



**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
INTERNATIONAL EUROPEAN UNIVERSITY**

**UNIVERSITY WORK PLAN  
for the 2024/2025 academic year  
(main directions)  
(with amendments)**

APPROVED  
at the meeting of the Academic Council  
International European University  
Minutes No 5 of January 30, 2025

Chairman of the Academic Council of  
the International  
European University  
Rector  Oleg PADALKA



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## CONTENT

SECTION I. Work of the Academic Council of the University for the 2024/2025 academic year	4
SECTION II. Meetings of the University Administration to Consider Operational Issues	8
SECTION III. Strategic planning and management	12
GOZDIL IV. Risk Management	15
SECTION V. Work of the Scientific and Methodological Council of the University	16
SECTION VI. Educational and methodological work at the IEU and its temporary branch in the Republic of Malta	23
Organization and planning of the educational process	23
Organizational and methodological	24
Work with a single state database on education	26
SECTION VII. Postgraduate education and continuing professional development	27
Educational process	27
Development and transfer of scientific research	29
Therapeutic activity	31
Personnel Policy as a Component of Human Potential Development	32
Personality formation	34
Internationalization, development of international relations and strategic partnership	35
Innovation Management, Finance and Investment	36
CHAPTER VIII. Scientific activity	37
Scientific and organizational work	37
Research work	41
Publishing activity	43
	47
CHAPTER IX. Licensing and Accreditation	48
SECTION X. Monitoring and Quality Assurance of Education at the University	51
CHAPTER XI. Communication processes and information management	51
CHAPTER XII. Staffing	55

CHAPTER XIII. Socio-economic development of the university	59
CHAPTER XIV. International cooperation	62
CHAPTER XV. Career guidance work	66
CHAPTER XVI. Socio-educational and cultural-educational work at the IEU and its temporary branch in the Republic of Malta	68
CHAPTER XVII. University-wide (calendar) events at the IEU and its temporary branch in the Republic of Malta for the 2024/2025 academic year	72

**SECTION I. WORK OF THE ACADEMIC COUNCIL OF THE  
UNIVERSITY FOR THE 2024/2025 ACADEMIC YEAR**

<b>Planned month</b>	<b>Planned issues on the agenda</b>		<b>Responsible</b>
<b>FIRST HALF OF THE 2024/2025 ACADEMIC YEAR</b>			
August 2024	1	On the beginning of the new academic year and the work plan of the IEU and its temporary branch in the Republic of Malta for the 2024/2025 academic year	Rector of the University
	2	Initiation of first-year students into students of the University	Acting Director of the Department of Public Relations and Youth Policy
September 2024	1	About the results of the 2024 admission campaign	Executive Secretary of the Admissions Committee
	2	On the results of the survey of higher education applicants	Department of Quality Assurance of Education
	3	On the state of preparation for accreditation of educational programs at the University	Guarantors of educational programs
October 2024	1	Actual Problems of Training Higher Education Applicants in Modern Realities	Vice-Rector for Scientific and Educational and Methodological Work
	2	About the inclusive educational environment of the University	Vice-Rector for Educational and Methodological Work
	3	On measures to ensure the strengthening of language training of employees and students of the University in English in order to stimulate the development of international cooperation of the University	Vice-Rector for Scientific and Educational and Methodological Work
	4	On the state and prospects for the development of student self-government for the 2024/2025 academic year	Director of the Department of Public Relations and Youth Policy
November 2024	1	On the work and prospects for the development of educational and scientific institutes	Directors of ESI

	2	On the results of comprehensive digitalization	System Administrator of the Center for Digital Technologies
	3	On approval of the plan of socio-economic development of the University for 2025	Vice-Rector for Administrative and Economic Work
December 2024	1	On the results of the scientific work of the IEU and its temporary branch in the Republic of Malta in the calendar year 2024	Vice-Rector for Scientific and Educational and Methodological Work
	2	On the state of career guidance work and prospects for its development	Director of the Department of Public Relations and Youth Policy
	3	European integration prospects for the development of the International European University	Vice-Rector for Scientific and Pedagogical Work and International Relations
<b>SECOND HALF OF THE 2024/2025 ACADEMIC YEAR</b>			
January 2025	1	On approval of the program of socio-economic development of the IEU and its temporary branch in the Republic of Malta	Rector of the University
	2	On Preparation of Students for the State Licensing Exam "Krok-1"	Director of the ESI "European Medical School"
	3	On the organization of internships for students of the University	Head of Practice Department
	4	On the action plan to improve the educational process	Vice-Rector for Scientific and Educational and Methodological Work
	5	On plans for the development of educational and scientific institutes for 2025	Directors of ESI
February 2025	1	On Licensing and Accreditation of Educational Programs	Director of the Department of Quality Assurance of Education
	2	On the results of the winter test and examination session 2024/2025 academic year	Directors of ESI

March 2025	1	On the work and perspective plan for the development of the ESI "Postgraduate Education and Continuous Professional Development"	Director of the Educational and Scientific Institute of Postgraduate Education and BPD
	2	On the tasks of improving the quality of postgraduate studies and the results of the implementation of individual plans for the training of postgraduate students	Vice-Rector for Scientific and Educational and Methodological Work
April 2025	1	On the work of the Scientific and Methodological Council in the 2024/25 academic year	Vice-Rector for Scientific and Educational and Methodological Work
	2	On the development of international cooperation of the University	Vice-Rector for Scientific and Pedagogical Work and International Relations
	3	On the preparation of students for the state final certification, passing the State Licensing Exam "Step 1"	Director of the ESI "European Medical School"
May 2025	1	On compliance with the licensing conditions for the conduct of educational activities at the University	President of the University
	2	On Improvement of Educational Programs for Training Specialists in Educational and Scientific Institutes	Vice-Rector for Scientific and Educational and Methodological Work
	3	On preparation for the admission campaign to the IEU in 2025	Executive Secretary of the Admissions Committee
	4	On the work of the library in the digital scientific and educational space	Vice-Rector for Scientific and Educational and Methodological Work, Director of the Library
June 2025	1	Report on the activities of the International European University for the second half of the 2024/2025 academic year	Rector, Vice-Rectors, Directors of ESI
	2	On the results of the rating evaluation of the activities of scientific and pedagogical workers	Director of the Department of Quality Assurance of Education

	3	On the results of the summer test and examination session 2024/2025 academic year	Directors of ESI
	4	On approval of curricula and work plans and schedules of the educational process by specialties for the 2025/2026 academic year	Vice-Rector for Scientific and Educational and Methodological Work
	5	On the progress of implementation of decisions and resolutions of the Academic Council of the University	Scientific Secretary

***Consideration of other issues submitted for consideration by the Academic Council of the University:***

1. Awarding scientists and honorary titles
2. Election to the positions of scientific and pedagogical workers
3. Approval, change, clarification of the topic of dissertations
4. Recommendations for the publication of scientific papers
5. Approval of the University's regulatory documents and making changes or additions to them
6. Approval of additional programs for passing candidate exams
7. Formation, reorganization and liquidation of structural subdivisions
8. Granting permission to carry out scientific supervision of postgraduate students
9. Other issues of the University's activities

**SECTION II. MEETINGS OF THE UNIVERSITY ADMINISTRATION TO  
CONSIDER OPERATIONAL ISSUES**

<b>Planned month</b>	<b>Planned issues on the agenda</b>		<b>Responsible</b>
<b>FIRST HALF OF THE 2024/2025 ACADEMIC YEAR</b>			
September 2024	1	Approval of the updated composition of the rectorate for the 2024-2025 academic year	Scientific Secretary
	2	On the beginning of a new academic year at the IEU and its temporary branch in the Republic of Malta	Heads of structural units
	3	On the state of adaptation measures for first-year students	Directors of ESI
	4	On Liquidation of Academic Debts of Higher Education Applicants	Directors of ESI
	5	On Electronic Document Management at the University	Head of the Department of Organizational and Administrative Work
October 2024	1	On the Progress of Accreditation of Educational and Professional Programs at the University	Center for Quality Assurance of Education
	2	Interim results of the 2024 admission campaign	Executive Secretary of the Admissions Committee
	3	Staffing of educational activities in the IEU and its temporary branch in the Republic of Malta	Human Resources Department
	4	On the readiness of the university for the autumn-winter period	Vice-Rector for Administrative and Economic Work
	5	On the preparation and results of the implementation of anti-plagiarism measures at the university	Center for Quality Assurance of Education
November 2024	1	On working with higher education applicants	Directors of ESI
	2	On the state of the internal system of quality assurance of higher education and compliance with academic integrity at the university	Center for Quality Assurance of Education

	3	On the work of student self-government bodies	President of the Student Parliament
	4	On the work of student scientific circles	Vice-Rector for Scientific and Educational and Methodological Work
December 2024	1	On Preparation for the Winter Test and Examination Session of Higher Education Applicants	Directors of ESI
	2	On the state and dynamics of filling the institutional repository of the University	Library Director
	3	Career guidance work at the University	Department of Public Relations and
	4	On scientific indicators and ratings of the IEU and its temporary branch in the Republic of Malta	Vice-Rector for Scientific and Educational and Methodological Work
<b>SECOND HALF OF THE 2024/2025 ACADEMIC YEAR</b>			
January 2025	1	On the organization of the educational process in the second semester of the 2024-2025 academic year at the IEU and its temporary branch in the Republic of Malta	Vice-Rector for Scientific and Educational and Methodological Work
	2	On the results of the winter test and examination session of applicants for higher education of all forms of education	Directors of ESI
	3	On strengthening the educational and material base of the university	President of the University
	4	On Amendments and Additions to the Normative Legal Acts of the University	Legal Advisor
February 2025	1	On the organization of the educational process in the IEU and its temporary branch in the Republic of Malta	Vice-Rector for Scientific and Educational and Methodological Work
	2	On preparation for accreditation of educational and professional programs	Department of Licensing and Accreditation

	3	On the results of educational and industrial practices of applicants for higher education of the university in the first semester	Directors of ESI
	4	On national-patriotic education at the University	Department of Public Relations and Youth Policy
March 2025	1	On the organization of the educational process of the IEU and its temporary branch in the Republic of Malta	Vice-Rector for Scientific and Educational and Methodological Work
	2	Consideration of current issues	Managers by direction
	3	On preparation for the Academic Council	Scientific Secretary
	4	On the formation of a culture of academic integrity in the IEU	Vice-Rector for Scientific and Educational and Methodological Work
April 2025	1	Clinical bases of the ESI "European Medical School"	Director of the ESI
	2	Readiness of departments for final certification	Directors of ESI
	3	Report of the heads of structural divisions on the work for the past period	Heads of structural units
May 2025	1	On preparation for the summer test and examination session	Directors of ESI
	2	On the organization of the work of the Admissions Committee in 2025	Executive Secretary of the Admissions Committee
	3	On the implementation of the plan for the publication of educational and methodological support of the educational process	Department of Organization of Scientific Activities
June 2025	1	On the implementation of decisions of the rectorate and instructions of the rector for the 2024-2025 academic year	Scientific Secretary
	2	On the preparation of the planned workload of scientific and pedagogical staff for the 2024-2025 academic year	Educational and Scientific Department of

			Organization of the Educational Process
	3	On the results of the summer test and examination session	Directors of ESI
	4	Readiness of the Admissions Committee for Work	Executive Secretary of the Admissions Committee

### SECTION III. STRATEGIC PLANNING AND MANAGEMENT

<b>Planned terms</b>	<b>Content of work</b>	<b>Responsible</b>
<p>January 2025</p> <p>Throughout the year (according to a separate plan)</p>	<p>To develop regulations on the procedure for developing and reviewing policies and procedures and a plan for developing/updating and communicating the University's regulations and procedures for 2025</p> <p>Review and update the policies and procedures of the International European University, taking into account changes in the regulatory framework, the requirements of international and national standards of quality of education and the needs for simplification of regulatory actions to increase their effectiveness</p>	<p>Vice-Rectors, Department of Quality Assurance of Education</p> <p>Vice-Rectors, working groups determined by the plan for development/updating and communication of the University's regulations and procedures</p>
<p>December 2024</p> <p>December 2024</p> <p>January 2025</p> <p>April 2025</p>	<p>Conducting strategic benchmarking:</p> <ol style="list-style-type: none"> <li>1. Identify universities with similar profiles and strategies</li> <li>2. Form a working group of administration, teachers, students and external stakeholders for the benchmarking process</li> <li>3. Conduct a comparative analysis of the strategies and profiles of the selected institutions.</li> <li>4. Prepare a report with recommendations for the implementation of best practices</li> </ol>	<p>Rector, Vice-Rectors, Heads of Structural Divisions</p>
<p>April 2025</p>	<p>Creation of a regulatory framework on procedures for conducting and strategic benchmarking</p>	<p>Vice-Rectors, Department of Quality Assurance of Education, Academic Council</p>
<p>March-April 2025</p>	<p>Full audit of public information</p>	<p>Rector, Vice-Rectors, Heads of Structural Divisions</p>

Throughout the year	<p>Organization of interaction with stakeholders (partner hospitals, employers, students, graduates, etc.) to receive feedback on improving the University's development strategy:</p>	<p>Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Director of the Institute of Scientific and Pedagogical Work and Postgraduate Education, Director of the Institute of Scientific and Pedagogical Work</p>
January 2025	<p>organize focus group meetings with external stakeholders (partner hospitals, employers, etc.):</p> <ul style="list-style-type: none"> <li>– meeting with mentors of interns, students undergoing clinical practice, regarding educational and methodological support and accounting documents of visits and academic performance;</li> </ul>	
May 2025	<ul style="list-style-type: none"> <li>– meetings with representatives of the Clinical Alliance on joint search and implementation of grant programs;</li> </ul>	
July 2025	<ul style="list-style-type: none"> <li>– meetings with heads of clinical bases, doctors responsible for internships, working meetings are organized on the organization of internship training and clinical practices for medical school students;</li> </ul>	
July 2025	<ul style="list-style-type: none"> <li>– meetings with heads of clinical bases, curators of doctors in practice, working meetings on the organization of training in residency and clinical practice for students of medical universities;</li> </ul>	
Throughout the year	<ul style="list-style-type: none"> <li>– organization of the work of employers' councils in specialties and educational programs of educational and scientific institutes</li> </ul>	

Throughout the year	conducting surveys among students, teaching staff and partners to collect information about the mission, vision and development strategy;	Directors of ESI
Throughout the year	formation of consolidated feedback reports, their publication and discussion by the working group, advisory and collegial governing bodies of the University	Department of Quality Assurance of Education, Directors of Educational and Scientific Institutes
April 2025	View a set of key performance indicators (KPIs) based on the framework of European universities for each managerial position and structural unit	Vice-Rectors, Academic Council
March 2025	To update the University's development strategy taking into account the results of strategic benchmarking, stakeholder proposals, current trends and challenges in the field of education and science, international and national recommendations and requirements for ensuring the quality of education. To review the development strategies of educational and scientific institutes, taking into account the updates of the University's development strategy.	Vice-Rectors, heads of structural units, directors of educational and scientific institutes
Throughout the year	Monitor the progress of achieving key performance indicators at different levels of University management and positions	Vice-Rectors, heads of structural units, directors of SRI, heads of departments
January 2025 June-July 2025	Evaluate the achievement of KPIs and report on the effectiveness of the implementation of the development strategy	Vice-Rectors, heads of structural units, directors of educational and scientific institutes, heads of departments

Throughout the year	To organize monitoring of the compliance of management structures with strategic goals and needs and to carry out (if necessary) changes to the structure of the University	Rectorate, Academic Council
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#### SECTION IV. RISK MANAGEMENT

<b>Planned terms</b>	<b>Content of work</b>	<b>Responsible</b>
January 2025	To develop a Risk Management Policy, which is focused on compliance with management standards and risk assessment methodology, to conduct its public discussion, consideration and approval in accordance with the established procedure.	Vice-Rector for Medical Work, Department of Quality Assurance of Education, Academic Council
January 2025	Form a risk catalog, discuss it with representatives of various stakeholders, assess risks and identify priority risks.	Vice-Rectors, Department of Quality Assurance of Education, heads of structural units, directors of ESI
January 2025	To formulate measures to reduce the likelihood of occurrence or mitigate the impact of risks in case of their occurrence (Risk Response Plan)	Vice-Rectors, Department of Quality Assurance of Education, Heads of Structural Units, Directors of Institutes
Throughout the year (according to a separate plan)	Conduct training of personnel on the implementation of the University's risk management policy and measures to reduce the likelihood of occurrence or mitigate the impact of risks in case of their occurrence (Risk Response Plan)	Vice-Rector for Medical Work

**SECTION V. WORK OF THE SCIENTIFIC AND METHODOLOGICAL  
COUNCIL OF THE UNIVERSITY**

<b>Planned month</b>	<b>Planned issues on the agenda</b>		<b>Responsible</b>
August 2024	1	On the main areas of work of the Scientific and Methodological Council of the University, tasks for the 2024/2025 academic year	Chairman of the NMR
	2	On the state of preparation by the departments of the IEU and its temporary branch in the Republic of Malta of educational and methodological support and planning of the work of educational and scientific institutes for educational, methodological and scientific work for the 2024/2025 academic year.	Directors of institutes
	3	On optimization of educational and methodological support of academic disciplines of educational programs (abolition of the obligation to develop working curricula) and making appropriate changes to the Regulations of the University	Chairman of the NMR, members of the NMR
September 2024	1	On the preparation of educational and scientific institutes of the university for accreditation of educational programs of bachelor's and master's levels of higher education in the 2024/2025 academic year.	Director of the Department of Quality Assurance of Education, Guarantors of Educational Programs
	2.	On the organization of the educational process for foreign students and organizational and informational work in institutes with foreign students	Directors of institutes

	3	On the new version of the Regulation on the organization of the educational process	Chairman of the NMR, members of the NMR
	4	On Amendments to the Policies of the University Taking into Account the Provisions of the Law of Ukraine "On Amendments to Certain Laws of Ukraine on the Development of Individual Educational Trajectories and Improvement of the Educational Process" of 23.04.2024 No. 3642-IX	Chairman of the NMR, members of the NMR
	5	On information and organizational work in university institutes on the implementation of the right of higher education applicants to a free choice of academic disciplines, updating the list of such disciplines and the use of other tools for the formation of an individual educational trajectory	Deputy Directors of Institutes for Educational and Methodological Work, Heads of Departments
October 2024	1	On the organization of students' scientific activities, their preparation for participation in scientific conferences, competitions, olympiads.	Department of Organization of Scientific Activity, Directors of Institutes, Heads of Departments
	2	On the creation and maintenance of the functioning of double degree programs at the University.	Department of Organization of the Educational Process, Department of Strategic Development and International Programs, Directors of Institutes

	3	On the formation of a unified University Policy on the recognition of learning outcomes (to replace the Regulation on Academic Difference, the Regulation on the Recognition of Results Obtained in Non-Formal and/or Informal Education)	Chairman of the NMR, members of the NMR
November 2024	1	On the state of information support of the University website and institutes in the context of compliance with the requirements of transparency, openness and access to public information for the formation of a positive image of the IEU	Chairman of the NMR, Directors of Departments, Directors of Institutes
	2	On the format of the report on the scientific work of the university departments.	Head of the NMR, Department of Organization of Scientific Activities
	3	On the introduction and use of innovative teaching methods in university institutes: experience and best practices	Deputy Directors of Institutes for Educational and Methodological Work, Heads of Departments
December 2024	1	On the system of professional development of scientific and pedagogical staff of the university and compliance with the personnel requirements of the Licensing Conditions for Educational Activities. Results of advanced training of scientific and pedagogical workers in 2024.	Directors of institutes, heads of departments
	2	On the effectiveness of the scientific activities of the university departments according to the results of the report for 2024.	Directors of institutes, heads of departments

	3	On the results of research and development in 2024	Heads of the GDR
January 2025	1	Presentation of the achievements of scientific and pedagogical staff of the IEU and its temporary branch in the Republic of Malta in scientometric databases and ways to increase the H-index.	Head of the NMR, Department of Organization of Scientific Activities, Directors of Institutes
	2	On the creation of educational and methodological developments and the publication of educational and methodological literature at the University and the plan for 2025	Directors of institutes, heads of departments
	3	On the creation of educational microcredit courses or trainings for advanced training, reflecting expert issues of the functioning of educational and scientific institutes or departments, with the participation of invited lecturers, practitioners, experts	Directors of institutes, heads of departments
February 2025	1	On the organization of practical training of higher education applicants and ensuring its effectiveness in the process of forming professional competencies.	Deputy Directors of Institutes for Educational and Methodological Work
	2	On the ECTS Calculation Policy of the International European University and Methodological Recommendations for the Calculation of ECTS Credits for Students	Head of the NMR, Department of Quality Assurance of Education, Department of Organization of the Educational Process, Directors of Institutes

	3	On standardizing the recording of stakeholder feedback, including meeting minutes, survey results, and consultation results	Head of the NMR, Department of Quality Assurance of Education, Department of Organization of the Educational Process, Directors of Institutes
March 2025	1	On the introduction of new and improvement of existing educational programs of the University	Directors of institutes, Deputy directors of institutes for educational and methodological work, guarantors of educational programs
	2	On Planning the Assessment System for Educational Components and Application of Assessment Criteria Consistent with the Program Learning Outcomes	Directors of institutes, Deputy directors of institutes for educational and methodological work
	3	On the use of feedback forms to collect students' opinions on the criteria and methods of assessment, which are filled out at the end of each course	Head of the NMR, Department of Quality Assurance of Education, Department of Organization of the Educational Process
April 2025	1	On preparation for the preparation and organization of the USCE	Director of the ESI "European

			Medical School", Deputy Directors
	2	On the state of preparation for the approval of the curricula for the 2025 enrollment, working curricula, schedules of the educational process	Department of Organization of the Educational Process
	3	On the practice of student-centered education at the institutes of the International European University	Head of the NMR, directors of institutes, heads of departments
	4	On Methodological Recommendations for Practical and Experimental Training	Head of the NMR, directors of institutes, heads of departments
May 2025	1	On the results of research work of higher education applicants in the 2024/2025 academic year, measures to intensify it.	Directors of institutes, heads of departments
	2	On the results and problematic issues of accreditation of educational programs of specialties for the 2024/2025 academic year: analysis of expert opinions based on the results of accreditation examinations of educational programs and measures to improve the implementation of educational programs	Department of Quality Assurance of Education, Department of Organization of the Educational Process, Directors of Institutes
	3	About the Mitigating Circumstances Policy and its updating to ensure clarity, fairness and compliance with best practices.	Department of Quality Assurance of Education, Department of Organization of the Educational Process, Directors of Institutes

June 2025	1	Reports on the educational, methodological and scientific work of the educational and scientific institutes of the IEU and its temporary branch in the Republic of Malta in the 2024/2025 academic year.	Directors of institutes, heads of departments
	2	On the implementation of decisions adopted by the Scientific and Methodological Council of the University in the 2024/2025 academic year	Secretary of the NMR
	3	On the results of the work of the scientific and methodological council of the university in the 2024/2025 academic year and the definition of tasks for the 2025/2026 academic year.	Chairman of the NMR

**CHAPTER VI. EDUCATIONAL AND METHODOLOGICAL WORK IN  
THE IEU AND ITS TEMPORARY BRANCH IN THE REPUBLIC OF  
MALTA**

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
<b>ORGANIZATION AND PLANNING OF THE EDUCATIONAL PROCESS</b>		
August-September 2024, January-February 2025	Formation of the schedule of classes and examination sessions for the autumn and spring semesters of the 2024/2025 academic year	Director of the Department of Organization of the Educational Process
October 2024	Approval of schedules for training and industrial practices	Director of the Department of Organization of the Educational Process
October-November 2024	Approval of the adjusted volumes of the teaching load for the 2024/2025 academic year	Director of the Department of Organization of the Educational Process
November-December 2024	Formation and approval of the composition of examination commissions for 2025 for the certification of applicants for higher education	Director of the Department of Organization of the Educational Process
May 2025	Approval of curricula and updated versions of the OP and approval of new OPs (if any)	Director of the Department of Organization of the Educational Process
May 2025	Formation of working curricula for the 2024/2025 academic year	Director of the Department of Organization of the Educational Process
June 2025	Development and approval of schedules of the educational process of all forms of education for the 2025/2026 academic year.	Director of the Department of Organization of the Educational Process
June 2025	Report on the implementation of the educational load of the scientific and pedagogical staff of the departments for the 2024/2025 academic year	Director of the Department of Organization of the Educational Process
February /June 2025	Reporting on the results of the work of examination commissions for the certification of applicants for higher education by specialties	Director of the Department of Organization of the Educational Process

June 2025	Formation of the annual report on the work of the Educational and Scientific Department of the Organization of the Educational Process 2024/2025 academic year	Director of the Department of Organization of the Educational Process
<b>ORGANIZATIONAL AND METHODOLOGICAL WORK</b>		
During the 2024/2025 academic year	Monitoring and periodic review of educational programs and curricula	Director of the Department of Organization of the Educational Process
September 2024	Approval of the schedule of advanced training of NCE for the 2024/2025 academic year	Director of the Department of Organization of the Educational Process.
During the school year	Development of regulatory documents (draft orders, orders, regulations) regulating the educational, scientific, methodological activities of the University	Director of the Department of Organization of the Educational Process., Director of the Department of Organization of Scientific Activities
During the school year	Methodological consulting of the NCE on the preparation of work programs of academic disciplines, syllabuses	Director of the Department of Organization of the Educational Process.
December 2024 -January 2025	Collection of proposals from teachers and other stakeholders on the introduction of new or improvement of the content of existing selective educational components (through Google form)	Director of the Department of Organization of the Educational Process
January-April 2025	Formation of a detailed and up-to-date catalog of elective courses, including course descriptions, objectives, and prerequisites, based on stakeholder feedback	Directors of institutes, heads of departments, guarantors of educational programs
During the school year	Checking and adjusting the work programs of academic disciplines, syllabuses that prepare departments	Director of the Department of Organization of the Educational Process, Director of the Department of

		Organization of Scientific Activities
During the school year	Monitoring the availability of the necessary resources for the organization of the educational process, including independent work of students	Director of the Department of Organization of the Educational Process, Director of the Department of Organization of Scientific Activities
October- November 2024	Approval of schedules of open classes by university teachers and control over their implementation	Director of the Department of Organization of the Educational Process.
October 2024 - January 2025	Organizational support of the first round of the All-Ukrainian Student Olympiad in 2024/2025 academic year	Director of the Department of Organization of the Educational Process, Director of the Department of Organization of Scientific Activities
September 2024, January- February 2025	Familiarization of students with the University's ECTS policy	Director of the Department of Organization of the Educational Process, Heads of Departments, Curators
April 2025  May 2025	Organization of training for teachers: on modern methods and criteria for evaluating the learning outcomes of students; on the organization of practical and experimental training	Director of the Department of Organization of the Educational Process
April 2025  May 2025	Meetings with employers in Malta	Director of the Department of Quality Assurance of Education
During the school year	Participation in the meetings of the Scientific and Methodological Council of the University	Director of the Department of Organization of the Educational Process,

		Director of the Department of Organization of Scientific Activities
<b>WORK WITH THE UNIFIED STATE DATABASE ON EDUCATION</b>		
Throughout the year	Monitoring the availability of information systems for effective management of the educational process	Director of the Department of Organization of the Educational Process, Head of the Department for Work with EDEBO
Throughout the year	Connecting new EDEBO users approved by the Rector's Order and blocking access to EDEBO user accounts after dismissal.	Head of the Department for Work with EDEBO
Monthly	Generalization of reporting on the movement of the contingent of applicants for higher education of the University and its support in the EDEBO	Head of the Department for Work with EDEBO
Throughout the year	Formation of applications for diploma numbers, student cards and production of their duplicates	Head of the Department for Work with EDEBO
During the admission campaign of 2024 and certification of the 2024/2025 academic year.	Formation of applications for EVI, EFVV, EDCI	Head of the Department for Work with EDEBO

**SECTION VII. POSTGRADUATE EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT**

<b>Date</b>	<b>Measures</b>	<b>Responsible</b>
<b>Educational process</b>		
Throughout the year	Increase the number of specialties in secondary medical specialization	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To develop and approve in accordance with the established procedure curricula and programs for the training of doctors in the specialties of secondary specialization and cycles of thematic improvement of specialists	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To improve the content of existing educational programs for training specialists in primary and secondary specializations in accordance with the latest achievements of medical science, interdisciplinary approach, principles of evidence-based medicine, practice-oriented	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To organize the implementation in the educational process of the use of innovative teaching methods in practical classes (situational method, mentoring, case method, simulation 3-D technologies, interactive method (interaction of participants, equality of arguments)	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific

		Research Institute
Throughout the year	Organize the recruitment of doctors for training in internship programs, secondary specialization, thematic improvement courses in current areas of health care	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To increase the number of health care institutions within the IEU Clinical Alliance with which to conclude agreements for the practical part of specialization in the relevant specialty	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Upon request	To provide interns with the opportunity for international internships on the basis of the best clinical institutions, the purpose of which is to form a vision of the benefits of the health care sector reform, modern opportunities of innovative medicine with the subsequent implementation of the best medical practices in the health care system of Ukraine	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To ensure the organization of training of interns for the licensing integrated exam Krok-3 with the involvement of the most experienced professionals and the use of modern teaching methods	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute

Throughout the year	To ensure the organization of round tables, panel discussions at scientific and practical events held by the IEU and the Institute of Postgraduate Education, discussion of the need for new OPs and improvement of existing PE and BPD programs. Employers, practitioners, scientists, postgraduate students and all stakeholders should be actively involved in the discussions	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To ensure the organization of the development of educational and methodological materials on new specialties of secondary medical specialization and accounting reporting documents	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Regularly fill in the pages of the Institute of Educational Excellence and BPD on the website of the IEU: educational programs, educational and educational materials, news about postgraduate studies, video reviews, video information about internship bases, NCE and supervisors at clinical bases.	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Systematically update the information on the Institute's website	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
<b>Development and transfer of scientific research</b>		
Throughout the year	To organize and conduct scientific and practical events for interns and students of	Vice-Rector for Scientific and

	cycles of secondary medical specialization with the publication of the results of scientific achievements	Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To promote scientific research as the basis for the training of future doctors of the relevant specialty, in order to ensure the acquisition of skills of independent work with scientific literature, the formation of the ability to analyze and generalize the material, the development of clinical thinking, free presentation of one's thoughts, critical understanding of literature data in compliance with the principles of academic integrity	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To ensure compliance with academic integrity by all participants in the educational process at the postgraduate level	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To organize a check for originality of all scientific papers, abstracts, methodological materials, etc., prepared by both scientific and pedagogical workers and students	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Promote the participation of interns in grant research funded by global organizations (European UDS, UDS (USA), UNICEF,	Vice-Rector for Scientific and Pedagogical Work and

	USAID, WHO, WHO European Office, etc.)	Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To create conditions for the publication of the results of scientific research of interns at scientific and practical events at the international and national levels. To provide for sections of young scientists at these events	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To ensure the publication of the results of scientific research in professional publications, publications included in the scientific and metric databases Scopus and Web of Sciences, monographs, textbooks, etc.	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To provide assistance in the preparation of documents for obtaining documents of protection for invention, etc.	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
<b>Therapeutic activity</b>		
Throughout the year	To continue work on attracting medical institutions of various forms of ownership to the Clinical Alliance of the International European University.	Vice-Rector for Scientific and Pedagogical Work and Postgraduate

		Education, Directorate of the Scientific Research Institute
Throughout the year	To continue the work on filling the League for the provision of medical specialties in internships (in 20 specialties) with specialists of new clinics, with which the IEU establishes contractual relations and which are members of the Clinical Alliance of the International European University	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To conduct a comprehensive assessment and analysis of educational programs in order to improve and implement the learning process in internships, cycles of secondary medical specialization, TU courses, master classes, professional schools, etc. Advanced training programs for medical workers from the standpoint of modern world achievements in the field of health care	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To provide conditions for clinical training of interns and medical workers within the relevant educational programs of the postgraduate level	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To ensure the formation of partnerships with clinical bases for the practical part of the individual plan for training students at the postgraduate level	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific

		Research Institute
Throughout the year	To develop and implement flexible educational programs, distance learning, to promote the maximum use of modern information and computer technologies in therapeutic, diagnostic, educational processes	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To involve students at the postgraduate level and NCE in clinical disciplines, practitioners in the provision of tertiary (highly specialized), secondary (specialized) medical care to patients to improve people's lives and solve medical problems through an extensive network of partnerships and cooperation with world leaders in the provision of medical services	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To provide training of students at the postgraduate level on the basis of universal values, professional ethics, moral, ethical and legal culture (collegiality, correctness, obligation, humanity, observance of medical secrecy, etc.).	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Increase the number of activities aimed at improving the physical and mental health of the population	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
<b>Personnel Policy as a Component of Human Potential Development</b>		

Throughout the year	Increase in the number of NCE that meet at least 6 criteria of licensing conditions for conducting educational activities at the postgraduate level.	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Involvement of the best specialists of the national and international level in the provision of the educational part of the programs of primary and secondary medical specialties	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	An increase in the number of NPPs who have acquired or developed language, pedagogical, research, etc. Competence	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Use of a modern model for the selection of scientific and professional activities with clear criteria for assessing professionalism (availability of a scientific degree, academic title, English language proficiency not lower than B2 level in accordance with the European Guidelines for Language Education, availability of publications in professional journals of Ukraine and publications included in the scientific and metric databases Scopus and Web of Science, etc.).	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute

Throughout the year	Creation of a favorable environment for the development of creative, professional, scientific, pedagogical abilities of all participants in the educational process	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Promoting the employment of internship graduates through active cooperation with employers at the national and international level, providing the best talented graduates with recommendations for admission to graduate school.	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
<b>Personality formation</b>		
Throughout the year	To contribute to the construction of a dynamic system that will provide an inter-centered environment for the full and harmonious development of the individual	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To provide postgraduate students with the development of: professional competencies in the best clinics of the national and international level, by rotating clinical bases, involving the best NCE and practitioners in teaching; creative abilities (choreography, painting, songwriting, etc.); speech competencies (learning English, Italian, German, French and Polish) at the	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute

	Speaking Club and through the choice of a foreign professional language as an additional discipline for study); communication and managerial skills; research potential	
According to the schedule	Participate in the organization and conduct of social and charitable events aimed at primary and secondary prevention of infectious and non-communicable diseases, promotion of a healthy lifestyle, etc.	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To attract interns to membership in professional public organizations of international and national level, international youth volunteer organizations	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Involve interns in the creation of the information and media space	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
<b>Internationalization, development of international relations and strategic partnership</b>		
Upon request	Organization of internships for interns in the best foreign clinics, at international summer/winter schools, conferences, trainings, individual grant programs	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education,

		Directorate of the Scientific Research Institute
Throughout the year	Develop partnerships with international global organizations in the field of healthcare, clinics	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Organize scientific and practical events with international participation	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Develop partnerships with foreign educational institutions and clinics	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Involvement of professional foreign lecturers of educational institutions, clinics, employees of global governmental and non-governmental organizations in the training of future doctors, introduction of advanced foreign practices in teaching clinical disciplines	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific

		Research Institute
<b>Innovation Management, Finance and Investment</b>		
Throughout the year	To form the leadership image of the Institute of Educational Excellence and BPD of the Ministry of Education at the international and national levels	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	To use the latest information and computer innovative technologies in the organization of training at the postgraduate level	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute
Throughout the year	Create and disseminate advertising information about the benefits of studying at the postgraduate level at the IEU (video material, interviews, publications in the media, videos about internship bases, educational programs, achievements of scientific and pedagogical personnel, doctors, students)	Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education, Directorate of the Scientific Research Institute

## CHAPTER VIII. SCIENTIFIC ACTIVITY

### SCIENTIFIC AND ORGANIZATIONAL WORK

Planned deadline	Content of work	Responsible
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September 2024	<p>Coordination of measures for staffing the organization of scientific work at the departments:</p> <ul style="list-style-type: none"> <li>– appointment of a person responsible for the scientific work of the department from among the NCE;</li> <li>– appointment from among the NCE of the person responsible for checking the manuscripts of scientific, educational and educational works for the originality of the text (percentage of coincidences).</li> </ul>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Heads of departments</p>
September 2024	<p>Coordination of measures for methodological support of the organization of scientific work at the departments:</p> <ul style="list-style-type: none"> <li>- Formation and approval of the Work Plans of student scientific circles for the 2024/2025 academic year.</li> <li>- Formation and approval of work plans of departmental scientific and methodological seminars.</li> </ul>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activity, Heads of Departments</p>
During 2024/2025 academic year	<p>Coordination of advanced training activities and methodological support of scientific and pedagogical staff of departments on the following issues:</p>	

<p>October 2024</p> <p>April 2025</p> <p>May 2025</p> <p>September 2025</p>	<p>– creation and maintenance of author's profiles of the scientist in the scientometric databases WoS, Scopus, GoogleScholar, in the international registers of scientists ORCID, ResearchGate, and national Ukrainian National H-indexRanking (NHR); Bibliometrics of Ukrainian Science;</p> <p>– increase in the Hirsch index (h-index) - the index of citations of scientific publications in publications indexed in the international scientometric databases Scopus and Web of Science;</p> <p>– the procedure and conditions for posting their own publications in the institutional repository of the University;</p> <p>– registration of applications for copyright for official works that are objects of intellectual property.</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities</p>
<p>November –December 2024</p>	<p>Formation and approval by the Academic Council of the University of the University's annual plans for scientific and publishing activities for 2025:</p> <ul style="list-style-type: none"> <li>- Consolidated plan of scientific activities for 2025;</li> <li>- Consolidated thematic plan of research and development for 2025;</li> <li>- Plan of publications and editorial preparation of textbooks, manuals, monographs for 2025;</li> <li>- Plan for the development of scientific periodicals of the University for 2025-2027.</li> </ul>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Directors of Institutes, Heads of Departments</p>

<p>During 2024/2025 academic year (according to approved plans)</p>	<p>Ensuring the implementation of plans and effective work in the relevant areas of scientific and publishing activities of the University</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Directors of Institutes, Heads of Departments</p>
<p>November 2024</p>	<p>Monitoring the status of registration (for new NCEs) and public access to the author's profiles of scientific and scientific-pedagogical staff of the University in the international register of scientists ORCID and updating the database of ID-numbers of author's profiles of scientists of the University</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activity, Heads of Departments</p>
<p>November 2024 – January 2025 (university stage); February-May 2025 (All-Ukrainian stage)</p>	<p>Organization and conduct of the All-Ukrainian competition of student scientific works in fields of knowledge and specialties in the 2024/2025 academic year</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Directors of Institutes, Heads of Departments, Head of the STC</p>

<p>During 2024/2025 academic year (according to the Consolidated Plan of Scientific Events of the University and schedules of organization and holding of conferences according to the order)</p>	<p>Providing organizational, scientific and methodological support in conducting international scientific communication events:</p> <ul style="list-style-type: none"> <li>- II International Scientific and Practical Conference of Higher Education Applicants and Young Scientists "Modern Trends in the Development of Economic and Social Spheres: Domestic and International Experience";</li> <li>- III International Scientific and Practical Conference "Trajectories of Sustainable Development of Ukraine and the World: Challenges and Drivers";</li> <li>- International Scientific and Practical Conference of Higher Education Applicants and Young Scientists "Medicine of the Five Continents"</li> </ul>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Vice-Rector for Scientific and Pedagogical Work and International Relations, Director of the Department of Organization of Scientific Activities, directors of institutes, Heads of Departments, Head of STSA</p>
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<p>During 2024/2025 academic year (according to the current plans of publications and editorial publishing training and scientific events of the university)</p>	<p>Ensuring the examination of the percentage of coincidences of scientific manuscripts:</p> <ul style="list-style-type: none"> <li>- research and development reports;</li> <li>- scientific articles submitted by the authors to the editorial offices of scientific periodicals of the University;</li> <li>- abstracts of reports of scientific conferences of the university;</li> <li>- student scientific works recommended by the university for participation in the 2nd stage of the All-Ukrainian competitions of student scientific works in fields of knowledge and specialties;</li> <li>- monographs, textbooks, which are recommended for publication by the Academic Council of the University.</li> </ul>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Producing editors of scientific publications responsible for checking manuscripts at departments</p>
<p>December 2024 – January 2025</p>	<p>Ensuring the preparation of the University's report on scientific activities for 2024 "On the results of scientific and scientific-technical activities of the University in 2024".</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Directors of institutes</p>
<b>RESEARCH WORK</b>		
<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>

January 2025	Ensuring high-quality and timely implementation of research and development (R&D) on initiative topics, in accordance with the Consolidated Thematic Plan of the University for 2024, the main results obtained for 2024 should be presented in an annotated report and published on the university website	Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, D&D managers, responsible R&D executors, research teams
During 2024/2025 academic year	Ensuring the publication of the results of scientific research in domestic and foreign scientific publications.	D&D managers, responsible R&D executors, authors' teams
During 2024/2025 academic year	Ensuring the conduct of scientific expertise (expert opinions, peer review) of the results of fundamental and applied scientific research, scientific and technical developments.	Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Chairmen of the Expert Groups of the NMR
During 2024/2025 academic year	Assistance in the implementation of the results of fundamental and applied scientific research, scientific and technical developments in the educational process.	Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Directors of Institutes, Heads of Departments

January 2025	Provision and methodological support of online registration of new R&D in Ukristey, in accordance with the thematic plan of research and development of the university for 2025, in accordance with regulatory requirements.	Director of the Department of Organization of Scientific Activities, R&D managers
January 2025	Collection and synthesis of information on the implementation of research results in 2024. Providing methodological support for the registration of the results of the implementation of research results in the educational process	Director of the Department of Organization of Scientific Activities
April 2025	Formation and publication on the University website of registers: patents obtained by IEU scientists; of copyright certificates received by IEU scientists	Director of the Department of Organization of Scientific Activities
<b>PUBLISHING ACTIVITY</b>		

<p>During 2024/2025 academic year (according to the Consolidated Plan of Scientific Events of the University and schedules of organization and holding of conferences according to the order)</p>	<p>Ensuring the preparation (layout) and publication in the institutional repository of electronic editions of collections of abstracts of reports of international scientific and practical conferences:</p> <ul style="list-style-type: none"> <li>- II International Scientific and Practical Conference of Higher Education Applicants and Young Scientists "Modern Trends in the Development of Economic and Social Spheres: Domestic and International Experience";</li> <li>- III International Scientific and Practical Conference "Trajectories of Sustainable Development of Ukraine and the World: Challenges and Drivers";</li> <li>- II International Scientific and Practical Conference for Foreign Students "Medicine of the Five Continents"</li> </ul>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Editorial boards of publications</p>
<p>During 2024/2025 academic year</p>	<p>Providing information support in social networks for the planned work of the editorial boards of scientific periodicals of the university.</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Head of the NTSA, Publishing Editors of Scientific Periodicals</p>

<p>October 2024</p>	<p>Preparation and submission of an application for inclusion of the University's scientific publication Collection of Scientific Papers "Society. Economy. Digitalization. Economics. Digitalization" to the List of Scientific Professional Publications of Ukraine of Group "B".</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Editor-in-Chief of the Journal</p>
<p>During 2024/2025 academic year taking into account the frequency of release</p>	<p>Ensuring compliance with the schedules for the preparation and publication (printing, prototyping) of scientific periodicals of the University for 2024 and 2025: - «Society. Economy. Digitalization. Economics. Digitalization" (3 times a year); - "Scientific Student Discourse" (2 times a year)</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, chairmen of editorial boards, publishing editors of scientific periodicals, Sector of Settlements and Financial Reporting</p>
<p>During 2024/2025 academic year Three times a year taking into account the frequency of publication of issues of the</p>	<p>Preparation of a package of documents for placement of issues of the scientific periodical "Society. Economy. Digitalization. Economics. Digitalization" on the platform "Scientific Periodicals of Ukraine" and inclusion in the electronic catalog in the National Library of Ukraine named after V.I. Vernadsky of the National Academy of Sciences of Ukraine.</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Editor-in-Chief of the Journal</p>

<p>During 2024/2025 academic year Three times a year taking into account the frequency of publication of issues of the</p>	<p>Ensuring the placement of issues of the scientific periodical "Society. Economy. Digitalization. Economics. Digitalization" in the National Repository of Academic Texts.</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Editor-in-Chief of the Journal</p>
<p>January 2025</p>	<p>Formation of an application and receipt of the annual volume of ISBN codes for the release of university book products.</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities</p>
<p>December 2024</p>	<p>Administration of contractual relations for the provision of services under contracts with: - Ukrintey on the use of DOI records. Settlements under the contract 2024 and extension of contractual relations for 2025; - SSU "Ivan Fedorov Book Chamber" to provide ISBN codes for the release of university book products for 2025; - Comprint Printing Center for the production (printing and prototyping) of the circulation of the Collection of Scientific Papers "Society. Economy. Digitalization" /"Society. Economics. Digitalization", Issues No. 2/2024 (August), No. 3/2024 (December), No. 4/2025 (April).</p>	<p>Vice-Rector for Scientific and Educational and Methodological Work, Director of the Department of Organization of Scientific Activities, Sector of Settlements and Financial Reporting</p>

## CHAPTER IX. LICENSING AND ACCREDITATION

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
September 2024 – March 2025 (according to a separate schedule)	Preparation of self-assessment information for educational programs "Psychology", "Marketing", "Software Engineering", "Tourism" of the first (bachelor's) level and "Marketing and Advertising Business", "Medicine" of the second (master's) level	Directors of ESIs, guarantors of educational programs, heads of departments, Director of the Department of Quality Assurance of Education
According to a separate schedule	Organization and conduct of consultations to prepare for meetings with experts of the National Agency for Higher Education and Higher Education (NAQHE), IAAR	Director of the Department of Quality Assurance of Education
During the school year	Conducting consultations, seminars with participants of the educational process on familiarization with the normative documents of the University	Director of the Department of Quality Assurance of Education,
Constantly	Monitoring of compliance by scientific and pedagogical staff with licensing conditions for educational activities	Directors of ESIs, guarantors of educational programs, heads of departments, Director of the Department of Quality Assurance of Education, Director of the Department of Organization of the

		Educational Process.
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**SECTION X. MONITORING AND QUALITY ASSURANCE OF  
EDUCATION AT THE UNIVERSITY**

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
May 2025	To form a system for evaluating the effectiveness of the quality policy:  1. To develop a set of performance indicators for assessing the quality policy, based on the best international and domestic practices (based on the results of comparative analysis (benchmarking), public discussion with different categories of stakeholders, international and national standards of quality of education.	Director of the Department of Quality Assurance of Education
June, December 2025	2. Develop and implement quality assurance reporting (semi-annual, annual).	Director of the Department of Quality Assurance of Education
According to a separate schedule	Conducting and analyzing the results of surveys of participants in the educational process on the quality of educational activities	Directors of ESI, Director of the Department of Quality Assurance of Education, President of the Student Parliament
According to a separate schedule	Conducting seminars, trainings and other activities on adherence to the principles of academic integrity at the IEU and its temporary branch in the Republic of Malta	Heads of structural units, Director of the Department of Quality Assurance of Education, President of the Student Parliament
January - February, June - July 2025	Monitoring the performance of higher education applicants at the IEU and its temporary branch in the Republic of Malta using structured	Directors of ESIs, heads of departments, Director of the Department of Quality

	benchmarking practices with similar institutions using quality assurance metrics to increase competitiveness in maintaining high quality standards	Assurance of Education, Director of the Department of Organization of the Educational Process.
May - June 2025	Conducting and analyzing the results of the ranking of the activities of scientific and pedagogical workers in the IEU and its temporary branch in the Republic of Malta	Directors of ESIs, heads of departments, Director of the Department of Quality Assurance of Education
February - May 2025	Measures to monitor the quality of educational programs	Directors of ESIs, guarantors of educational programs, heads of departments, Director of the Department of Quality Assurance of Education, Director of the Department of Organization of the Educational Process., President of the Student Parliament
During the school year	Measures to detect academic plagiarism in scientific, educational and scientific-methodological works of scientific and pedagogical workers, doctoral students, graduate students, applicants for higher education	Heads of structural units, guarantors of educational programs, heads of departments, Director of the Department of Quality Assurance of Education

May 2025	Implement a feedback mechanism by developing a structured form to collect information from users about their experience with the extenuating circumstances procedure	Director of the Department of Quality Assurance of Education
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## CHAPTER XI. COMMUNICATION PROCESSES AND INFORMATION MANAGEMENT

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
Throughout the year	Systematically update the University website with up-to-date valid information to ensure openness, transparency of all processes taking place in the activities of the University, first of all, in terms of the publication of public information required by the legislation and standards for ensuring the quality of education	Vice-Rectors, Heads of Structural Units, Directors of Institutes, Center for Digital Technologies
March 2025	Creation and filling of the Maltese campus website with modern content in English in accordance with international requirements for ensuring the quality of education	Vice-Rector for Medical Work, Center for Digital Technologies
Constantly	Ensure that key information on the website is available in English to improve accessibility to an international audience. Regularly update English-language content and gather feedback from international users to improve clarity and usability.	Department of Quality Assurance of Education, Center for Digital Technologies, Department of Public Relations and International Policy
Throughout the year	Systematically inform stakeholders about changes in administrative processes, policies and procedures (information sessions, news, announcements, trainings, etc.). Involve external and internal stakeholders in discussing key policy and communication issues	Vice-rectors, heads of structural units, directors of institutes
Throughout the year	Discuss plans and reports internally and externally among stakeholders	Vice-rectors, heads of structural units, directors of institutes

According to a separate schedule	Conducting regular trainings on ethical behavior for employees and students with post-assessment of their effectiveness, in particular, based on feedback from participants	Department of Quality Assurance of Education, Directors of Institutes
Constantly	Improvement of the communication process:  surveys and focus groups with students, faculty and stakeholders to identify weaknesses in current communication  collect feedback on the effectiveness of communication processes, analyze it and submit proposals for improvement to the rectorate and the Academic Council	Department of Quality Assurance of Education, Department of Public Relations and Youth Policy, Directors of Institutes
According to a separate plan	Holding periodic meetings (focus groups) and meetings with stakeholders to ensure transparency and involvement in decision-making processes on educational programs	Vice-Rector for Scientific and Educational and Methodological Work, Directors of Institutes, Heads of Departments, Guarantors of Educational Programs
April 2025	Raising students' awareness of the university's support policies and rules through regular orientation sessions, available resources, and ongoing communication:  1. Student Awareness Analysis:  - Conduct a survey of students on their knowledge of the rules and available resources;	Department of Public Relations and Youth Policy

	<ul style="list-style-type: none"> <li>- Assemble a focus group from the student composition on updating the student support policy.</li> </ul> <p>2. Implementation:</p> <ul style="list-style-type: none"> <li>- Update the support policy according to the analysis;</li> <li>- Implement regular thematic meetings and newsletters as part of student support;</li> </ul> <p>3. Improving Access to Information:</p> <ul style="list-style-type: none"> <li>- Create a separate page about student support</li> </ul>	
April 2025	<p>Update the information on the website in English for applicants on the recognition of diplomas, licensing exams and internships:</p> <ol style="list-style-type: none"> <li>1. Procedure and requirements for the recognition of diplomas received from foreign educational institutions.</li> <li>2. Information about licensing exams required for specific professions or industries.</li> <li>3. Detailed information about the application process for licensing exams, including deadlines and cost.</li> <li>4. Methodological recommendations for finding and securing internship places corresponding to the applicant's field of study.</li> <li>5. Resources and contacts for assistance with diploma recognition, licensing exams, and internships</li> </ol>	Vice-Rector for International Relations, Department for International Students
May 2025	Conducting orientation sessions to effectively inform students, faculty and administrative staff about the	Department of Quality Assurance of Education,

	updated Extenuating Circumstances Policy	Department of Organization of the Educational Process, Directors of Institutes
Quarterly  According to a separate schedule  Constantly	Data protection measures:  1. Conduct an audit of current data protection measures.  2. Organize staff training on updated IT protocols and data security.  3. Conduct regular tests to ensure that the data protection system is reliable	Vice-Rectors, Center for Digital Technologies, Directors of Institutes

## CHAPTER XII. STAFFING

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
Throughout the year	Registration of hiring, transfer, transfer, dismissal of employees.	Human Resources Department
Throughout the year	Compilation and coordination of job profiles with a description of tasks and competencies. Methodological assistance to the heads of structural units in the development of job (work) instructions based on profiles.	Human Resources Department
Throughout the year	Registration, maintenance and storage of P-2 personal cards, personal files of employees.	Human Resources Department
Throughout the year	Control over compliance with the vacation schedule. Accounting for vacations of all kinds.	Human Resources Department
Throughout the year	Organization of accounting for the use of working time by employees, control over the work of persons responsible for accounting for the use of working time in departments, adoption of timesheets	Human Resources Department
Monthly On the 13th and 28th, as well as in case of dismissal of an employee	Drawing up timesheets for the use of working time of employees, checking the correctness of drawing up timesheets for the use of working time in departments, entering into the program, transferring timesheets to accounting	Human Resources Department
Throughout the year	Ensuring the protection of employees' personal data.	Human Resources Department
Throughout the year	Registration of employees of certain categories in accordance with the legislation (combatants, employees with family responsibilities, persons with disabilities, etc.)	Human Resources Department
Throughout the year	Preparation of orders on vacations, business trips, advanced training, establishment of allowances, etc.	Human Resources Department
Throughout the year	Consultations on labor legislation	Human Resources Department

Throughout the year	Advanced training by employees of the Department of Human Resources, in particular, on military record-keeping, application of criteria and procedures for recruitment and employment at the University	Human Resources Department
January — March	Examination of the value of documents on personnel issues, preparation of long-term storage cases and personnel issues for transfer to the archive according to case descriptions, seizure for destruction of files of the personnel department, the storage period of which has expired	Human Resources Department
until January 30	Development of the nomenclature of cases of the Department of Human Resources for 2025	Human Resources Department
February-March	Start of the procedure for the end of the business year (revision and re-systematization of cases, closure of cases, closure of registration and accounting journals, updating (if necessary) of local regulations on work with personnel and personnel records management).	Human Resources Department
November until December 30	Drawing up a vacation schedule for 2025	Department of Personnel Support, heads of structural divisions
December	Participation in the development of the university's staffing list for 2025	Human Resources Department
Quarterly	Control over: compliance with the standard for the employment of persons with disabilities, if necessary, taking measures to comply with the standard; compliance with the quota for the employment of citizens who have additional guarantees in promoting employment, if necessary, taking measures to comply with the quota	Human Resources Department

Throughout the year	Preparation and issuance of certificates on current and past labor activity of University employees.	Human Resources Department
Throughout the year	Selection of personnel according to the goals of development and personnel policy of the University	Human Resources Department
Throughout the year	Organization of interviews with candidates	Human Resources Department
Throughout the year	Writing job profiles. Control them on sites. Control of vacancy responses.	Human Resources Department
throughout the year	Implementation of the KPI system at the University and execution in accordance with contracts.	Vice-Rectors, Legal Department, Human Resources Department
Within a year (in accordance with the terms of the announcement of the competition)	Participation in the organization of the competition for filling vacant positions of scientific and pedagogical workers	Vice-Rectors, Legal Department, Department of Human Resources, Department of Quality Assurance of Education, Academic Secretary
Throughout the year (as needed)	Maintaining statistical reports on labor and analyzing the availability, condition and turnover of personnel. Formation and submission of relevant statistical and analytical reports	Human Resources Department
Throughout the year	Maintaining military records of conscripts, conscripts and reservists from among the employees of the University	Human Resources Department
Throughout the year  January 2025	Ensuring clear requirements, instructions and training of personnel on procedures and criteria for competitive recruitment and employment:  revise and update the University's regulations on the competitive selection of personnel to fill vacant positions, providing criteria for the recruitment and evaluation of administrative personnel.	Vice-Rectors, Department of Human Resources, Heads of Structural Divisions

	develop and distribute information materials (reference books, frequently asked questions, presentation slides) summarizing the regulations and procedures of the University and the requirements of labor legislation	Human Resources Department
April 2025	Development and implementation of a staff retention strategy at the University, including a policy of promotion and career development of employees	Vice-Rectors, Department of Human Resources
March 2025	Development of a policy to mitigate the consequences of unforeseen personnel changes regarding the redistribution of resources or adjustment of the staffing list, which would ensure continuity in the educational process, in particular, the creation of a talent pool	Vice-Rectors, Department of Human Resources, Heads of Structural Divisions

## CHAPTER XIII. SOCIO-ECONOMIC DEVELOPMENT OF THE UNIVERSITY

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
August 2023	Preparation of the staff list of the teaching staff of the University	Human Resources Department
September 2023	<p>Determination of the scope of approval and implementation of plans and programs:</p> <ul style="list-style-type: none"> <li>- financing of the University;</li> <li>- digitalization;</li> <li>- repair work;</li> <li>- material and technical support;</li> <li>- preparation of the university for the new academic year;</li> <li>- preparation of the university for work in winter conditions;</li> <li>- improvement of territories and arrangement of university premises;</li> <li>- labor protection and safety;</li> <li>- social protection of students and teachers;</li> <li>- providing the library with educational, methodological and fiction literature, periodicals, etc.;</li> <li>- saving energy resources and material resources;</li> <li>- accommodation of students and scientific and pedagogical workers in the dormitories of the University;</li> <li>- prospective development of the University</li> </ul>	Rectorate, heads of structural divisions
Throughout the year	Organization and implementation of activities for the selection and placement of personnel in the structural divisions of the University in Ukraine and Malta	Rectorate, heads of structural units, Department of Human Resources
Throughout the year	Provision of financial assistance to University employees in case of deterioration of material and living conditions, or illness	Rectorate
Throughout the year	Work to improve the working conditions of teachers and students, equipment, digitalization, etc. (according to a separate plan)	Vice-Rector for Administrative and Economic Work,

		Heads of Structural Divisions
Throughout the year	Increasing funding for scientific and educational research through expanding funding sources from international, sectoral programs and grant funding	Vice-Rector for Scientific and Pedagogical Work and International Relations, Department of Strategic Development and International Projects
Throughout the year	Providing financial assistance to University employees for the publication of scientific articles in journals indexed in the international scientometric database Scopus	Rectorate
Throughout the year	Introduction of energy-saving technologies, improvement of technical measures for energy saving of buildings	Vice-Rector for Administrative and Economic Work
Throughout the year	Provision of new paid services (language courses, advanced training courses and other certified programs)	vice-rectors, directors of ESIs, heads of structural subdivisions
March 2025	Develop clear and concise policies on financial aid and scholarships, including eligibility and application steps	vice-rectors, directors of ESIs, heads of structural subdivisions
Throughout the year	Organization of measures to ensure the safety of personnel and students in case of emergencies:	Vice-Rector for Administrative and Economic Work, Economic Department
Constantly	creation of clear protocols of action for various emergencies organization of regular trainings for staff and students in order to familiarize themselves with emergency procedures.	
According to a separate schedule		

## CHAPTER XIV. INTERNATIONAL COOPERATION

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
Throughout the year	Search for new partners – higher education institutions and clinics abroad to establish cooperation, exchange experience, participate in various educational, scientific and social events	Vice-Rectors, Directors of ESI Department of Strategic Development and International Projects
Throughout the year	Search for new partner organizations in order to conduct career guidance work and attract students from different countries to study at the University in Ukraine and on the campus of the Republic of Malta	Vice-Rectors, Department of Strategic Development and International Projects
Throughout the year	Search for partners – higher education institutions abroad – for the purpose of implementing a double degree program	Vice-Rectors, Directors of ESI Department of Strategic Development and International Projects
Throughout the year	Development of systems for attracting foreign students to active participation in the social, cultural and scientific life of the University through the creation of the International Students' Society	Vice-Rectors, Department of Strategic Development and International Projects
Throughout the year	Improving the psychological, cultural, communication and social support of foreign students in order to facilitate their adaptation to the new environment through the active involvement of curators and mentors.	Vice-Rectors, Group Curators Department of Strategic Development and International Projects
Throughout the year	Invitation of guest lecturers from educational institutions, medical institutions and other partner organizations and foundations abroad in order to strengthen intercultural and scientific and practical exchange. Maximum involvement of partners in participation in international events held	Vice-Rectors, Directors of ESI, heads of departments, Department of Strategic Development and

	by the University. Informing the public by constantly updating the University's pages in social networks	International Projects
Throughout the year	Regular familiarization of students and employees of the University in Ukraine and the Republic of Malta with the conditions of participation in academic mobility programs	Vice-Rectors, Department of Strategic Development and International Projects
Throughout the year	Search for new partner institutions to implement the opportunities of Erasmus+ programs, as well as other academic mobility programs. Organization and support of successful applications.	Vice-Rectors, Department of Strategic Development and International Projects
Throughout the year	Involvement of colleagues of various profiles of higher education institutions abroad in writing joint scientific and educational publications, conducting joint scientific research, participating in the search for various scientific and practical programs in order to increase the level of internationalization of the University	Vice-Rectors, Directors of ESI, heads of departments, Department of Strategic Development and International Projects
Throughout the year	Search for new partners in order to write applications for participation in the EU Erasmus+ programs in the areas KA2, KA107, Jean Monnet, "Horizon Europe 2021-2027"	Vice-Rectors, Department of Strategic Development and International Projects
Throughout the year	Providing constant accompaniment and support for foreign students studying at the University at the campuses of Ukraine and the Republic of Malta	Vice-Rectors, Directors of ESI, Department of Strategic Development and International Projects
Throughout the year	Organization of online "Open Days" in order to popularize the University abroad	Vice-Rectors, Directors of ESI, heads of departments, Department of Strategic

		Development and International Projects
Throughout the year	Search for additional platforms and courses to improve the level of proficiency of the University's staff and students in English in order to provide high-quality teaching of academic disciplines to foreign students, as well as to strengthen the development of international cooperation of the University	Vice-Rectors, Department of Strategic Development and International Projects
Throughout the year	Control and organization of support of official visits of representatives of foreign partner institutions of the University	Vice-Rectors, Directors of ESI, Department of Strategic Development and International Projects
Throughout the year	Expansion of the University's membership in international industry and university-wide associations	Vice-Rectors, Directors of ESI, Department of Strategic Development and International Projects
Throughout the year	Development of a system of incentives and reimbursement of expenses for participation in international programs, projects, scientific and educational events	Vice-Rectors, Directors of ESI, Department of Strategic Development and International Projects
Throughout the year	Establishing, maintaining and expanding relations with diplomatic missions, missions of Ukraine abroad	Vice-Rectors, Directors of ESI, Department of Strategic Development and International Projects
Throughout the year	Organization and implementation of social integration activities for staff and students in the Republic of Malta:	Vice-Rectors, Directors of ESI,

	<p>develop a basic Maltese language and culture course for staff and students, including basic phrases, cultural practices and traditions;</p> <p>conduct regular sessions with hands-on exercises, cultural workshops, and interactive sessions to improve understanding and engagement;</p> <p>organizing extracurricular activities on the Maltese campus, such as cultural events, local field trips, and community engagement programs, to promote integration and a deeper connection with the local environment.</p>	<p>Department of Strategic Development and International Projects</p>
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## CHAPTER XV. CAREER GUIDANCE

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
Throughout the year	Renewal of advertising and image products of ESI	Directors of SRI, heads of departments, Department of Public Relations and Youth Policy
Launch of general advertising "Introduction" –	Creation of advertising materials for the presentation of the University in social networks. Video advertising and publications	Directors of ESIs, guarantors of educational programs, heads of departments, Department of Public Relations and Youth Policy
January - May, September - December	Conducting individual career guidance consultations with a practical psychologist for higher education applicants	Directors of ESIs, curators of academic groups, Department of Public Relations and Youth Policy
January - May, September - December	Conducting online career guidance events for future applicants: meetings with experts and Open Days.	Directors of ESIs, guarantors of educational programs, heads of departments, Department of Public Relations and Youth Policy, Admissions Committee
January - May, September - December	Presentation of the University and specialties in which applicants are trained in schools, lyceums and colleges	Directors of ESIs, guarantors of educational programs, heads of departments, Department of Public Relations and Youth Policy, Admissions Committee
March	Conducting career guidance activities in technical schools with graduates with the qualification of "software developer".	Directors of ESIs, guarantors of educational programs, heads of departments, Department of Public Relations and Youth Policy, Admissions Committee
February - May, October - December	Preparation and holding of Open Days	Directors of ESIs, guarantors of educational programs, heads of departments, Department of Public Relations and Youth Policy, Admissions Committee
February - May,	Throughout the year First aid trainings and tactical medicine course (for school	NCE and applicants of the ESI "European Medical School",

September - December	teachers, for 11th grade students, students of medical colleges)	Department of Public Relations and Youth Policy
February- April	Conclusion of cooperation agreements with educational institutions on career guidance work	Directors of ESIs, guarantors of educational programs, heads of departments, Department of Public Relations and Youth Policy
January - February	Creation of a campaign video for applicants about specialties	Directors of ESIs, guarantors of educational programs, heads of departments, Department of Public Relations and Youth Policy
January	Creation of an electronic database of potential applicants	Department of Public Relations and Youth Policy

**XVI. SOCIAL, EDUCATIONAL, CULTURAL AND EDUCATIONAL WORK IN THE IEU AND ITS TEMPORARY BRANCH IN THE REPUBLIC OF MALTA**

<b>Planned deadline</b>	<b>Content of work</b>	<b>Responsible</b>
September 2024	Initiation into freshmen	Department of Public Relations and Youth Policy
September 2024	Carrying out activities for the adaptation of first-year students	Department of Public Relations and Youth Policy
throughout the year	Organization of preventive measures – psychological education	Department of Public Relations and Youth Policy
throughout the year	Prevention of delinquency among underage students	Department of Public Relations and Youth Policy
throughout the year	Prevention of tobacco smoking, alcohol use, drugs	Department of Public Relations and Youth Policy
throughout the year	Organizing a meeting and working with stakeholders	Department of Public Relations and Youth Policy
throughout the year	Media literacy and safety in social networks - organizing a meeting with an expert	Department of Public Relations and Youth Policy
throughout the year	Measures on academic integrity, quality of assessment	Department of Public Relations and Youth Policy
throughout the year	Sex education: preventive measures, trainings, individual consultations with a psychologist	Department of Public Relations and Youth Policy
throughout the year	Organization of visual agitation aimed at covering the public life of the University	Department of Public Relations and Youth Policy
throughout the year	Expansion of volunteer initiatives with the participation of students	Department of Public Relations and Youth Policy, Directors of Institutes
October 2024	Day of Defenders of Ukraine	Department of Public Relations and Youth Policy

throughout the year	Student discussions on making changes, additions to educational programs	Department of Public Relations and Youth Policy
November 2024	Halloween celebration among students and teachers	Department of Public Relations and Youth Policy
throughout the year	Participation in the Speaking Club	Department of Public Relations and Youth Policy
throughout the year	Working with the Student Parliament	Department of Public Relations and Youth Policy
November 2024	Day of Ukrainian Writing and Language – joining the All-Ukrainian Dictation. Project with the student parliament on the importance of the mother tongue for everyone	Department of Public Relations and Youth Policy
throughout the year	Sporting events	Department of Public Relations and Youth Policy
November 2024	A week of correct use of antibiotics	Department of Public Relations and Youth Policy
14 November 2024	World Diabetes Day	Department of Public Relations and Youth Policy
throughout the year	Environmental activities	Department of Public Relations and Youth Policy
17 November 2024	Student's Day	Department of Public Relations and Youth Policy
II semester	Organization of a team from EMS to participate in intellectual games between the ESI of the University	Department of Public Relations and Youth Policy
December 2024	Information leaflets about doctor's rights in Ukraine.	Department of Public Relations and Youth Policy
throughout the year	Conducting first aid workshops	Department of Public Relations and Youth Policy

December 5th 2024	International Volunteer Day. Meeting with representatives of the volunteer movement	Department of Public Relations and Youth Policy
6 December 2024	Day of the Armed Forces of Ukraine	Department of Public Relations and Youth Policy
December 1, 2024	World AIDS Day	Department of Public Relations and Youth Policy
13 December 2024	St. Andrew's Evenings. Participation in the evening with Ukrainian traditions and cuisine	Department of Public Relations and Youth Policy
December 14th 2024	Day of honoring the participants in the liquidation of the consequences of the accident at the Chernobyl nuclear power plant. Participation in the event in the library is timed to commemorate.	Department of Public Relations and Youth Policy
25 December 2024	Summing up the results of the first semester, a festive evening from students.	Department of Public Relations and Youth Policy
27 January 2025	International Holocaust Remembrance Day Holding a commemoration event.	Department of Public Relations and Youth Policy
4 February 2025	World Cancer Day	Department of Public Relations and Youth Policy
February 14th 2025	Valentine's Day. Event: creative evening "Symbol of Love"	Department of Public Relations and Youth Policy
21 February 2025	International Mother Language Day. participation in the championship for language proficiency.	Department of Public Relations and Youth Policy
March 2025	International Women's Day. Congratulations from the male team: video and evening of live music.	Department of Public Relations and Youth Policy
9 March 2025	Birthday of Taras Hryhorovych Shevchenko (1814-1861), Ukrainian poet, artist, thinker. Reading from the staff and students of the university.	Department of Public Relations and Youth Policy
24 March 2025	World TB Day	Department of Public Relations and Youth Policy

April 7th 2025	World Health Day.	Department of Public Relations and Youth Policy
11 April 2025	International European University Day	Department of Public Relations and Youth Policy
throughout the year	Excursions to the Verkhovna Rada of Ukraine	Department of Public Relations and Youth Policy
May 8-9, 2025	Days of Remembrance and Reconciliation dedicated to the memory of the victims of World War II.	Department of Public Relations and Youth Policy
31 May 2025	World No Tobacco Day	Department of Public Relations and Youth Policy
June 2025	International Children's Day. Visiting an orphanage and holding a holiday for children.	Department of Public Relations and Youth Policy
14 June 2025	World Blood Donor Day	Department of Public Relations and Youth Policy
June 2025	World Environment Day. Planting bushes and trees.	Department of Public Relations and Youth Policy
25 June 2025	Youth Day. Conducting a scientific and creative picnic.	Department of Public Relations and Youth Policy
June 2025	Prom	Department of Public Relations and Youth Policy
27 July 2025	Day of the Medical Worker of Ukraine	Department of Public Relations and Youth Policy
24 August 2025	Independence Day of Ukraine	Department of Public Relations and Youth Policy
throughout the year	Volunteering	Department of Public Relations and Youth Policy

- all measures are carried out taking into account the security situation and the introduction of martial law in Ukraine

**CHAPTER XVII. UNIVERSITY-WIDE (CALENDAR) EVENTS IN THE  
IEU AND ITS TEMPORARY BRANCH IN THE REPUBLIC OF MALTA  
FOR THE 2024/2025 ACADEMIC YEAR**

<b>Annual grid plan</b>	<b>Planned activities</b>	<b>Responsible</b>
2 September 2024	Dedication to freshmen, Day of Knowledge	Directors, Heads of Departments, Acting Director of the Department of Public Relations and Communication
4 September 2024	The day of the first raising of the yellow and blue flag over the Verkhovna Rada of Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
11 September 2024	Day of Remembrance of the Victims of Fascism	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
22 September 2024	Day of Partisan Glory of Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
29 September 2024	Day of Remembrance of the Babyn Yar Tragedy	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
30 September 2024	World Library Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
2 October 2024	Day of Educators (Educator's Day)	Directors of SRI, Heads of Departments, Acting

		Director of the Department of Public Relations and Communication
2 October 2024	International Doctor's Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
14 October 2024	Day of Defenders of Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
14 October 2024	Day of the Ukrainian Cossacks	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
17 October 2024	International Student Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
18 October 2024	Day of Ukraine's accession to the Council of Europe	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
21 October 2024	International Day of Academic Integrity	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
27 October 2024	World Day for Audiovisual Heritage	Deputy Directors of the Research Institute, Acting Director of the

		Department of Public Relations and Communications
28 October 2024	Day of Liberation of Ukraine from Fascist Invaders	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
10 November 2024	World Science Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
21 November 2024	Revolution of Dignity (Euromaidan)	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
24 November 2024	Thanksgiving	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
26 November 2024	Holodomor Victims Remembrance Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
30 November 2024	Day of Remembrance of All Victims of Chemical Warfare	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
6 December 2024	Day of the Armed Forces of Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public

		Relations and Communications
9 December 2024	International Day of Remembrance of the Victims of the Crimes of Genocide, Honoring Their Human Dignity and Preventing These Crimes	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
December 14th 2024	Day of Honoring the Participants in the Liquidation of the Consequences of the Chernobyl Accident	Vice-Rectors, Directors of Scientific Institutes, Heads of Departments, Acting Director of the Department of Public Relations and Internal Affairs
25 December 2024	Catholic Christmas	Vice-Rectors, Directors of Scientific Institutes, Heads of Departments, Acting Director of the Department of Public Relations and Internal Affairs
January 1st, 2025	New Year	vice-rectors, directors of SRI, heads of departments
7 January 2025	Christmas	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
20 January 2025	Day of Honoring the Defenders of Donetsk Airport in Ukraine	Directors of SRI, Heads of Departments, Acting Director of the Department of Public Relations and Communication
22 January 2025	Day of Unity	Vice-Rectors, Directors of Scientific Institutes, Heads of Departments, Acting Director of the Department of Public

		Relations and Internal Affairs
25 January 2025	Students' Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
27 January 2025	International Holocaust Remembrance Day	directors of the SRI, acting director of the Department of Public Relations and MP
29 January 2025	Day of Remembrance of the Heroes of Kruty	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
12 February 2025	Red Hand Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
February 14th 2025	Valentine's Day	directors of the SRI, acting director of the Department of Public Relations and MP
February 15th 2025	Day of Commemoration of Combatants on the Territory of Other States	Deputy Directors of ESI
20 February 2025	Day of the Heroes of the Heavenly Hundred	Directors of ESIs, Deputy Directors of ESIs, Acting Director of the Department of Public Relations and Communications
20 February 2025	Oil	Vice-Rectors, Directors of Scientific Institutes, Heads of Departments, Acting Director of the Department of Public Relations and Internal Affairs

22 February 2025	International Day of Support for Victims of Crime	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
24 February 2025	The beginning of Russia's war against Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
25 February 2025	Day of the National Emblem of Ukraine	Directors of SRI, Heads of Departments Acting Director of the Department of Public Relations and Internal Affairs
8 March 2025	International Women's Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
9 March 2025	Birthday of Taras Shevchenko	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
14 March 2025	Day of the Ukrainian Volunteer	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
15 March 2025	World Consumer Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications

17 March 2025	Day of the creation of the Ukrainian Central Rada	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
25 March 2025	International Day of Remembrance for the Victims of Slavery and the Transatlantic Slave Trade	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
25 March 2025	Earth Hour	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
April 1st, 2025	April Fool's Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
April 4th 2025	NATO's Founding Day	Vice-Rectors, Directors of Scientific Institutes, Heads of Departments, Acting Director of the Department of Public Relations and Internal Affairs
April 5th 2025	The First Constitution (Constitution of Pylyp Orlyk)	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
April 7th 2025	World Health Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications

11 April 2025	International Day for the Liberation of Prisoners of Nazi Concentration Camps	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
11 April 2025	International European University Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
April 16th 2025	Easter (Easter)	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
April 18th 2025	Day of Historical and Cultural Monuments	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
April 18th 2025	International Day of Monuments and Historical Sites	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
April 26th 2025	International Chernobyl Remembrance Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
April 26th 2025	International Day of Remembrance of the Victims of Radiation Accidents and Disasters (International Day of Remembrance of the Chernobyl Disaster)	vice-rectors, directors of SRI, heads of departments, acting director of the Department of Public Relations and MP

April 28th 2025	International Day of Remembrance of All Victims of Labor (International Day of Remembrance of Workers)	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
29 April 2025	Day of Remembrance of All Victims of the Use of Chemical Weapons	Deputy Directors of ESI
1 May 2025	International Labor Day	Vice-Rectors, Deputy Directors of the SRI, Acting Director of the Department of Public Relations and MP
8 May 2025	Day of Victory over Nazism in World War II	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
8 May 2025	Day of Remembrance and Reconciliation in Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
May 8-9, 2025	Days of Remembrance and Reconciliation dedicated to the memory of the victims of World War II	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
14 May 2025	Mother's Day in Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
18 May 2025	Vyshyvanka Day	Directors of SRI, Heads of Departments, Acting Director of the Department of Public Relations and Communication

18 May 2025	Science Day in Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
18 May 2025	Day of Mourning and Remembrance of the Victims of the Deportation of the Crimean Tatar People	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
21 May 2025	Day of Remembrance of the Victims of Political Repression	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
23 May 2025	Heroes' Day in Ukraine	Directors of SRI, Heads of Departments, Acting Director of the Department of Public Relations and Communication
1 June 2025	Children's Day	vice-rectors, directors of SRI, heads of departments,
13 June 2025	Day of the liberation of Mariupol from the Russian occupiers	Directors of SRI, Heads of Departments, Acting Director of the Department of Public Relations and Communication
18 June 2025	Father's Day	Deputy Directors of the Research Institute, Acting Director of the Department of Public Relations and Communications
22 June 2025	Day of Mourning and Commemoration of the Victims of the War in Ukraine	Deputy Directors of the Research Institute, Acting Director of the Department of Public

		<b>Relations and Communications</b>
28 June 2025	Constitution Day of Ukraine	Directors of ESIs, Deputy Directors of ESIs, Acting Director of the Department of Public Relations and Communications

- all measures are carried out taking into account the security situation and the introduction of martial law in Ukraine