

<i>Regulations on the Procedure of Competitive Selection to Fill Vacant Positions of the Academic Staff</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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1. GENERAL PROVISIONS

1.1. Regulations on the Procedure of Competitive Selection to Fill Vacant Positions of the Academic Staff of International European University (hereinafter referred to as the Regulations) are developed in accordance with the legislation of Ukraine (the Constitution of Ukraine, the Labor Code of Ukraine, the Law of Ukraine On Higher Education, the Law of Ukraine On Scientific and Scientific-Technical Activities, the Law of Ukraine ‘Fundamentals of the Legislation of Ukraine on Healthcare’, the Law of Ukraine On Licensing of Economic Activity Types, the Law of Ukraine On Supporting the Functioning of the Ukrainian Language as the State Language, the Resolution of the Cabinet of Ministers of Ukraine No. 1187 dd. December 30, 2015, On Approval of the Licensing Conditions for Educational Activities (as amended) (hereinafter referred to as the Resolution), the Resolution of the Cabinet of Ministers of Ukraine No. 285 dd. March 2, 2016, On Approval of the Licensing Conditions for Conducting Medical Practice (as amended), the Resolution of the Cabinet of Ministers of Ukraine No. 800 dd. August 21, 2019, ‘Certain Issues of Advanced Training of the Teaching and Academic Staff’ (as amended), the Resolution of the Cabinet of Ministers of Ukraine No. 725 dd. July 14, 2021, On Approval of the Regulations on the System of Continuous Professional Development of Medical and Pharmaceutical Workers (as amended), the Order of the Ministry of Education and Science of Ukraine On Approval of Methodical Recommendations for Conducting Competitive Selection to Fill Vacant Academic and Teaching Positions and Concluding Employment Agreements (Contracts) with Them No. 864 dd. July 28, 2021, the Order of the Ministry of Economic Development, Trade and Agriculture of Ukraine No. 610 dd. March 23, 2021, On Approval of the Professional Standard for the Group of Professions: Lecturers at Higher Education Institutions etc., the University Statute, and the Regulations on the University Academic Council.

1.2. The Regulations define the procedure of competitive selection during hiring, extension of employment relations, and dismissal from academic positions, as well as the procedure for concluding employment agreements (contracts) with the academic (teaching) staff at the Private Higher Education Institution “International European University” (hereinafter referred to as the University).

1.3. The Regulations apply to academic (teaching) positions at the University, as defined in Article 55 of the Law of Ukraine On Higher Education and in the List of Teaching and Academic Positions approved by the Resolution of the Cabinet of Ministers of Ukraine No. 963 dd. June 14, 2000, as amended.

1.4. Academic (teaching) positions can be held by individuals who have a higher education degree not lower than the second (Master) level or an educational qualification level equivalent to a Master’s degree, or a scientific degree and/or academic title, as well as graduates of postgraduate studies, clinical residency, or

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doctoral studies.

1.5. Appointment to an academic (teaching) position shall be preceded by the competitive selection process defined by these Regulations.

In case of filling vacant positions not subject to the competitive selection according to the legislation, the competitive procedure or certain elements thereof can be applied in accordance with the University Statute.

The following positions can be filled without the competitive selection:

1) academic staff positions:

- Rector,
- Vice-Rectors (engaged in the educational or scientific process),
- Directors and Deputy Directors of Education and Research Institutes engaged in the educational or scientific process,
- Assistants, Trainee Lecturers,
- Academic Secretary,
- Director of the Scientific Library and scientific staff of the University Library,
- Head of the Internship/Residency Department;

2) teaching staff positions:

- Lecturer;
- Methodologist.

In case of filling vacant positions without the competitive selection, the general provisions of labor legislation shall apply.

1.6. To ensure the continuity of the educational process, the Rector has the right to temporarily fill a vacant position without the competition by appointing a person to such a position until the competition is announced or until the end of the academic year (generally, for a period not exceeding six months). Individuals not selected through the competitive procedure shall be dismissed in accordance with the current legislation of Ukraine.

In exceptional cases, when it is impossible to ensure the educational process with the existing staff, vacant academic (teaching) positions can be filled under a fixed-term employment agreement on a part-time basis during the current academic year.

1.7. During the competitive selection procedure for filling vacant academic positions, one shall comply with the requirements of Ukrainian legislation regarding professional development and advanced training of the academic staff, as well as completion of internships.

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The main criterion for the personal assessment and selection of a candidate for a vacant position is their compliance with the requirements of the Licensing Conditions for Educational Activities.

Additional criteria can be applied to candidates who are already employed at the University to assess their previous academic performance:

- fulfillment of the terms and conditions of the employment agreement (contract);
- indicators of the annual performance assessment of the academic (teaching) staff at the University (for individuals who have worked at the University for at least one year);
- personal involvement in cooperation with employers and other stakeholders.

When assessing professional qualities of young candidates who have not previously held academic (teaching) positions, preference is given to participants in international educational programs and scientific projects in priority areas of science, medicine, education, etc.

1.8. One person is not allowed to simultaneously hold two or more positions at the University that involve the performance of administrative and managerial functions.

1.9. Labor disputes between the parties shall be resolved in the manner prescribed by the legislation.

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2. FILLING VACANT POSITIONS OF THE ACADEMIC (TEACHING) STAFF WITHOUT COMPETITIVE SELECTION

2.1. Election and Dismissal of the President and the Rector of the University

The election and appointment to positions of President and Rector are carried out in accordance with the Law of Ukraine On Higher Education and the University Statute.

The President of the University is appointed and dismissed by the General Meeting of Participants at any time based on the decision of the General Meeting of Participants.

The Rector of the University is appointed by the General Meeting of Participants of the University under a contract (agreement) for a term of up to five years based on the decision of the General Meeting of Participants (owners) of the University, and can be dismissed by the General Meeting of Participants at any time based on its decision (including in the event that the General Meeting of Participants determines that the Rector does not meet the requirements of the position).

A candidate for the position of Rector shall meet the basic qualification requirements stipulated in Section 5 of these Regulations for the respective position.

All personnel orders related to the position of Rector, including appointment, dismissal, or assignment of temporary performance of Rector's duties to another person, shall be approved by the President of the University.

2.2. Filling the Position of Vice-Rector (Engaged in the Educational and/or Scientific Process), Vice-President

The President and Rector of the University are responsible for selecting candidates for positions of Vice-Rector and Vice-President.

Vice-Rectors (engaged in the educational and/or scientific process) are appointed to and dismissed from their positions with the approval of the University Academic Council.

In accordance with the Law of Ukraine On Higher Education, the appointment of Vice-Rectors shall also be approved by the student self-government body.

The decision to extend employment relations with an employee holding the position of Vice-Rector or Vice-President engaged in the educational or scientific process is made by the Rector with the approval of the President, the University Academic Council, and the student self-government body by concluding a contract.

If the student self-government body of the University does not approve a candidate for the position of Vice-Rector (engaged in the educational or scientific process) or Vice-President, the Rector shall appoint (assign the duties of) the

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Acting Vice-Rector or Vice-President until the appointment is made in accordance with the procedure established by these Regulations.

The President of the University determines the duration of the contract (employment agreement) with the Vice-Rector or Vice-President, which shall not exceed five years. The contract can include target performance indicators of the University that the Vice-Rector is expected to achieve upon signing the employment agreement (contract), along with mechanisms for verification and deadlines for meeting such indicators.

2.3. Filling Positions of Directors of Education and Research Institutes

Directors of Education and Research Institutes are appointed by the Rector of the University with the approval of the President of the University and with the consent of the majority of the full membership of Academic Councils of the respective Education and Research Institute and the University (in accordance with Part 1 of Article 43 of the Law of Ukraine On Higher Education).

The Director of the Education and Research Institute is appointed by University Rector's order with the approval of the University President and signs a contract for up to 5 years. The Meeting Minutes of the University Academic Council are the basis for concluding the contract with the approved candidate and for the issuance of the Rector's order on their appointment or confirmation in the position.

The annex to the contract defines key (target) performance indicators of the Institute, which shall be achieved by the person in the position of Director, as well as indicators and deadlines for achieving such targets. Target indicators shall comply with the University Development Strategy, taking into account the profile and specific features of the Education and Research Institute, and are formed in accordance with the Regulations on the System of Key Performance Indicators of International European University.

The same individual is not allowed to be the Director of the Education and Research Institute for more than 10 years.

The Rector and/or the President have the right to reasonably refuse the appointment and contract conclusion with a candidate for the position of Director of the Education and Research Institute. Academic Councils of the Education and Research Institute and the University have the right, by a two-thirds majority of their members, to confirm the previous decision, after which the Rector is obligated to appoint the respective person to the position and sign the corresponding contract within 10 working days.

In case of the establishment of a new Education and Research Institute at the University, the Rector shall appoint an Acting Director with the approval of the

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President of the University for a period not exceeding six months or until the end of the academic year.

2.4. Filling Positions of Deputy Directors of Education and Research Institutes (Engaged in the Educational or Scientific Process)

The Rector of the University selects a candidate for the position of Deputy Director of the Educational and Research Institute according to the Statute and with the approval of the President of the University and taking into account recommendations of the Director of the Education and Research Institute.

According to paragraph 4 of part six of Article 40 of the Law of Ukraine On Higher Education, the decision to appoint the Deputy Director of the Education and Research Institute shall be approved by the University's student self-government body.

If the University's student self-government body does not approve the candidate for the position of Deputy Director of the Education and Research Institute, the Rector shall appoint (assign the duties to) a person approved by the President of the University as Acting Deputy Director until the Deputy Director is appointed in the prescribed manner (generally, for no more than six months or until the end of the academic year).

The contract (employment agreement) with the Deputy Director of the Education and Research Institute is concluded for three years.

The annex to the contract with the Deputy Director of the Education and Research Institute defines key (target) performance indicators of the Education and Research Institute, which shall be achieved by the person in the position of Deputy Director in case of signing the contract, as well as mechanisms for verification and deadlines for achieving such targets in accordance with the Regulations on the System of Key Performance Indicators of International European University.

2.5. Filling Positions of Academic Secretary, Head of the Internship/Residency Department, Director of the Scientific Library, and Scientific Staff of the Library

Candidates for positions of Academic Secretary, Head of the Internship/Residency Department, Director of the Scientific Library, and Scientific Staff of the Library shall be appointed under a fixed-term employment agreement (contract) by decision of the University Rector, with the approval of the President of the University, and taking into account recommendations of Vice-Rectors. The candidate shall meet the qualification requirements for the respective position stipulated in Section 5 of these Regulations.

The terms of the employment agreement (contract) for respective positions are as follows:

- Academic Secretary – 5 years;
- Head of the Internship/Residency Department – 4 years;

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- Director of the Scientific Library – 3 years;
- Scientific Staff of the Library – 2 years.

The annex to the contract with the Academic Secretary, Head of the Internship/Residency Department, Director of the Scientific Library, and Scientific Staff of the Library defines their key (target) performance indicators, which shall be achieved by such individuals, as well as mechanisms for verification and deadlines for achieving such targets in accordance with the Regulations on the System of Key Performance Indicators of International European University.

2.6. Other Cases of Filling Vacant Positions of the Academic (Teaching) Staff Without Competitive Selection

2.6.1. Vacant positions of Assistants, Trainee Lecturers, Lecturers, and Methodologists are replaced under the employment agreement without competition. In this case, the employment agreement (contract) is concluded for no more than one year upon mutual agreement of the parties, which serves as the basis for issuing the Rector's order on appointment to the position.

2.6.2. The competition is not announced for positions occupied by administration representatives on an hourly or part-time basis (for a period not exceeding one academic year).

2.6.3. The competition is not announced for academic (teaching) staff positions if:

- the salary is less than 1.00 salary (for a period not exceeding one academic year);
- positions are occupied by pregnant women or women on maternity leave;
- positions are held by women with children under 3 years of age and/or single mothers raising a child under the age of 14 or a disabled child;
- positions are temporarily vacant due to the appointment/transfer of the academic staff who hold them to doctoral studies, research fellow positions for the completion of their doctoral theses, participation in advanced training courses (institutes), internships with release from production, or being granted creative or social leave; or for other valid reasons established by the Ukrainian legislation, under which the academic staff retain their workplace (position);
- positions are held by employees called up for compulsory military service, military service under conscription for officers, military service during mobilization for a special period, military service under conscription from among reservists during a special period, or those accepted for military service under a contract, including by concluding a new contract during the special period for the term until its completion or the actual date of discharge (Part 3 of Article 119 of the Labor Code of Ukraine);

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- positions are held by employees who, during military service, sustained injuries (other health damage) and are undergoing treatment at medical institutions, were taken prisoner, or declared missing, for the period until the day following the date they are registered for military service at district (city) territorial recruitment and social support centers, the Central Directorate or regional bodies of the Security Service of Ukraine, or the relevant unit of the Foreign Intelligence Service of Ukraine after their discharge from military service if they complete treatment at medical institutions regardless of the duration, return from captivity, reappearance after being declared missing, or until the day they are declared deceased by the court (Part 5 of Article 119 of the Labor Code of Ukraine).

3. PRINCIPLES OF COMPETITIVE SELECTION ORGANIZATION AND PROCEDURE

3.1.1. The competitive selection is based on the following principles: transparency, publicity, legality, equality of rights of the Competition Committee members, collegiality of decision-making by the Competition Committee, independence, objectivity, and validity of decisions of the Competition Committee, impartial attitude to candidates for vacant positions of the academic staff.

3.1.2. The competition for the academic staff position is announced by order of the University Rector.

The University Rector can make a decision about competition cancellation and announcement of a new competition only in case of non-compliance with the requirements of these Regulations or for other reasons (martial law in the country, quarantine, etc.).

3.1.3. The competition for the academic (teaching) staff position can be announced for the available vacant position or two months before the expected date of resigning the academic (teaching) staff position (expiry of the employment period of the academic staff member on the terms of a fixed-term employment agreement (contract)).

3.1.4. The announcement of the competition, its deadlines, terms and conditions are published on the official website of the University.

The date of announcement publication is considered the first day of the announced competition.

Information about the date and place of the Academic Council meeting on the election of candidates is announced on the official website of the University.

The deadline for applying for the competition is 30 days from the date of announcement publication, and within 5 working days after the deadline for submitting applications and documents, the Competition Committee decides whether to admit applicants to the competitive selection.

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3.1.5. To organize and hold the competitive selection to fill vacant positions of the academic (teaching) staff, one establishes a Competition Committee by Rector's order (hereinafter referred to as the Committee).

The Committee is a permanent body established for the preliminary consideration of issues related to the competitive selection of the University academic (teaching) staff.

The Committee consists of Vice-Rectors directly engaged in the educational and/or scientific process, the Academic Secretary, the Director of the Department of the Organization of the Educational Process, the Director of the Department of Education Quality Assurance, the Director of the HR Department, the Head of the Legal Department, and the President of the Student Parliament.

The Chair and Deputy Chair of the Committee shall be appointed among Vice-Rectors of the University. The duties of the Committee Secretary shall be assigned to the Academic Secretary.

3.1.6. The expiration date of the employment agreement (contract) for the academic (teaching) staff concluded as a result of the competitive selection process shall be set as August 31 of the respective year, and for individuals holding an academic (teaching) position on a part-time basis – June 30 of the respective year.

3.2. Organizational and Preparatory Measures for Conducting the Competitive Selection for Vacant Positions

3.2.1. Directors of Education and Research Institutes / Heads of Departments, due to the expiration of the employment agreement (contract) of a subordinate academic (teaching) staff member, are obliged to initiate relevant procedures (either subsequent dismissal and announcement of the competitive selection, or continuation of employment with the staff member without any interruption following the competitive selection process (for individuals selected for the position through a previous competitive process)):

- if employment relations with the staff member are not be continued, the Director of the Education and Research Institute / Head of the Department shall prepare the relevant submission (*Annex 1*) and initiate the competitive selection process for the position that will become vacant;

- the decision to continue employment relations between the University and the staff member by concluding an additional agreement / fixed-term employment agreement (contract) for a new term, but within the overall permissible period after passing the competitive selection (provided there is no interruption in employment relations with the University), shall be made taking into account the following requirements:

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- successful fulfillment of the individual work plan of the academic (teaching) staff member, including the achievement of key (target) performance indicators defined in the annex to the contract (if available), and the positive assessment by the Department of the staff member's academic and teaching activities over the past year;
- compliance of professional achievements over the past five years with the Licensing Conditions;
- compliance of the educational and/or professional qualifications of the academic (teaching) staff with educational components according to the Licensing Conditions.

3.2.3. A decision to terminate employment relations between the University and the employee or information about the introduction of a new position into the staffing schedule serves as the basis for initiating the competitive selection procedure for the vacant position. Depending on the category of the vacant position, the Director of the Institute or the Head of the Department shall submit a suggestion agreed with the Director of the Department of the Organization of the Educational Process to the Rector of the University regarding the announcement of a competitive selection for the vacant position in the format specified in Annex 1 to these Regulations three months prior to the expiration of the employment agreement (contract) with the employee or no later than two months after the position becomes vacant.

The suggestion shall include the following:

- the title of the vacant position;
- requirements for candidates (in accordance with the professional standard, qualification characteristics, and job descriptions);
- the scope and deadline for the current and planned teaching workload, as well as the rate of pay envisaged for performing the specified workload (not exceeding one full-time equivalent position).

3.2.4. The decision to conduct the competitive selection to fill vacant positions based on the suggestion submitted in accordance with paragraph 3.1.2 of these Regulations shall be made by the Rector, and the corresponding order shall be issued by the University.

3.2.5. No later than five working days after the issuance of the order for conducting the competitive selection to fill vacant positions, and in order to ensure transparency and openness of the competition procedure, the HR Department shall ensure that information is provided for publication on the official website of the University.

3.2.6. The competition announcement to fill the academic (teaching) staff position contains the following:

- full name of the University;

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- name of positions announced in the competition;
- requirements for candidates (professional and/or educational qualification, academic degree, academic title, work experience, etc.);
- the list of required documents to be submitted for participation in the competition, sample application form;
- deadlines and method for submitting applications and documents, procedure for their consideration, decision-making deadlines;
- location and contact numbers of the University;
- address of document submission.

3.2.7. Changes in competition terms and conditions or its cancellation are introduced by University Rector's order.

3.2.8. Persons with complete higher education and whose educational and qualification characteristics meet the academic (teaching) staff requirements stipulated by the Laws of Ukraine On Education, On Higher Education, and competition terms and conditions, which are mentioned below, have the right to apply for the competition:

- high moral qualities, organizing skills, compliance with teaching ethics;
- appropriate physical and mental health;
- constant advancement of the professional and scientific level, teaching skills;
- high digital literacy;
- understanding of the University mission and values;
- fluency in the state language;
- assurance of the high scientific and methodical level of teaching academic disciplines of the educational program in accordance with the training area and/or corresponding specialty;
- compliance with the Laws of Ukraine On Education, On Higher Education, internal regulations and other regulatory documents.

3.2.9. Applicants for the academic (teaching) staff position shall submit the following documents to the University Committee:

for persons employed at the University:

- handwritten application to the Competition Committee for participation in the competition, which is registered in the register of incoming correspondence for participation in the competition for vacant positions of the academic (teaching) staff, which is stored at the HR Department of the University;
- report on educational, methodical, research, organizing, and career guidance activities, as well as fulfillment of contract terms and conditions for the previous period;
- information about professional achievements within the past 5 years (p. 38 of the Licensing Conditions for Educational Activities);

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- Department Development Strategy for 5 years (for the vacant position of Head of the Department).

for persons not employed at the University:

- handwritten application to the Competition Committee for participation in the competition, which is registered in the register of incoming correspondence for participation in the competition for vacant positions of the academic staff, which is stored at the HR Department of the University;
- copy of Ukrainian passport (pages 1,2,3,10,11) or foreigner's identity card (for foreign citizens taking part in the competition);
- personnel file;
- autobiography;
- copies of diplomas of higher education according to the Department profile, academic degrees; copies of certificates of academic titles (Associate Professor, Professor);
- copy of employment record book notarized or certified in another manner prescribed by the legislation;
- two 4x6 cm photos;
- copy of military ID card (temporary certificate);
- medical certificate in the form approved by the Ministry of Health of Ukraine;
- consent to personal data processing;
- documents on advanced training or internships within the past five years;
- national certificate of the level of state language proficiency issued by the National Commission on the Standards of the State Language of Ukraine;
- document on the level of EU language proficiency (if applicable);
- list of scientific, educational, and methodical papers for the past 5 years;
- information about professional achievements within the past 5 years (p. 38 of the Licensing Conditions for Educational Activities);
- Department Development Strategy for 5 years (for the vacant position of Head of the Department).

The list of documents to be submitted by a candidate for the position is specified in the competition announcement.

3.2.10. A person desiring to take part in the competition for a vacant academic (teaching) position can submit the application package in one of the following ways:

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- by postal mail as a registered letter with an inventory of enclosures to the address: 42V Akademika Hlushkova Avenue, Kyiv, 03187, Ukraine (marked: for participation in the competition for a vacant position);
- by email to: hr@ieu.edu.ua;
- in person to the University's HR Department.

The date of dispatch of the candidate's documents by postal mail is determined by the postmark of the sending post office.

The date of receipt of documents by the responsible person of the HR Department is recorded in the register of individuals participating in the competitive selection.

Documents submitted after the deadline won't be registered and will be returned to the applicant.

3.2.11. If a person submits an application but fails to meet the given requirements and competition terms and conditions, he/she is not allowed to take part in the competition. In this case, he/she receives a written reasoned refusal signed by the Chair of the University Committee no later than 3 working days from the date of determination that this person does not meet the competition requirements.

Unreasoned refusal of admission to the competition is not allowed. Documents shall be submitted to the Committee in an electronic or paper form.

3.2.12. During the competition, one takes into account the performance of the academic (teaching) staff according to the rating of research activities.

3.2.13. Candidates for vacant positions of the academic (teaching) staff can examine these Regulations on the official website of the University.

3.2.14. The competition for academic (teaching) staff positions is carried out within one month (as an exception, in case of objective reasons – within two months) (by Committee's decision) after the deadline for application submission.

3.2.15. If during the competition for vacant positions of the academic (teaching) staff, no applications are submitted or no applicants are admitted to the competition, none of the applicants receives more than half of the votes of present members of the University Academic Council (Academic Council of the Education and Research Institute), the winner is not determined by the results of repeated voting, or the competition results are not put into effect by Rector's order, the competition is considered to fail and is announced again within a month.

3.2.16. Candidates for vacant positions of the academic (teaching) staff are discussed in advance by work teams (at meetings of Departments, Academic Councils of Education and Research Institutes) in their presence. The meeting of the Department

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discussing candidates for the position of Head of the Department is held by the Director or Deputy Director of the Institute.

If the candidate is absent, his/her candidacy is discussed only by his/her written consent.

3.2.17. Conclusions of work teams regarding the compliance of professional and personal qualities of the applicants with the competition conditions and position requirements, as well as the recommendations of work teams regarding each applicant's candidacy, are adopted by secret voting. Surnames of all applicants for the relevant position are included in a single ballot for secret voting. Each member of the Academic Council of the Education and Research Institute has the right to vote for only one candidate. In all other cases, ballots are considered invalid.

A negative conclusion of the Department is not the ground for refusing applicant's consideration by the Competition Committee and the Academic Council of the Education and Research Institute.

Relevant decisions are submitted for consideration to the University Academic Council (along with individual conclusions of meeting attendees in a written form – if applicable).

A negative conclusion does not deprive the applicant of the right to keep participating in the competition and to consider his/her candidacy at the meeting of the University Committee.

A negative conclusion based on the results of the preliminary discussion and/or in Committee's recommendations is not the ground for refusing applicant's consideration by the University Academic Council.

Candidates have the right to be informed about work teams' conclusions before the meeting of the Academic Council.

3.2.18. At the meeting of the University Academic Council, before secret voting, the Academic Secretary (Secretary of the Academic Council) informs the attendees with work teams' recommendations. The discussion of each candidate is conducted in his/her presence (as an exception, the discussion can be held in the absence of the applicant, but with the obligatory presence of his/her written consent).

Surnames of all applicants for the relevant position are included in a single ballot for secret voting. Each member of the University Academic Council has the right to vote for only one candidate. In all other cases, ballots are considered invalid.

To count the votes, a Counting Committee of at least three members of the University Academic Council shall be elected before secret voting. The Meeting

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Minutes of the Counting Committee shall be approved by the University Academic Council by open voting.

The decision of the University Academic Council about the position filling is considered valid if voting involves at least two-thirds of Academic Council members. The candidate is considered elected if more than half of attendees of the Academic Council meeting vote for him/her.

If during the competition involving two or more applicants for the position, the votes of the Academic Council members are equally divided, repeated voting shall be held at the same meeting of the University Academic Council. In case of the same results, the competition is considered to fail and is announced again.

If during the competition for the corresponding position, none of the applicants receives more than half of the votes of present members of the University Academic Council, the competition is considered to fail and can be announced again.

3.2.19. The Academic Secretary submits the decision and conclusions of work teams and the Academic Council regarding the competitive selection to the HR Department for inclusion in the personal file of the individual who has passed the competition.

3.2.20. The Meeting Minutes of the University Academic Council are the basis for concluding an employment agreement (contract).

The University concludes an employment agreement (contract) with a person who wins the competition for the vacant position.

Two months prior to the expiry of the contract, it can be extended or concluded for a new term as agreed by the parties. If no agreement is reached, a competition is announced.

3.2.21. After being elected by competition, the person who wins the competition shall write an application within three calendar days after winning the competition. If the elected person does not write the application, the position remains vacant and the competition is announced again within a month.

3.3. Competition Committee Operations

3.3.1. To conduct the competitive selection to fill vacant academic (teaching) positions at the University, Competition Committees are established by the Rector's order. These Committees are working bodies of the University by their legal status.

3.3.2. The personal composition of the University's Competition Committee is approved annually (for the calendar year) by the Rector's order.

3.3.3. Key objectives and functions of the Competition Committees include verifying the compliance of documents submitted by applicants with the

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requirements established for the academic staff by Laws of Ukraine On Education, On Higher Education, and the competition terms and conditions, as well as granting admission to further participation in the selection process.

3.3.4. The working format of the Competition Committee is meetings. The date, time, and venue of meetings are determined by the Chair of the Competition Committee. This information is communicated to Competition Committee members by the Secretary of the Competition Committee. Functions of the Competition Committee Secretary are performed by the University Academic Secretary.

If necessary (due to safety concerns or other circumstances preventing in-person meetings), meetings of the Competition Committee can be held remotely. The decision to hold a meeting remotely is made by the Chair of the Competition Committee.

3.3.5. The Chair of the Competition Committee:

- monitors Competition Committee operations and determines the procedure of its operation;
- sets the date, time, and place of Competition Committee meetings;
- presides over Competition Committee meetings;
- ensures the fulfillment of objectives assigned to the Competition Committee;
- signs Meeting Minutes and other documents prepared as a result of the Competition Committee's work;
- addresses other issues related to the organization of Competition Committee activities in accordance with the current legislation of Ukraine, the University Statute, and these Regulations.

If the Chair of the Competition Committee is absent (due to vacation, business trip, temporary incapacity, etc.), his/her powers are delegated to the Deputy Chair elected at the beginning of Competition Committee operations or to one of the members of the Competition Committee.

3.3.6. The Secretary of the Competition Committee:

- ensures the preparation and organization of Committee meetings;
- timely informs members of the Competition Committee regarding organizational matters of its activities;
- prepares documents for consideration by the Competition Committee;
- keeps Meeting Minutes of the Competition Committee and maintains other documentation related to Committee activities;

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- submits documents of candidates who have been admitted to further participation in the competition selection process in accordance with the requirements established by the legislation of Ukraine, these Regulations, and other internal acts of the University;

- endorses Meeting Minutes and other documents prepared as a result of Competition Committee operations;

- drafts written notifications of refusal to admit candidates to the competition and sends them in accordance with the procedure specified in these Regulations;

- performs other organizational tasks as instructed by the Chair of the Competition Committee.

If the Secretary is absent, his/her duties shall be carried out by another member of the Competition Committee as assigned by the Chair.

3.3.7. Members of the Competition Committee:

- take part in the discussion and resolution of issues considered at meetings of the Competition Committee that fall within its competence;

- receive necessary information from structural units and officials of the University on matters related to the work of the Competition Committee;

- submit their suggestions on improving the work of the Competition Committee.

3.3.8. The decision of the Competition Committee is adopted by open voting by a simple majority of votes. A decision is deemed valid if at least two-thirds of the Committee members participate in the meeting.

3.3.9. If votes are equally divided, the decision for which the Chair of the Competition Committee voted shall be considered adopted.

3.3.10. If a member of the Competition Committee is a candidate under consideration by the Committee, such a person shall not participate in the voting.

3.3.11. A member of the Competition Committee is not allowed to participate in the voting if there are signs of a conflict of interest that can affect the objectivity or impartiality of their decision-making.

3.3.12. The Competition Committee first verifies documents submitted for participation in the competitive selection to ensure that candidates meet the eligibility requirements. If submitted documents have been preliminarily reviewed and signed by authorized University officials confirming their compliance with the selection requirements, the decision to admit a candidate to the next stage of the selection can be made solely by the Chair of the Competition Committee or by the Secretary of the Committee by his/her assignment.

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If collegial discussion is required, the Competition Committee shall make a decision on the admission or refusal to admit candidates to the competition based on the verification results no later than 5 working days from the date of document submission. This decision shall be documented in writing. A refusal to admit a candidate shall be justified.

3.3.13. If documents of candidates for filling vacant positions of the academic (teaching) staff meet the requirements of the announced competition, the relevant Competition Committee shall decide on the admission of candidates to the competitive selection by affixing a resolution of the Chair of the Competition Committee. If prior discussion results at the department level are absent, the candidates' documents shall be submitted for consideration by the respective Department where the preliminary discussion of the candidate's application is conducted by the Department staff and the Academic Council of the Institute in the presence of the candidate.

3.3.14. Based on the preliminary discussion, Department conclusions, and the decision of the Institute's Academic Council, the Competition Committee prepares relevant recommendations. The Secretary of the Competition Committee announces conclusions of Departments and Institute's Academic Council regarding the outcomes of each candidate's performance (depending on the procedure of the competitive selection for the specific academic (teaching) position).

3.3.15. Voting is conducted openly for each candidate separately. The Competition Committee makes recommendations regarding candidates for vacant academic (teaching) positions at the University. The final decision on the competitive selection of candidates for positions is made by the University Academic Council. In any case, the decision of the Competition Committee for each candidate shall be made no later than 5 days before the meeting of the University Academic Council.

3.3.16. A negative conclusion based on the results of the preliminary discussion and/or in Competition Committee's recommendations is not the ground for refusing applicant's consideration by the University Academic Council.

3.3.17. The final decision of the Competition Committee shall be formalized in Meeting Minutes signed by the Chair and Secretary of the Competition Committee. Extracts from the Meeting Minutes for each candidate shall be submitted separately to the Rector and the University Academic Council. The extract shall be signed by the Chair and Secretary of the Competition Committee. The extract from the Meeting Minutes shall be attached to the candidate's documents for the vacant academic position. The Competition Committee has the right to invite all candidates whose applications for vacant positions are under consideration to attend its meeting.

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4. PROCEDURE OF COMPETITIVE SELECTION TO FILL VACANT POSITIONS OF THE ACADEMIC (TEACHING) STAFF AT DEPARTMENTS

4.1. Election of the Head of the Department

4.2.1. The Head of the Department is elected on a competitive basis using secret voting by the University Academic Council for five years, taking into account the suggestions of the Institute Academic Council and the Department.

4.2.2. A candidate for the position of Head of the Department shall meet the qualification requirements for this position as defined in Section 5 of these Regulations.

4.2.3. Candidates for vacant positions of Head of the Department are discussed at the meeting of the corresponding Department in compliance with paragraphs 3.2.16–3.2.17 of these Regulations.

The meeting of the Department to consider candidates for the position of Head of the Department shall be chaired by the Director of the respective Institute.

A decision on each candidate is made by secret voting of the full-time staff members of the Department by a simple majority of votes.

After the Department's decision, the issue of recommending candidates for the position of Head of the Department is submitted for consideration by the Institute Academic Council, and afterwards by University Academic Council, which is held in the manner prescribed in paragraphs 3.2.18-3.2.21 of these Regulations.

4.2.4. A contract for 5 years is concluded with the person who wins the competition for the position of Head of the Department, and the Rector's order is issued on the appointment.

The annex to the contract with the Head of the Department defines target performance indicators of the Department, which shall be achieved by the person in the position of Head of the Department, as well as indicators and deadlines for achieving such targets in accordance with the Regulations on the System of Key Performance Indicators of International European University.

In turn, the Head of the Department shall set target indicators for the academic (teaching) staff of the Department.

4.2.5. The position of Head of a newly created Department resulting from the merger of Departments shall be filled by decision of the University Academic Council without a competition. In this case, the Head of the newly created Department shall be elected by secret voting of the University Academic Council among Heads of the merging Departments.

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If the Department is divided, its Head shall be appointed to the position of Head of one of the newly established Departments by order of the University Rector. The position(s) of Head(s) of the other newly created Department(s) shall be filled through a competition in accordance with these Regulations. Until the position is filled through the competition, the duties of the Head of the Department with the vacant position shall be assigned by the Rector's order.

4.3. Election of the Professor, Associate Professor, and Senior Lecturer

4.3.1. The election of the Professor, Associate Professor, and Senior Lecturer at the Department on a competitive basis is conducted upon the expiry of the term of the employment agreement (contract) of the person holding the corresponding position or when a vacant position is available.

4.3.2. Persons who have an academic title of Professor and/or academic degree of Doctor of Sciences and at least 5 years of academic work experience at higher education institutions, as well as meet the requirements of paragraph 3.2.8 hereof, are allowed to take part in the competition for the position of Professor at the Department.

As an exception, persons with an academic degree of PhD, academic title of Associate Professor according to the Department profile, and at least 10 years of academic work experience at higher education institutions are allowed to apply for the position of Professor at the Department.

Persons who have complete higher education (Master, Specialist), an academic degree of Doctor of Sciences, PhD, and/or academic title of Associate Professor according to the Department profile, and at least 5 years of academic work experience at higher education institutions, as well as meet the requirements of paragraph 3.2.8 hereof, are allowed to take part in the competition for the position of Associate Professor at the Department.

Persons who have a Master's/Specialist's degree, at least 3 years of academic work experience at higher education institutions, or at least 5 years of practical work experience, as well as meet the requirements of paragraph 3.2.8 hereof, are allowed to take part in the competition for the position of Senior Lecturer.

4.3.3. Professor, Associate Professor, and Senior Lecturer are elected on a competitive basis using secret voting by the University Academic Council, taking into account the suggestions of the Institute Academic Council and the Department.

4.3.4. Candidates for vacant positions of Professor, Associate Professor, and Senior Lecturer are discussed at the meeting of the corresponding Department in compliance with paragraph 3.2.16 of these Regulations.

A decision on each candidate is made by secret voting of the full-time staff members of the Department by a simple majority of votes.

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After the Department's decision, the issue of recommending candidates for the position of Professor, Associate Professor, and Senior Lecturer is submitted for consideration by the Institute Academic Council, and afterwards by University Academic Council, which is held in the manner prescribed in paragraphs 3.2.17.-3.2.18 of these Regulations.

4.3.5. The candidate elected by the decision of the University Academic Council based on the competitive selection results signs a contract:

- for the position of Professor – for 4 years,
- for the position of Associate Professor – for 3 years,
- for the position of Senior Lecturer – for 2 years.

4.3.6. Persons elected to the vacant position of Professor, Associate Professor, and Senior Lecturer have the right to apply for the next position no earlier than one year later.

5. BASIC QUALIFICATION REQUIREMENTS FOR CANDIDATES TO FILL ACADEMIC (TEACHING) POSITIONS

Applicants for academic (teaching) positions shall meet the following general requirements.

5.1. In accordance with paragraph 14 of Article 9 of the Law of Ukraine On Supporting the Functioning of the Ukrainian Language as the State Language, individuals applying for academic (teaching) positions are required to be fluent in the state language.

Proficiency in the state language is confirmed by a national certificate of state language proficiency issued by the National Commission on the Standards of the State Language of Ukraine in accordance with the above-mentioned Law.

5.2. Basic qualification requirements for applicants for academic (teaching) positions are as follows:

5.2.1. **Rector** – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor or Professor, and at least 10 (ten) years of scientific or academic work experience; no restrictions specified in Article 42 of the Law of Ukraine On Higher Education;

5.2.2. **Vice-Rector** (engaged in the educational or scientific process) – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor or Professor, and at least 5 (five) years of scientific or academic work experience; no restrictions specified in Article 42 of the Law of Ukraine On Higher Education;

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5.2.3. **Director of the Education and Research Institute** – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor or Professor according to the profile of the Education and Research Institute, and at least 5 (five) years of scientific or academic work experience;

5.2.4. **Deputy Director of the Education and Research Institute** (engaged in the educational or scientific process) – higher education (Specialist, Master), fluency in the state language; an academic degree is desirable, preferably in accordance with the profile of the faculty, and at least 3 (three) years of academic work experience;

5.2.5. **Head of the Department:**

- Clinical Department – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor or Professor according to the Department profile, at least 5 (five) years of academic work experience at higher education institutions or postgraduate education institutions with a workload of no less than 0.25 of a full-time salary rate; a higher (first) medical qualification category in the specialty corresponding to the Department profile;

- Theoretical Department – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor or Professor according to the Department profile, at least 5 (five) years of academic work experience at higher education institutions or postgraduate education institutions with a workload of no less than 0.25 of a full-time salary rate; shall be the author of educational and methodical papers and scientific publications in professional academic journals of Ukraine and/or peer-reviewed scientific journals, and shall have personally developed the Departmental Development Strategy for 5 years;

5.2.6. **Professor:**

- Clinical Department – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor or Professor according to the Department profile. At least 5 (five) years of academic work experience at higher education institutions or postgraduate education institutions with a workload of no less than 0.25 of a full-time salary rate; a higher (first) medical qualification category in the specialty corresponding to the Department profile;

- Theoretical Department – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor or Professor according to the Department profile. At least 5 (five) years of academic work experience at higher education institutions or

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postgraduate education institutions with a workload of no less than 0.25 of a full-time salary rate;

5.2.7. Associate Professor:

- Clinical Department – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor according to the Department profile. At least 3 (three) years of academic work experience at higher education institutions or postgraduate education institutions with a workload of no less than 0.25 of a full-time salary rate; a medical qualification category in the specialty corresponding to the Department profile;

- Theoretical Department – higher education (Specialist, Master), fluency in the state language; an academic degree of PhD or Doctor of Sciences, and/or academic title of Associate Professor according to the Department profile. At least 3 (three) years of academic work experience at higher education institutions or postgraduate education institutions with a workload of no less than 0.25 of a full-time salary rate;

5.2.8. Senior Lecturer – complete higher education according to the training area (Master or Specialist), fluency in the state language; an academic degree of PhD is desirable. At least 3 (three) years of academic work experience at higher education institutions or postgraduate education institutions with a workload of no less than 0.25 of a full-time salary rate, or at least 5 years of practical work experience;

5.2.9. Lecturer – complete higher education according to the training area (Master or Specialist), fluency in the state language; an academic degree of PhD or at least 2 (two) years of scientific, academic work experience at higher education institutions or postgraduate education institutions is desirable;

5.2.10. Assistant:

- Clinical Department – complete higher education according to the training area (Master or Specialist), fluency in the state language; an academic degree of PhD or Doctor of Sciences is desirable. Academic work experience is not required; a medical qualification category or a specialist doctor certificate in the specialty corresponding to the Department profile;

- Theoretical Department – complete higher education according to the training area (Master or Specialist), fluency in the state language; an academic degree of PhD or Doctor of Sciences is desirable. Academic work experience is not required;

5.2.11. Trainee Lecturer – complete higher education according to the training area (Master or Specialist), fluency in the state language. Academic work experience is not required;

5.2.12. Director of the Library – fluency in the state language; complete higher

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education in the humanities and postgraduate education in library organization and management. At least five (5) years of library work experience.

5.2.13. **Academic Secretary** – complete higher education (Master or Specialist), fluency in the state language; an academic degree and/or academic (honorary) title, at least 5 (five) years of scientific, academic work experience.

5.3. Other requirements shall comply with the Licensing Conditions for Educational Activities and the Professional Standard for the Group of Professions: Lecturers at Higher Education Institutions.

6. TERMINATION OF EMPLOYMENT RELATIONS (DISMISSAL FROM POSITIONS)

6.1. Termination of employment relations with the academic (teaching) staff can occur upon the grounds and in the manner stipulated in the employment agreement (contract) in accordance with the current labor legislation of Ukraine.

6.2. In case of non-election of an academic (teaching) staff member for a new term through the competitive selection, employment relations shall be terminated due to the expiration of the fixed-term employment agreement (contract). Individuals who have not expressed a desire to participate in the competition for a new term shall be dismissed due to the expiration of the fixed-term employment agreement (contract).

6.3. The employment agreement (contract) can also be terminated before the expiration of its term on the grounds stipulated by the current legislation of Ukraine.

6.4. Dismissal shall be carried out by the Rector's order in accordance with the current labor legislation of Ukraine.

6.5. Labor disputes between the parties shall be resolved in the manner stipulated by the current legislation of Ukraine.

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Annex 1

Submission

for the Competitive Selection to Fill a Vacant Position

To the Rector
of International European
University

(Rector's full name)

(Position of the Head)

(Head's full name)

SUBMISSION

Please announce a competition for the vacant position of _____

_____.

(title of the vacant position, name of the department/unit)

This position involves the fulfillment of existing and planned teaching workload, namely: _____, which corresponds to a full-time position (1.0) according to the University staffing schedule and implies employment for a period of _____ years.

To justify the need for conducting the competitive selection, we inform you of the following:

1. Expiration date of the employment agreement (contract) with the person currently performing the required workload: _____
2. Requirements for candidates: _____
3. List of documents required to participate in the competition: _____

Date

Signature

Approved by:

Director of the Institute

Director of the Education and Research Department

of the Organization of the Educational Process