



## **INTERNATIONAL EUROPEAN UNIVERSITY**

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### **REGULATIONS ON THE METHODOICAL SUPPORT DEPARTMENT AT INTERNATIONAL EUROPEAN UNIVERSITY**

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## **1. GENERAL PROVISIONS**

1.1. The Methodical Support Department is a structural unit of the Education and Research Department of Organization of the Educational Process (hereinafter referred to as the Department) of International European University (hereinafter referred to as the University) established to coordinate and organize methodical operations of University's structural units responsible for the educational process.

1.2. The Methodical Support Department is established (reorganized) by the order of the Rector based on the decision of the University Academic Council.

1.3. The Methodical Support Department is subordinated to the Director of the Department who manages its activities within his/her powers defined by the Regulations on the Education and Research Department of Organization of the Educational Process at International European University.

1.4. The Methodical Support Department relies on the Constitution of Ukraine, Laws of Ukraine "On Education" and "On Higher Education", orders of the Ministry of Education and Science of Ukraine concerning higher education and other legislative and regulatory acts, the University Statute, orders and instructions of the University Rector, the Director of the Department, the First vice-rector and the Vice-rector for scientific and pedagogical work, and these Regulations.

1.5. The structure and number of employees of the Methodical Support Department is approved by the University Rector in accordance with the staffing schedule, standards of the number of specialists, taking into account conditions and specific features of the organization of the educational process and the scope of Department work.

1.6. Job descriptions of the Department staff are drawn up by the Director of the Department as well as approved and adopted in the prescribed manner.

## **2. KEY OBJECTIVES**

*Key objectives of the Methodical Support Department:*

2.1. Organization of methodical work at the University based on the principles of democracy, science and consistency in order to improve the professional competence of the academic staff and enhance the quality of the educational process.

2.2. Development of University regulatory documents to regulate the implementation of educational activities, update the content of education and optimize the educational process in terms of its powers based on the principles of responsibility, publicity and integrity.

## **3. KEY FUNCTIONS**

*To accomplish its objectives, the Methodical Support Department carries out the following functions:*

3.1. Control over the compliance with the deadlines and content of academic

staff advanced training.

3.2. Monitoring the availability of resources required to organize the educational process, including students' independent work in each educational program.

3.3. Development and advancement of regulatory documents (draft orders, instructions, regulations) regulating the organization of the educational process and methodical activities of the academic staff according to the University quality management system.

3.4. Methodical support for licensing procedures of educational activities and accreditation of educational programs.

3.5. Selective internal control over the compliance of Institutes and Departments with the requirements of the University quality management system in accordance with the regulatory documents on the methodical support of the educational process.

3.6. Methodical assistance in the development of educational programs, their expertise on the compliance with the adopted higher education standards, National Qualifications Framework and professional standards.

3.7. Coordination of activities of University structural units related to the development of interdisciplinary educational programs, improvement of teaching techniques and educational and methodical support of academic disciplines.

3.8. Study of innovative learning techniques and technologies, their integration into the educational process, organization of methodical seminars and trainings for the University academic staff.

3.9. Monitoring and processing of regulatory documents of the Ministry of Education and Science of Ukraine in order to advance the methodical support of the educational process at the University.

3.10. Collection and preparation of materials for the annual report on methodical operations of the University.

3.11. Advisory assistance to the staff of Education and Research Institutes, Departments and academic staff in planning and organizing methodical work.

3.12. Coordination of activities of the University Scientific and Methodical Council and organizational support of its work.

3.13. General management of all types of students' practical training: approval of practical training programs, introduction of suggestions on its advancement.

#### **4. RIGHTS OF THE DEPARTMENT**

*To implement its functions, the Methodical Support Department has the right to:*

- 4.1. Use provided information and material resources to accomplish its objectives.
- 4.2. Examine the condition of the organization of educational and methodical work of Education and Research Institutes and Departments.
- 4.3. Obtain reports on educational and methodical activities of Departments.
- 4.4. Introduce suggestions on the improvement of educational and methodical operations, staffing schedule and encouragement of employee's honest and creative work to the University administration.
- 4.5. Take part in University advisory bodies when addressing issues related to the methodical support of the educational process.
- 4.6. In coordination with heads of Departments, involve the academic staff in the work of the University Scientific and Methodical Council and temporary committees.

#### **5. INTERACTION WITH OTHER UNITS OF THE UNIVERSITY**

*The Methodical Support Department interacts with:*

- 5.1. the Department of Planning, Organization and Control of the Educational Process, the Sector of Scientific and Organizational Work, the Department of the Unified State Electronic Database on Education and other University units within its powers in order to fulfill its objectives;
- 5.2. specific powers and the procedure for interaction between the Department staff and other IEU units are stipulated in their job descriptions.

#### **6. LIABILITY**

- 6.1. The Director of the Department is liable for the quality and promptness of fulfillment of objectives and functions by the Methodical Support Department according to these Regulations.
- 6.2. The degree of liability of Department employees is stipulated by job descriptions.
- 6.3. The Methodical Support Department reports on its activities to the Director of the Department.