate program, the student’s work is subject to continuous review by the Program Advisor. Students are responsible for satisfying the requirements for graduation in their specific program and for observing the academic regulations of WIUU.

Petitions for graduation will be approved by the Academic Department if all degree requirements have been completed before the proposed graduation date and if all required documents have been submitted and fees paid.

A student may be dropped from candidacy for serious academic or personal misbehavior by decision of the Academic Department.

WIUU students are offered an opportunity to become interns in the field of international management at prestigious Ukrainian, international and joint companies with the perspective of obtaining a job after graduation.
3.5. Academic Transcript

An Academic Transcript is an official document detailing a student's academic record for the period of enrolment at WIUU. It is a student’s complete and permanent academic record, and includes all courses undertaken or attempted and the final letter grade for each course.

Note: The Transcript records all courses successfully and unsuccessfully completed courses, and are calculated in the cumulative GPA.

Contents of an academic transcript:
- Student name and ID number
- Year of study and program
- Course and unit titles
- Credit points
- Marks and letter grades including their ECTS’ equivalents - all recorded grades and marks, including any fail grades or courses you discontinued after the official add/drop period.
- Grade point averages (GPA) for each semester and a cumulative GPA for the overall period of study.
- Total number of credits and its ECTS equivalent.
- The percentage of students achieving the respective grade category in previous cohorts.

The Academic Transcript is only available in hardcopy - we do not have a softcopy option.

Routine
- Transcripts can be requested in person only by filling out the Transcript Request Form in the Academic Office (room 2-5)
- Provided that all fees are paid, the transcript will be prepared between 3 - 5 working days.
- Official Transcripts are signed by the Dean and have the University seal imprinted on it.
SECTION IV. ACADEMIC REGULATIONS

4.1. Expectations

As mentioned earlier, the Student Handbook covers the major regulations which will affect you as a student. They are presented as guidelines, a frame on which to build your academic career. There are certain aspects that should be brought to light, or areas that require special attention.

The following list of expectations, by no means all-inclusive, is intended to serve as a guide. Please read through these expectations carefully because you must accept responsibility for planning your educational experience within the confines of the policies of WIUU. Please contact the Academic Director if you are unsure about expectations or institutional policies.

General Expectations of students:

- Academic responsibility
- Integrity of Character
- Ability to work constructively in a collegial environment and contribute to collective efforts.
- Compliance with the established policies and procedures of the institution
- Ethical behavior in relations to fellow students, faculty, staff, in the use of institutional resources as well as in scholarly activities.

4.2. Disciplinary Actions

Students are subject to disciplinary actions for any of the following reasons:

- Dishonesty, such as cheating, plagiarism, or knowingly providing false information to WIUU.
- Forgery, alteration, or misuse of WIUU documents, records, or identification.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other WIUU activities, including authorized activities on WIUU premises.
- Physical abuse of any person or of property owned or controlled by WIUU, or conduct which threatens or endangers the health or safety of any person.
- Theft of or damage to property of a member of WIUU community, or of a campus visitor.
- Unauthorized entry into or use of WIUU facilities.
- Violation of WIUU policies or regulations.
- Use, possession, or distribution of illegal narcotics, and drinking or possession of alcoholic beverages.
- Disorderly conduct, including lewd, indecent or obscene conduct or expression on property owned or controlled by WIUU.
- Failure to comply with directions of WIUU officials acting in the performance of their duties.

Disciplinary action will be taken for any of the above mentioned points, expulsion is not excluded.
4.3. Classroom management and policies

- Attend classes on time and for the full period.
- Mark attendance in class rosters carefully, all discrepancies’ will be reported to the Academic Office.
- Make sure you receive a course syllabus for each course. The syllabus should be distributed by your instructor at or near the beginning of the semester.
  - The syllabus will contain all information the teacher wants you to know or pay attention to, over the duration of the semester.
- Use Office Hours provided by your instructors.
  - Office hours are outside of class time in which you can meet with your teacher to discuss covered material or to get help.
- Provide appropriate notification and, as applicable, seek approval if you are:
  - Unable to attend classes (in cases of emergency).
  - Going to be absent for any reasons.
  - Provide a signed leave document (i.e. Doctor’s note etc) if unable to attend class.
- As world citizens we must be mindful of diversity. At WIUU, we have students and teachers who are old and young, who are of different races, religious backgrounds, nationalities, genders, family backgrounds, ethnic groups, and who have different physical or learning abilities and disabilities.
- Be prudent about the use of possibly offensive language, allusions, or humor in the classroom and in general. The university seeks to maintain an environment in which there is freedom of inquiry and expression but also freedom from discrimination and intimidation.

Keep in mind that your words and conduct are influential.

Classroom Policy and Student Responsibility

Students are expected to leave the classroom and its equipment in good order (e.g., blackboards clean, chairs arranged, electronic equipment shut off). Removing furniture from any classroom (even if it is intended for use in an alternate classroom) is not permitted.

Food, drink, gum, seeds, or tobacco products are prohibited in all WIUU classrooms, including the Library and Computer Lab, at all times.

The designated areas for taking meals include the cafeteria on the 6th floor, Domashna Kuhnya, Coffee Life and other eateries off campus.

University policy prohibits smoking in all classrooms. Smoking is specifically prohibited “in all public classrooms, auditoriums, seminar rooms, elevators, and other designated public areas within buildings. University policy prohibits the possession and consumption of alcoholic beverages, and the unlawful possession, use, or distribution of illicit drugs. Failure to adhere to these policies may result in severer consequences including suspension, or expulsion.
Midterms/Tests/Quizzes

Most instructors prefer to have a midterm and a final examination at the end of the semester; however WIUU encourages faculty to prepare more graded assignments over the duration of the semester. This will aid in the follow up of overall progress of students, and if necessary provide timely aid to poor/struggling students.

The following are general expectations for midterms, tests and quizzes:

- All tests, exams and/or quizzes will be proctored.
- Examinations will objectively represent the material covered in the course and will be graded and returned in a timely matter.
- All examinations will be designed to distinguish between knowledge levels of students.
- No re-take of examinations to improve grades is allowed.

Final Examinations – Scheduling and Grading Policies

- The scheduling of final examinations is done by the Academic Office, and is usually completed by the thirteenth (13th) week.
- The schedule will include the auditorium and time for all final examinations.
- Faculty can choose at their discretion how to conduct final examinations, i.e. material for final examination can be cumulative.
- Students who want to change a final examination time must receive approval from the Dean.
- Final grades are usually provided to the Academic Office no later than two (2) weeks after the final class.
  - No grade changes will be accepted after the deadline.
  - Grade changes must be approved by the Dean, and processed officially. A completed Change of Grade form must be submitted within the deadline.

Official Policy on Missed or Make-Up Exams

All examinations must be taken when scheduled. A student who misses an exam with a valid excuse is responsible to contact the Academic Office within one (1) week to schedule a time to take the exam.

If the rescheduled exam is missed, a zero (0) will be given for the exam, and the student will receive an appropriate grade mark, based on previous performance. (See Course Grades and Grade Distribution)

- No re-take of examinations to improve grades is allowed.
  - Extra credit work is only acceptable if it is stated in the original course syllabus. Therefore if extra credit work or re-take exams are to be conducted they must be given to ALL students.
- Grade changes will only be allowed if a student provides a well-justified appeal and must be approved by the Academic Office.
Course Grades and Grade Distribution

Specific Grading requirements:

- Final course grade sheets are usually submitted to the Academic Office by the Instructor, no later than two (2) weeks after the final class.
  - No grade changes will be accepted after the deadline.
  - Grade changes must be approved by the Dean, and processed officially. A completed grade change form must be submitted within the deadline.
- All examinations will be designed to distinguish between knowledge levels of students.
- Grades are useful in helping you as students to plan your overall academic programs. Many of the choices students make about the courses should be influenced by performance in previous courses since that performance is a legitimate assessment of the student's readiness for subsequent courses.

Academic Integrity

Academic integrity is submitting one’s own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

- **Plagiarism** — submitting all or part of another’s work as one’s own in an academic exercise such as an examination, a computer program, or written assignment.
- **Cheating** — using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
- **Facilitating Academic Dishonesty** — helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
- **Fabrication** — altering or transmitting, without authorization, academic information or records.

Principles of academic integrity require that every WIUU student:

- Properly acknowledge and cite all use of the ideas, words or results of others.
- Make sure that all work submitted as his/her work in an academic activity is produced without the aid of unsanctioned collaboration or unsanctioned materials.
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

Compliance with these principles is necessary in order to insure that:

- Every student is given proper credits for her/his ideas, words, results and other academic accomplishments.
- All academic work done by a student is fairly evaluated and no student has an inappropriate advantage over others.
- The academic and ethical development of all students is fostered.
- The reputation of the University for integrity in teaching and research is maintained and enhanced.

Failure to adhere to these principles of academic integrity threatens both the reputation of the university and the value of the degree awarded to its students.
Penalty for Academic Dishonesty

Each incident of academic dishonesty will be reported in writing to the appropriate academic Dean. A disciplinary notation for academic dishonesty may be entered on the student’s academic record. The penalty for the first incident of academic dishonesty will be a score of zero on the item in question. A second incident of academic dishonesty will result in disciplinary dismissal, unless appealed.

4.4. Grading system

A grade is a symbol used to impart information to students, to parents, and to other individuals and institutions with a legitimate need for that information. Grades are the teacher's best assessment of a student's performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills.

A rich variety of evaluation methods are used, from essays and tests to demonstrations and projects, not all of which lend themselves to numerical evaluations on a 100-point scale. How a numerical scale, if used, translates into letter grades is left up to the discretion of the individual teacher. The following descriptions of letter grades:

**A grade of "A" in a course** indicates exceptional mastery of the course's objectives in both knowledge and skills. While a grade of "A" may not symbolize perfection, it does indicate that the student has demonstrated consistently high standards of commitment, clarity, and application. Typically, the "A" grade further signifies a student's creativity, insight, and breadth of comprehension. Because we all bring to our academic work a variety of developed skills and abilities, as well as interests and talents, students should not expect to earn an "A" in every course they take.

**A grade of "B" in a course** indicates solid mastery of the course's objectives in both knowledge and skills. Further, the "B" grade indicates a student's facility with analyzing course material and his/her clarity in expressing that facility although he/she may not demonstrate the depth and breadth of comprehension that merits the "A" grade, regardless of the amount of time spent on a specific assignment.

**A grade of "C" in a course** indicates competent mastery of the course's objectives in both knowledge and skills. A student who earns a "C" should feel reasonably confident about his/her ability to move on to the next course in a sequence within a discipline or about his facility with the course's objectives. For some students, a grade of "C" may represent significant intellectual growth; for others, only modest growth.

**A grade of "D" in a course is NOT a pass grade for MBA students.** It indicates less than sufficient mastery of the course's objectives in both knowledge and skills.

**A grade of "F" in a course** indicates insufficient mastery of the course's objectives in knowledge and skills.
The grade of "D" and "F" are not meant to discourage students about their academic work, but rather to afford them an accurate appraisal of their performance.

Because the five grades described above still include a range of performance levels and because grades need to be seen, in part, as gauges to future achievement, teachers use the plus (+) and minus (-) to further refine their grades, indicating how close a student's performance comes to the adjacent levels.

**Grades of Incomplete:**
An incomplete grade (I) may be assigned by the instructor when, in the judgment of the instructor, the student is unable to complete the requirements of a course because of unforeseeable emergency and justifiable reasons at the end of the semester. To receive credit for the course, the incomplete work must be finished no later than one year from the end of the semester in which it was assigned.
A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has elapsed. A student may petition for a time extension due to unusual circumstances.

**Grade Distribution (US system)**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DISTRIBUTION</th>
<th>PERCENTAGE</th>
<th>GPA (4.0 scale)</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>A+ 98-100</td>
<td>4.00</td>
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<tr>
<td></td>
<td></td>
<td>A  93-97</td>
<td>4.00</td>
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<td>A- 90-92</td>
<td>3.75</td>
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<tr>
<td>B</td>
<td>Good</td>
<td>B+ 88-89</td>
<td>3.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B  83-87</td>
<td>3.00</td>
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<tr>
<td></td>
<td></td>
<td>B- 80-82</td>
<td>2.75</td>
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<tr>
<td>C</td>
<td>Average</td>
<td>C+ 78-79</td>
<td>2.25</td>
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<tr>
<td></td>
<td></td>
<td>C  73-77</td>
<td>2.00</td>
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<tr>
<td></td>
<td></td>
<td>C- 70-72</td>
<td>1.75</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>D+ 68-69</td>
<td>1.25</td>
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<td>D  63-67</td>
<td>1.00</td>
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<td></td>
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<td>D- 60-62</td>
<td>0.75</td>
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<tr>
<td>F</td>
<td>Fail</td>
<td>F  59 and less</td>
<td>0.00</td>
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<tr>
<td>I</td>
<td>Incomplete:</td>
<td>Assigned by the instructor when, student is unable to complete the requirements of a course.</td>
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<tr>
<td>W</td>
<td>Authorized withdrawal within the official drop period.</td>
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</tbody>
</table>
## ECTS (European Credit Transfer System)

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>DESCRIPTION</th>
<th>PERCENTAGE</th>
<th>GPA (4.0 scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Excellent</td>
<td>90-100</td>
<td>4.00</td>
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<tr>
<td><strong>B</strong></td>
<td>Good</td>
<td>83-89</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Average</td>
<td>75-82</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Fair</td>
<td>70-74</td>
<td>1.00</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Poor</td>
<td>60-69</td>
<td>0.25</td>
</tr>
<tr>
<td><strong>FX</strong></td>
<td>Fail</td>
<td>35-59</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Fail</td>
<td>1-34</td>
<td>0.00</td>
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</table>

**NOTE:** Students have the right to withdraw from a course during the official drop period, the first (1) official week. A final list of students will be given to faculty after the official drop period.

### How a Student’s GPA is Calculated

It is essential for you to know how to calculate your semester point-hour ratio and your cumulative point-hour ratio (GPA). When setting academic goals, which helps lead to success, it is important to understand how success is measured.

A student’s point-hour ration is calculated by taking the total number of points earned and dividing it by the number of hours attempted for a letter grade (not including I, W, Pass/Non-Pass, or transferred credits.) First, multiply the credit hour value of each course by the point value of the grade. For example, a three-hour course in which you earn a B(3.0) is worth 9 points. Next, total the points you have earned in all your courses. Finally, divide by the number of hours you have attempted for a letter grade.

### See example below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Management</td>
<td>3</td>
<td>B</td>
<td>(3x3.00)</td>
</tr>
<tr>
<td>IT Applications</td>
<td>3</td>
<td>C</td>
<td>(3x2.00)</td>
</tr>
<tr>
<td>Seminars in Business Policy</td>
<td>3</td>
<td>D</td>
<td>(3x0.00)</td>
</tr>
</tbody>
</table>
This student’s point-hour ratio would be 1.69 (20.25 points divided by 12 hours attempted).

NOTE: no points are earned for an “D”, but the hours are calculated into the point-hour ratio.

4.5. Academic office

The Academic Office exists to help facilitate, initiate and co-ordinate the academic work of the Institute, particularly the teaching and assessment of students. The Academic Office implements academic policies and procedures to manage academic records. The goals of the Academic Office are to:

- Publish academic policy, interpret it correctly, and enforce it fairly.
- Organize and supervise an efficient registration process and maintain clear and accurate institutional enrollment records.
- Develop, maintain, and safeguard a complete and accurate academic record for each student according to institutional policy and in keeping with professional and legal standards.
- Respond appropriately to requests for information from institutional and student academic records.

The Academic Office provides support and advice to faculty members and students. The Office also provides guidance for Staff and Students about how to handle circumstances that might have affected students’ performance in examinations/assessments.

Labeled Teacher Boxes are also located in the Academic Office. Teacher boxes are labeled and therefore allow students to turn-in material to faculty that otherwise would not be able to be turned in.

SECTION V. GENERAL INFORMATION

5.1. The campus

Our campus is conveniently located at the center of the city. It is easily accessed by all types of public transport, as well as by a personal vehicle.

5.2. The Library Resource Room

WIUU has a high-quality library, which serves as one of the major tools for studying at WIUU. The library holds textbooks, books, science journals and other academic literature in Ukrainian, English, German, Russian and other languages. The WIUU server holds catalog and dictionaries which can be easily accessed. Students can use the reading room for their conveniences. WIUU library staff is always willing to assess you in your information search.
WIUU Internet Center opens access to virtual Internet data bases: libraries, information centers, foreign publishing houses, archives and science magazines. Internet provides distance learning technologies and connects WIUU to colleagues and partners throughout the world.

5.3 IT Support services

The Computer Lab mission is to provide students, faculty and staff with an environment conducive to academic research and writing. Any inappropriate or disruptive behavior that compromises this mission will NOT be tolerated.

**Personal Logins**

In order to use any computer in the Computer Lab, you must login using your assigned personal username and password.
Once you login to a computer, you must remember to logout. Someone else can access your files and use your profile if you leave it logged in and vulnerable.
Personal files left on the classroom computers will be deleted.
You may not lock your workstation (thereby saving it for yourself) and leave the room for more than 10 minutes. If an Information Assistant finds a computer that has been locked for longer than 10 minutes, he/she will restart the computer.
When classes are scheduled in the Computer Lab, all other users must vacate the room by the start of the class*.
If you are logged in to a classroom computer but have left the room at the start of a class, your computer will be restarted.

*Lab hours are subject to change and may vary throughout the semester — please check the schedule posted on the bulletin board at the entrance to the Lab.

**Server T**
The Server T is an authorized internal server used to facilitate the education process at WIUU. Faculty and students alike have access to the use of Server T, as a storage database.
In order to use the server T, you must login using your assigned personal username and password.
The server T provides students access to the courses they are enrolled into, and are labeled by the Instructor’s name.
Students may use the learning materials posted in the relevant folder, as well as save materials on personal flash-drives or send to their personal email.

**Computer Hardware and Software**
You may not alter/remove any component of the computers’ hardware (cables, drives, monitors), even on temporary basis.
You may not attempt to circumvent the security protections included with any of the software applications.
You may not attempt to change configuration settings during setup. All computers are set to the same Classroom standard (i.e. monitor resolution and refresh rate, bios, etc.) and are protected from changes with security measures.
You may not make permanent changes to any computer or install your own software on any computer in the Computer Lab.

Any violation of these rules regarding computer hardware & software in the Computer Lab will result in the revocation of user privileges for the period of no less than one semester.

**Courtesy**

Programs using sound or music CD’s may be used in the Computer Lab only with effective headsets. If someone else can hear the sound, you will be asked to turn down the volume.

If you are working with a partner or in a small group, talk quietly.

Do not sit on the desks or arms of chairs. All Classroom furniture must be used appropriately.

Do not use a computer that is already logged on. In order to access any computer in the Classroom, you must use your own personal username and password.

Cell phones need to be turned off or set on vibrate when entering the computer lab. Calls are to be answered or made outside the computer lab.

Anyone failing to act appropriately in the Computer Lab will receive a verbal warning. If that verbal warning is ignored, he/she will be asked to leave.

5.4. **Recreational/Refreshment Facilities**

WIUU students take part in yearly sport events and competitions. The sports facilities used by WIUU students include the Sports Center with a swimming pool and athletic fields as well as a stadium and smaller sports halls.

5.5. **Electronic Device Policy**

Technology use in the classroom is intended to enhance the learning environment for all students. To this end, WIUU establishes the right of each faculty member to determine if and how personal electronic devices are to be used in the classroom. Any use of technology that substantially degrades or jeopardizes the learning environment, promotes dishonesty or illegal activities, is prohibited and will be penalized by the instructor.

Students are permitted to possess cellular phones and other electronic devices* on campus provided that any such device is switched “off” and stored in a backpack, purse, pocket, or other place where it is not visible. “Vibrate” mode or “silent” mode is not considered “off”. Ear-buds and earphones must also be stored away.

*Electronic Devices include, but are not limited to: Cellular Phones, Smart phones, Pagers, CD Players, MP3 players, PDAs, Handhelds, Palm Pilots, laptops, cameras, bluetooth earpieces, iPods™ or other media players, other forms of technology with image taking, listening and communication capabilities, calculators with alphanumeric keyboards or other programmable forms, and similar devices: **Please switch off all devices during class sessions and store them in your backpack, purse or bag.**

University instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking
notes or class work. However, communication devices such as phones must be turned off. Students who fail to comply with an instructor's restrictions or prohibition will be subject to penalty or be asked for leave the class.

All forms of electronic devices are prohibited in exams, except when otherwise directed by the instructor. If a student violates the stated policies, he/she will receive a zero for the assignment or exam, and may be subject to further disciplinary action.
### 5.6. SPRING SEMESTER ACADEMIC CALENDAR (2013)*

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<td>January 21</td>
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<td><strong>Spring Semester starts for undergraduates</strong></td>
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<td><strong>Last day to submit course syllabi</strong></td>
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<td>February 1</td>
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<tr>
<td><strong>Last day for students to drop a course with refund</strong></td>
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<td><strong>Graduate program starts</strong></td>
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<td><strong>Last day for MBA students to drop a course with refund</strong></td>
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<td>March 1</td>
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<td><strong>Midterm examination session begins</strong></td>
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<td><strong>Women’s Day</strong></td>
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<td><strong>Women’s Day</strong></td>
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<td>Labor Day</td>
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<td>Easter Day</td>
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<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Easter Day observed</td>
<td>No classes</td>
<td>No classes</td>
<td>Victory Day</td>
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</tr>
<tr>
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<td>16</td>
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</tr>
<tr>
<td></td>
<td>Final examination session starts</td>
<td></td>
<td></td>
<td>Final state exams end</td>
<td>Final examination session ends</td>
<td></td>
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<tr>
<td>20</td>
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<td>27</td>
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<td>June 1</td>
<td>2</td>
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<tr>
<td></td>
<td>Spring semester ends</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Last day to submit Spring grades</td>
</tr>
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<td>23</td>
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</tbody>
</table>

* Details of the schedule are subject to change
**Office Hours**

Most departments have office hours of Monday-Friday, 9 am – 6 pm, Saturday 10 am – 4 pm. Faculty hours are usually posted on their syllabus. For personal issues a student may see the Admission Director, Dean, Provost, First Vice-Rector or the MBA Program Coordinator during the following hours:

Olga A. Glasova Admissions Director

Room 1-8

Monday, Wednesday, Friday 11 am – 1pm, 2 am – 5 pm

Elena I. Volovyk, Dean of International Programs

Room 2-6

Tuesday, 3 pm – 5 pm

Olga A. Verkhohlyad, Provost for Research

Room 2-6

Monday 10 am – 12 pm

Patricia Essien, International Program Coordinator

Room 2-5

Thursday, 12 am – 3 pm

The office hours may vary during the semester breaks and holidays weekends.