



INTERNATIONAL EUROPEAN UNIVERSITY

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REGULATIONS ON THE EDUCATION AND RESEARCH DEPARTMENT OF ORGANIZATION OF THE EDUCATIONAL PROCESS (as amended)

<i>Regulations on the Education and Research Department of Organization of the Educational Process</i>	<i>REGULATIONS</i>	
	<i>Quality management system ISO 9001:2015</i>	
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1. General provisions

1.1. The Education and Research Department of Organization of the Educational Process (hereinafter referred to as the Department) is a structural unit of International European University (hereinafter referred to as IEU or the University). The Department is established, reorganized and liquidated by the order of the Rector in the manner prescribed by IEU.

1.2. The Department is subordinated to the Vice-rector for scientific and pedagogical work as well as reports to and is under control of the University Rector.

1.3. The Department relies on the current legislation of Ukraine, orders and other documents of the National Agency for Higher Education Quality Assurance (National Agency), the Ministry of Education and Science of Ukraine (MES of Ukraine), IEU regulatory documents and these Regulations.

1.4. In terms of the planning and organization of the implementation of educational and methodical activities and educational process, the Department relies on the appropriate recommendations of MES of Ukraine.

1.5. The structure, staff schedule, staff limit of the Department and its changes are approved by the IEU Rector.

1.6. Amendments and additions to these Regulations are developed by the Director of the Department, agreed in the manner prescribed by IEU and approved by Rector's order.

2. Key objectives

Key objectives of the Department:

2.1. To ensure the implementation of the state policy on monitoring the quality of higher education at the University.

2.2. To ensure the implementation of academic integrity principles.

2.3. Planning, organization and control of the educational process at the University.

2.4. Development of University regulatory documents to regulate the implementation of educational and scientific activities and ensure the quality of higher education based on the principles of responsibility, publicity and integrity.

2.5. To enhance the quality of staff training by enriching the educational process with research findings, active participation of the academic staff in scientific research and involving talented students in research activities.

3. Key functions

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

3.1. Monitoring the assessment of University students and academic staff; publication of their ratings on official websites of Institutes and University.

3.2. Control over the compliance with the deadlines and content of academic staff advanced training.

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

3.4. Monitoring the availability of information systems for efficient management of the educational process.

3.5. Drawing up schedules of the educational process of all modes of study and control over their fulfillment.

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

3.7. Organization of the process of promising and current planning of scientific and research activities at the University.

3.8. Organizational and methodical support of scientific and communicative events planned at the University.

3.9. Recording of research activities carried out at the University, formation and updating of the database of research papers and publications of University research findings.

3.10. Coordination of intellectual property and copyright protection of the University staff.

3.11. Preparation of materials and organizational and methodical support of licensing and accreditation procedures.

3.12. Organization and technological support of the formation and maintenance of recording data of the student population, academic staff, University activities and other necessary information in the Unified State Electronic Database on Education (USEDE).

3.13. Generalization of reporting on the movement of the University student population and its maintenance in USEDE.

3.14. Definition of the policy on forming the structure of curricula and educational programs, taking into account the requirements of the departmental affiliation of the University;

3.15. Development, along with EP guarantors and graduate departments, of curricula, providing 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.

3.16. Development of working curricula for each academic year based on the approved curricula along with Departments.

3.17. Coordination of monitoring and periodical review of University's educational programs.

3.18. Making suggestions on the approval of the teaching load and allocation of staffing of Departments.

3.19. Developing, ordering, replicating (if necessary) and placing samples, forms of educational and accounting documents on the internal website;

3.20. 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 organization of the educational process, educational, scientific and methodical activities, record keeping, etc.

3.21. Coordination of activities of IEU structural units related to the organization of the educational process in all modes of study and levels of higher education, development of interdisciplinary educational programs, advancement of teaching techniques and educational and methodical support.

3.22. Development of IEU corporate culture by improving the cooperation of the Department with Education and Research Institutes and other structural units of IEU.

3.23. Compliance with academic integrity principles in its activities and ensuring their implementation by heads and staff of subordinated units.

3.24. Study of innovative learning techniques and technologies, their integration into the educational process, organization of methodical seminars and trainings for the University academic staff to exchange experience in relevant issues of education development in Ukraine and abroad.

3.25. Development of methodical recommendations for the implementation of basic documents of the European Credit Transfer and Accumulation System (ECTS) and control over their implementation and compliance.

3.26. Monitoring and processing of regulatory documents of the Ministry of Education and Science of Ukraine, scientific and methodical information, and progressive experience in general educational services in order to advance the scientific and methodical support of the educational process at IEU.

3.27. Formation of the composition of examination boards to assess students of ERIs along with Departments.

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

3.29. Preparation of analytical materials at the request of the Rector and Vice-rector for scientific and pedagogical work.

3.30. Collection and preparation of materials for the IEU annual report.

3.31. Generalization of reporting documents on the organization of the

educational process.

4. Rights of the Department

To implement its functions, the 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 teaching, educational and methodical activities of Education and Research Institutes, Departments and their auxiliary structures.

4.3. Submit requests to educational units and officials regarding information, statistics and other data for the preparation of reports and statements to the IEU administration, materials and draft decisions of the IEU Academic Council, the IEU Team Conference, orders and instructions of the IEU Rector;

4.4. Obtain reports on the educational and methodical work of Departments, fulfillment of curricula and topical work plans, discipline learning plans, practical training;

4.5. Coordinate the implementation of the approved class schedule and curricula;

4.6. Initiate and hold meetings on issues related to Department activities;

4.7. Introduce suggestions on the improvement of teaching, educational and methodical activities, staffing schedule, management of the training process and encouragement of employee's honest and creative work to the University administration;

4.8. Take part in IEU governing bodies when addressing issues related to the organization of the educational process and methodical work.

4.9. Raise the issue before the IEU administration about the poor preparation of the classroom fund for classes, namely lighting, heating, sanitary condition of fire safety, security of values, etc., untimely fulfillment of requests for the purchase of training equipment, materials and technical means; poor quality of prepared methodical materials;

4.10. Control over the maintenance of educational and methodical documents at training units;

4.11. Be aware of draft decisions of the administration concerning Department activities;

4.12. Carry out other activities stipulated by IEU regulatory and administrative documents.

5. Organizational structure and staffing of the Department

5.1. The Department of Organization of the Educational Process includes:

- Department of Planning, Organization and Control of the Educational Process;

- Methodical Support Department;
- Sector of Scientific and Organizational Work
- Department of the Unified State Electronic Database on Education.

5.2. The Department staff are hired, transferred and fired in accordance with the current legislation of Ukraine in the manner prescribed by IEU;

5.3. Functions, objectives, rights and responsibilities of the Department staff are defined by the current legislation of Ukraine, the University Statute and IEU Internal Regulations, these Regulations, and job descriptions;

5.4. Job descriptions of the Department staff are developed and approved in the manner prescribed by IEU.

6. Administration

6.1. General management of the Department is conducted by the Director of the Department of Organization of the Educational Process appointed and fired by Rector's order and according to the current legislation of Ukraine in the manner prescribed by IEU.

6.2. The Director of the Department is obliged to:

6.2.1. promptly inform the Department staff about their job descriptions, IEU Internal Regulations and Regulations on the Organization of the Educational Process;

6.2.2. encourage the implementation of the IEU development strategic plan, generalize and analyze the condition of the organization of the educational process at IEU, develop areas of its improvement and integrate them into the process of training organization;

6.2.3. develop IEU corporate culture by improving the cooperation of the Department with Education and Research Institutes and other structural units of IEU;

6.2.4. accomplish other objectives stipulated by the IEU administration within the Department competence.

6.3. The Director of the Department is authorized to:

6.3.1. request and receive the required information and materials from subordinated departments and individual structural units in the prescribed manner to accomplish its objectives;

6.3.2. act within the competence of the Department and, on behalf of the administration, represent IEU before state and other bodies;

6.3.3. sign letters (within powers delegated by the head) and visa documents within his/her competence;

6.3.4. make suggestions on the advancement of teaching, educational and methodical activities to the IEU administration;

6.3.5. make suggestions on hiring, transfer and firing of employees, their financial incentives, and the application of disciplinary measures against them;

6.3.6. make suggestions on issues related to Department activities and options to

eliminate deficiencies;

6.3.7. examine draft decisions of the administration related to Department activities;

6.3.8. take part in the organization of activities of the Scientific and Methodical Council and agenda formation;

6.3.9. have other powers stipulated by the IEU administration;

6.3.10. When the Director of the Department is absent, his/her responsibilities are performed by the leading specialist of the Department of Planning, Organization and Control of the Educational Process.

7. Interaction with other units of IEU

The Department interacts with:

7.1. the IEU administration in the manner prescribed by IEU;

7.2. all IEU structural units within its powers in order to fulfill its objectives:

7.2.1. planning and financial department to draw up the staff schedule of the academic staff;

7.2.2. HR department to hire and fire lecturers and define their teaching load;

7.2.3. Education and Research Institutes concerning the teaching staff of Departments, disciplines assigned to corresponding Departments, the number of students in groups and specialties.

7.3. The Director of the Department coordinates his/her actions with heads of other structural units of IEU.

7.4. Specific powers and the procedure for interaction between the Department and other IEU units are stipulated in their job descriptions.

8. Liability

8.1. The Director and employees of the Department, depending on their job descriptions and functional responsibilities, are liable for:

- the state of accounting and reporting on all types of its work: storage of documents, databases, methodical materials; transfer of documents to the archive;
- preservation of material values;
- making prompt decisions on the provision of the educational process, conducting methodical work.

8.2. All employees of the Department, in accordance with their powers, are liable for the improper fulfillment of job descriptions, failure to comply with the requirements of accurate information and maintaining its confidentiality, failure to comply with corporate requirements in the work of the Department and IEU as a whole according to the current legislation.