



**HOW TO FIND A CLASSROOM?**

*Example:* **No. 2 6 13**

No. of building      No. of storey (floor)      No. of classroom

*or*

**No. A 2 01**

No. of building      No. of storey (floor)      No. of classroom

## INFORMATION ON ORGANISATION OF THE EDUCATIONAL PROCESS

The **academic year** at Alfred Nobel University consists of two parts, which are called “**semesters**”. Each semester includes **an additional modular control of students’ achievement**, as well as **an examination session**, which is conducted at the end of each semester.

The **classes at the University are conducted in the form of lectures, seminars, workshops, discussions and individual projects**. At the **lectures**, a teacher presents a theoretical material accompanied by multimedia presentations, gives illustrated examples of the given material and motivates students to dialogue. **Workshops and seminars** allow the students to put the theoretical knowledge into practice and understand how this knowledge works in real life by performing professional tasks and engaging in case study. **Discussions** develop **the student’s critical way of thinking and experience in synthesizing his/her own thoughts and leadership skills**. The **individual projects** are an independent practical project activity of a group of students under supervision of an academic adviser. Professionals employed in the private or public sector are often involved in the educational process at Alfred Nobel University.

From the very first year of study, our students have **the right to freely choose courses**: these courses may include either **courses of general education**, or **special courses** aimed at gaining practical experience. In addition, the University offers its students additional **certified special courses** which may be not related to their main study programme and thus **expand the range of study within their mainstream education**.

The students demonstrate their mastery of courses **by taking examinations and final tests**. The examinations and final tests are administered in the form of tests, written assignments and viva voce answers. At the beginning of each course, every teacher introduces to the students the curriculum of the course, as well as requirements and forms of assessment for the course. The students are to take part in all classes and make up for any lost class time.

If a student cannot attend classes for a valid reason, he/she is to inform the head of the relevant department about it no later than the next day. In case of illness, a student is to provide the student office with a sick leave certificate in the established standard form and issued by the relevant medical institution, as well as to confirm the given certificate at the University’s diagnostic and treatment center on the first day of his/her return to the classes.

The University has an **anti-plagiarism system** and each student bears **personal responsibility for passing off the published work of others as his/her own**.

### Assessment system at Alfred Nobel University:

National grading scale	Number of points	ECTS credits
5 (excellent)	90-100	A
4 (very good)	82-89	B
4 (good)	75-81	C
3 (satisfactory)	67-74	D
3 (satisfactory)	60-66	E
2 (unsatisfactory)	35-59	FX
2 (unsatisfactory)	1-34	F

*\*FX – a student needs to thoroughly work through the study material before being allowed to take a final test or examination during the additional examination session.*

*The timeframe of the additional examination session is set by the appropriate order.*

*\*F\* – a mandatory course repetition.*

The students’ knowledge is assessed according to the 100-point rating scale.

The assignments of a formative assessment for the courses for which the final test is administered are assessed on a point-scale ranging from 1 to 100. The students’ mastery of

courses for which an examination as a form of a summative assessment is provided is assessed on the basis of the results of the formative assessment – 60 points and summative assessment (examination) – 40 points.

A student is eligible to take an examination if he/she obtains at least 36 points on the results of his/her achievements during a semester.

If the student obtains from 0 to 24 points on the results of the examination, his/her total mark is unsatisfactory regardless of other marks. To obtain a total positive mark for a semester, a student has to obtain at least 24 points on the results of the examination.

The repetition of the examination in case of obtaining “FX” is assessed with 24 points if the examination is passed and with 0 points if the examination is failed. If a student obtains a mark "**Unsatisfactory**" (1-59 points), he/she is to retake the examination during an **additional examination session**. If a student fails to make up his/her academic deficiencies within the specified time of the additional examination session, he/she is to **repeat a course**.

**If a student fails to complete the requirements of an annual curriculum, he/she repeats a year of study.**

**The timetables can be found on the University's official website <http://stud.duan.edu.ua> , as well as on the special screens in the hall of the building “B” and in the student office (office 2012). Attention!** Please, pay careful attention to the changes in the timetables.

#### **The schedule of lectures at Alfred Nobel University:**

1. 9.00 – 10.20
2. 10.35 – 11.55
3. 12.35 – 13.55
4. 14.10 – 15.30
5. 15.40 – 17.00

#### **NOTA BENE!**

**The Centre of International Education** provides prompt assistance to the students in dealing with all the issues related to arrival, official registration of papers for the right of residence in Ukraine, settlement in the dormitory and other problems that may arise during their further studies at the University or residence in Ukraine. The personnel of the Centre are always ready to help foreign students under any circumstances (office A110).



To obtain an academic certificate, you need to apply in person to a specialist of the Centre of International Education and you will receive the finished document the next day (office A110).

**The Student Office** coordinates communication activity at the level “Student-University-Department”. Each specialist of the Student Office serves all study programmes at the University. To obtain an electronic pass, which can be also used as a library card, and for other matters, you should apply to the Student Office (office 2212).

**The Centre for International Study Programmes** works directly with University of Wales (UK) and National-Louis University (Poland) to provide international students with Bachelor's and Master's dual degree opportunities. All the Programmes are delivered exclusively in English! Our high-level of support helps you adjust to university life, and our study programmes prepare you for the challenges of degree-level study.

Please, visit also the **Facebook page** of the Student Office. On this page every student can find up-to-date and useful information, including the changes in the timetables: **[facebook.com/Student.DUAN](https://www.facebook.com/Student.DUAN)**

#### **Contacts:**

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