

INTERNATIONAL EUROPEAN UNIVERSITY

DECISION

of the Meeting of the Academic Council
of International European University

dd. September 28, 2023

protocol No. 7

Having listened to the agenda, the Academic Council
APPROVED:

1. On the planning and organization of the educational process.

- 1.1. To take into account the information by I.M. Boiarko, Vice-Rector for Scientific, Educational and Methodical Work.
- 1.2. In order to properly organize the educational process throughout the academic year:
 - to ensure compliance with the standards for planning and organizing the educational process defined by the Regulations on the Organization of the Educational Process at International European University;
 - to monitor the fulfillment of individual curricula by students;
 - to inform participants in the educational process about dates of calendar controls, semester control (Pass/Fail tests, exams), and the elimination of academic debt;
 - to monitor the timeliness and accuracy of the preparation of orders related to the movement of the student population throughout the academic year;
 - to ensure that first-year students, as well as transferred and re-admitted senior students, are aware of the University's regulatory framework governing the educational process;
 - to monitor the timeliness and accuracy of the execution of agreements on the provision of educational services, including payment of services.
 - to monitor the process of document recognition (nostrification) by foreign students. Do not allow students who have not received the Certificate of Recognition of Educational Documents to take part in the final examination.

Within a year

Responsible persons: Directors of Institutes, Head of Postgraduate and Doctoral Studies.

- 1.3. To develop and approve the Internal Control Plan for the 2023/2024 academic year. In the 2023-2024 academic year, monitor the educational process and activities of education and research units (Institutes, Departments) regarding the informational, educational, and methodical support of the educational process in accordance with the University's regulatory documents governing the organization of the educational process,

record-keeping, submission of information on websites, and in accordance with the Internal Control Plan.

According to the Internal Control Plan

Responsible persons: I.M. Boiarko, Department of the Organization of the Educational Process.

- 1.4. To ensure that each full-time lecturer of the University creates at least one course on the Moodle distance learning platform in accordance with the lecturer's teaching load. This type of activities should be planned in individual work plans of lecturers for the year as part of their methodical work. The list of disciplines for which Moodle-based distance learning courses will be created should be reflected in the Department's work plans.

Within a year

Responsible persons: Heads of Departments, Directors of Institutes.

- 1.5. Taking into account the legal regime of martial law, to apply a blended learning format, providing technical, consultative, educational, and methodical support for teaching disciplines using the Moodle distance learning platform and the specialized cloud software package and collaboration tools of Google Workspace.

Within a year

Responsible persons: Heads of Departments, Directors of Institutes.

- 1.6. To organize the timely development of documents related to the planning and organization of the educational process for students in the 2023/2024 academic year in accordance with the requirements of the Regulations on the Organization of the Educational Process at International European University and other regulatory documents governing the planning and organization of the educational process at the University.

Within a year

Responsible persons: Directors of Institutes, Head of Postgraduate and Doctoral Studies.

- 1.7. To organize the selection of academic disciplines by students, taking into account their rights to the recognition of learning outcomes obtained as part of non-formal education, including the completion of distance courses on massive open online learning platforms. To publish Catalogs of Elective Disciplines, which are components of the respective educational programs and curricula, considering the possibility of obtaining elective learning outcomes as part of non-formal education by studying online courses on massive open online learning platforms, on the University (Education and Research Institute) website.

Until February 25, 2023

Responsible persons: Department of the Organization of the Educational Process, Directors of Institutes.

- 1.8. To ensure the development of individual curricula for students, taking into account the disciplines they have chosen and the learning outcomes obtained as part of non-formal or informal education recognized in accordance with the established procedure, in line with the University's internal regulations. To include the disciplines subject to repeated study and the disciplines of academic difference in the individual curricula of students.

Within a year

Responsible persons: Directors of Institutes, Head of Postgraduate and Doctoral Studies.

- 1.9. To provide the opportunity to plan lectures/practical classes in the schedule of students, engage practitioners from the relevant subject area and representatives of partner companies to conduct professional meetings aimed at ensuring the necessary level of practical training for students, taking into account current trends in the development of science, technology, and practice.

Within a year

Responsible persons: Directors of Institutes, Department of the Organization of the Educational Process.

- 1.10. To approve amendments to educational programs and curricula of the first (Bachelor) level in the 242 Tourism specialty: No. 242b/21-23; 242bz/21-24; 242bd/22-04; 242bz/22-05 due to the need to ensure proper conditions for the educational process.

Until September 29, 2023

Responsible persons: Department of the Organization of the Educational Process.

- 1.11. To conduct the review of existing agreements and create their registry. If necessary, extend, re-conclude, or conclude new partnership and cooperation agreements with basic enterprises for the practical training of students in all educational programs of the Education and Research Institute.

Until June 1, 2024

Responsible persons: Directors of Institutes, Heads of Departments.

- 1.12. To monitor career trajectories of graduates in all educational programs who have completed their studies and received a University diploma

Until November 1, 2023

Responsible persons: Directors of Institutes, Heads of Departments.

- 1.13. To ensure the development of working programs, syllabi, and other educational and methodical materials for components of educational programs for training PhD students according to the 2023/2024 working curricula, taking into account the approved assignment of disciplines to

Departments. To publish relevant working programs and syllabi on the University website.

Until November 1, 2023

Responsible persons: Directors of Institutes, Heads of Departments.

1.14. To ensure the transition to conducting the documentary support of the University's educational process in the NMC.ieu.edu.ua information system.

Within a year.

Responsible persons: I.M. Boiarko, Department of the Organization of the Educational Process, Directors of Institutes.

1.15. To develop the technical specifications for the implementation of digitalization of the documentary support for the educational process of Education and Research Institutes in the NMC.ieu.edu.ua information system (including electronic journals, electronic grade reports, comparative analysis of assessments over the years in different disciplines, electronic individual curricula of students, electronic generation of academic transcript, diploma supplements, etc.).

Until December 1, 2023

To ensure the organization of the development and implementation of the digitalization of the documentary support for the educational process of Education and Research Institutes in the NMC.ieu.edu.ua information system.

Until June 1, 2024

Responsible persons: Directors of Institutes, Department of the Organization of the Educational Process.

1.16. To ensure the complete reflection of activities stipulated in work plans of Departments in individual plans of lecturers. When drawing up Department plans and individual plans of lecturers, consider the key performance indicators established for the respective level of activities.

Until October 15, 2023

Responsible persons: Directors of Institutes, Heads of Departments.

1.17. To ensure continuous monitoring of the fulfillment of individual work plans of lecturers and terms and conditions of existing contracts.

Always

Responsible persons: Directors of Institutes, Heads of Departments.

1.18. In order to create conditions for the high-quality preparation for the next academic year:

- to draw up draft staffing for Departments for the 2024/2025 academic year and submit them to the HR Department and the Department of the Organization of the Educational Process.

Until June 14, 2024

Responsible persons: Heads of Departments, Directors of Institutes.

- To consider and approve reports on individual work plans of lecturers, reports on the fulfillment of Department work plans, working programs, and syllabi of academic disciplines for the 2024/2025 academic year at Department meetings.

Until June 30, 2024

Responsible persons: Heads of Departments, Directors of Institutes.

- 1.19. To stimulate the development of student science at the University by applying additional points when calculating final grades for disciplines based on the completion of various types of research activities (participation in research paper competitions, writing key points of presentations, speaking at conferences, writing articles). To introduce project work on conducting scientific research according to the topics of Department's research activities to educational components of educational programs.

Within a year

Responsible persons: Heads of Departments, Directors of Institutes, University Scientific Library.

2. *On the results of the 2023 admission campaign.*

2.1. To take into account the information provided by Olena Minenko, the Executive Secretary of the Admissions Committee, *On the results of the 2023 admission campaign.*

2.2. To develop and approve the 2023-2024 Action Plan for Career Guidance Activities for education management bodies (education institutions) of the Kyiv region that signed cooperation agreements in 2023.

Responsible persons: Directors of ERIs, Olena Minenko, Executive Secretary of the Admissions Committee, Anhelina Vertepna, Director of the Department of Public Relations and Youth Policy, Heads of Departments.

Deadline: October 16, 2023.

2.3. To enhance career guidance activities among Bachelor students regarding admission to the Master's level at International European University in 2024.

Responsible persons: Directors of ERIs, Olena Minenko, Executive Secretary of the Admissions Committee, Anhelina Vertepna, Director of the Department of Public Relations and Youth Policy, Heads of Departments.

Deadline: October 2023 to June 2024.

2.4. To develop and approve the 2024 Admissions Committee Work Plan.

Responsible persons: Directors of ERIs, O.M. Minenko, Executive Secretary of the Admissions Committee.

Deadline: December 1, 2023.

2.5. To reward the University staff ensuring efficient activities of the Admissions Committee during the 2023 admission campaign

Responsible persons: HR Department, Department of Financial and Economic Support.

3. *On ensuring safe learning conditions for participants in the educational process and compliance with internal regulations by students living in dormitories.*

- 3.1. To take into account the information by S.L. Zavoruiev, Vice-Rector for Administrative and Economic Work.
- 3.2. To conduct systematic explanatory and educational work among students regarding the internal regulations of the University and dormitories, as well as fire safety rules, sanitary safety regulations, and safety rules in wartime conditions.

Within a year

Responsible persons: Directors of Institutes, Heads of Departments, tutors, Department of Public Relations and Youth Policy.

- 3.3. To ensure the conduct of safety measures recommended by the Ministry of Education and Science of Ukraine (Instructional and Methodical Materials on Preparing Education Institutions for the New Academic Year and Heating Season Regarding Civil Protection, Labor Protection, and Life Safety, Letter dd. July 11, 2022, No. 1/7707-22), namely:
 - mandatory inspection of education institutions and adjacent areas for explosive objects;
 - checking the readiness of alert systems;
 - identifying and marking evacuation routes;
 - ensuring the availability of equipped shelters for all participants in the educational process;
 - creating reserves of water and medical supplies;
 - conducting trainings with participants in the educational process in actions in case of an air raid alert;
 - conducting educational classes on health preservation, providing first aid training, etc.;
 - connecting Wi-Fi networks in shelters for conducting classes.

Until October 13, 2023

Responsible persons: S.L. Zavoruiev, Vice-Rector for Administrative and Economic Work, Directors of Institutes, Heads of Departments

- 3.4. To take into account and implement the Concept of Safety in Educational Activities adopted by the Cabinet of Ministers of Ukraine on April 7, 2023, which presents a comprehensive strategic vision for creating a safe educational environment at education institutions and organizing equal, adequate, and safe conditions for learning and teaching.
- 3.5. To develop and approve the 2023/2024 Action Plan to ensure equal, adequate, and safe conditions for learning and teaching, taking into account the Concept of Safety at Education Institutions adopted by the Cabinet of Ministers of Ukraine on April 7, 2023.

Until November 15, 2023.

Responsible persons: Vice-Rectors, Directors of Institutes, Heads of Departments.

4. Other.

4.1. *On the results of the survey of students in the Medicine educational program regarding expected learning outcomes and the comparative analysis of the results of students in the Medicine program based on the Unified State Qualification*

Exam (USQE) and the performance results in disciplines assigned for the USQE in the 2022/2023 academic year.

Speaker: L.V. Ursuliak, Leading Specialist at the Department of Education Quality Assurance.

4.1.1. To take into account the information by L.V. Ursuliak, Leading Specialist at the Department of Education Quality Assurance, On the results of the survey of students in the Medicine educational program regarding expected learning outcomes and the comparative analysis of the results of students in the Medicine program based on the Unified State Qualification Exam (USQE) and the performance results in disciplines assigned for the USQE in the 2022/2023 academic year and discuss it at Institute's Departments in order to improve the educational process.

Until October 31, 2023.

Responsible persons: Directors of Institutes, Heads of Departments.

4.1.2. To conduct educational and methodical seminars and training for Department lecturers in the application of objective assessment methods and formats in accordance with the final learning outcomes, taking into account the impact on learning, the requirements, and criteria for the validity and reliability of methods and procedures for assessing students' knowledge and skills.

Within a year

Responsible persons: I.M. Boiarko, Vice-Rector for Scientific, Educational and Methodical Work, Education and Research Department of the Organization of the Educational Process, Department of Education Quality Assurance, Directors of Institutes.

4.2. *On the change in the name of the Department of Tourism, Social Sciences and Humanities.*

4.2.1. To change the name of the Department of Tourism, Social Sciences and Humanities of the European Business School to the Department of Social Sciences and Humanities. To introduce the corresponding changes to the University structure and staffing.

Until October 2, 2023.

Responsible persons: K.V. Dudarenko, Director of the HR Department.

4.3. *On consideration and approval of University Regulations:*

3.3.1. To approve University Regulations:

- On the Training of PhD Students in Postgraduate Studies (out of Postgraduate Studies) at International European University;
- On the Academic Debt Liquidation Procedure at International European University;
- On the Procedure for Drawing Up the Ranking of Students at International European University;
- On the Simulation Learning Center (Simulation Lab) of International European University.

4.3.2. To ensure that the approved Regulations are put into effect and published on the website in the prescribed manner.

Until October 2, 2023.

Responsible persons: I.M. Boiarko, Vice-Rector for Scientific, Educational and Methodical Work.

4.4. ***On amendments to the University Regulations:***

4.4.1. To approve amendments to the University Regulations:

- Regulations of University's Education and Research Institutes On the Assessment of Learning Outcomes of Students.
- On the Scientific and Methodical Council of International European University.
- On Educational and Methodical Support of Academic Disciplines.
- Regulations on Incentive Awards and Bonuses of International European University.

4.4.2. To ensure that the approved Regulations (as amended) are put into effect and published on the website in the established manner.

Until October 2, 2023.

Responsible persons: I.M. Boiarko, Vice-Rector for Scientific, Educational and Methodical Work.

Chair of the Academic Council

Academic Secretary



Oleh PADALKA

Iryna BOIARKO