

INTERNATIONAL EUROPEAN UNIVERSITY

DECISION

of the Meeting of the Academic Council
of International European University

dd. February 29, 2024

protocol No. 3

Having listened to the agenda, the Academic Council
APPROVED:

1. On the preparation for accreditation of educational programs at the University.

Speaker: L.V. Ursuliak, Director of the Department of Education Quality Assurance.

1.1. To take into account the information by L.V. Ursuliak, Director of the Department of Education Quality Assurance on the preparation of educational programs for accreditation.

1.2. Based on the analysis of previous accreditations, relying on the results of the discussion of the state of preparation of EPs for accreditation at the seminar meetings, the University's main tasks today in preparing educational programs for accreditation are:

- Timely and high-quality preparation of information on self-assessment of educational programs.

- Justification and ensuring the uniqueness of each of the educational programs.

- Formation of the staff of Departments. Ensuring that academic and/or professional qualifications of lecturers involved in the implementation of educational programs are appropriate, and that they are able to ensure the achievement of goals and program learning outcomes defined by the relevant program.

- Implementation of active methods and technologies in education, development of high-quality teaching and methodical support for their application.

- Establishment of systemic relations with the labor market and graduates. Assessment of career success of graduates (employment of graduates on the regional labor market)

- Involvement of employers in the training of specialists by creating expert panels of practitioners in each specialty to assess the quality of educational programs and the quality of educational components of these programs.

- Expanding internationalization in the implementation of University's educational programs (international cooperation, student and academic staff mobility, projects with foreign universities, international grants, etc.)

- Provision of material support, information and technical equipment, assessment of administrative and auxiliary activities (e.g., background for students).

- Ensuring academic integrity.

- Assessment of the role of student self-government in promoting student initiatives and participation in ensuring the quality of education at the University.

1.3. To recommend to the administration of Education and Research Institutes and Heads of Departments to involve the academic staff with experience in expert committees for accreditation of educational programs and experience in international projects on the quality of higher education in units ensuring the implementation of the internal system of quality assurance at the University; and involve students in additional competitions for the

selection of experts announced by the National Agency for Higher Education Quality Assurance.

1.4. In order to determine the efficiency of the implementation of program activities stipulated by the Roadmap for annual updating, revision of educational programs, analysis of the readiness of educational programs for accreditation, establish a temporary expert group at the University involving practitioners, at the expert panel of working meetings of which to listen to guarantors of educational programs on the state of preparation of programs for accreditation.

Responsible persons: I.M. Boiarko, Vice-Rector for Scientific, Educational and Methodical Work, S.I. Doan, Vice-Rector for Educational and Scientific Work and Postgraduate Education, Iryna Torbenko, Vice-Rector for Scientific and Pedagogical Work and International Relations, L.V. Ursuliak, Director of the Department of Education Quality Assurance.

Deadline: March 11, 2024.

1.5. Educational structural units providing training under educational programs:

1.5.1. To enhance the responsibility of the guarantor, project team and specialty support team for the preparation and implementation of educational programs in terms of the content and structure of the educational program and the teaching and methodical support of educational components in accordance with the criteria for assessing the quality of educational programs.

Responsible persons: Directors of Institutes, Heads of Departments, guarantors of educational programs.

Deadline: always

1.5.2. To organize the updating of CVs of the academic staff of their subordinate structural units providing educational components of educational programs with relevant information.

Responsible persons: Directors of Institutes, Heads of Departments, academic staff.

Deadline: always

1.6. Heads of working groups for educational programs:

1.6.1. To involve employers, teaching, scientific and academic staff, students in the development and assessment of educational programs.

1.6.2. At the stage of developing and/or updating educational programs, to ensure public and transparent discussion of projects.

1.6.3. After the approval of educational programs by the Academic Council of the University, to publish them on the website within 5 working days.

Responsible persons: Heads of working groups.

Deadline: always

1.7. To conduct an internal audit of educational programs based on the submitted self-assessment information, analysis of the status of working programs and syllabuses, and staffing of educational programs. Based on the recommendations of the internal audit, to take measures to eliminate potential shortcomings and ensure the improvement of educational programs.

Executors: Scientific and Methodical Council, Department of Education Quality Assurance, guarantors of educational programs.

Deadline: March 18, 2024.

1.8. To conduct a systematic discussion of the state of preparation of educational programs for accreditation at meetings of the Academic Councils of basic Institutes.

Executors: Directors of Institutes, guarantors of educational programs.

Deadline: always

1.9. To communicate promptly with guarantors of educational programs that are going undergo accreditation in the 2023/24 academic year through the Google Class system.

Executors: Department of Education Quality Assurance.

Deadline: always

1.10. To introduce advanced training courses for the academic staff (certified programs), to carry out systematic work on advanced training of guarantors aimed at raising awareness of the principles of functioning of educational programs and ensuring the quality of higher education (in particular, to organize the School of Guarantors).

Executors: Department of Education Quality Assurance, Department of the Organization of the Educational Process.

Deadline: always

2. On the results of the final control (test and examination session and graduation of students)

Speakers: Y.M. Symonets, Director of the European Medical School, Y.S. Remyha, Director of the European Business School.

2.1. In order to create conditions for improving the quality of education, improving academic performance, monitoring the quality of educational activities of Departments and academic staff, as well as identifying shortcomings in the organization of the educational process and their prompt elimination,

2.1.1. To conduct semester intermediate control of the state of implementation of the curriculum by students by the dean's office and Rector's control to diagnose the residual knowledge of students and the level of formation of program learning outcomes.

Until May 1, 2024.

Responsible persons: Department of Education Quality Assurance, Department of the Organization of the Educational Process, Directors of Institutes, Heads of Departments.

2.1.2. The results of intermediate control of the state of implementation of the curriculum by students and diagnostics of residual knowledge of students and the level of formation of program learning outcomes should be analyzed and discussed at meetings of the Academic Councils of Institutes and submitted to the University administration.

Until June 1, 2024.

Responsible persons: Department of Education Quality Assurance, Department of the Organization of the Educational Process, Directors of Institutes, Heads of Departments.

2.2. When organizing the educational process for the 2024/25 academic year, it is necessary to ensure the maximum use of offline learning, taking into account the security conditions for students of all courses, modes of study and specialties.

Until September 1, 2024

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

2.3. To systematically practice mutual attendance of classes, especially those conducted in a distance form, by lecturers, the Head of the Department and the Administration of the University/Institute.

Within a year

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

2.4. When designing students' practical training programs, it should be possible for representatives of enterprises and organizations, practical bases, to conduct them in the online mode.

Within a year

Responsible persons: I.M. Boiarko, Vice-Rector for Scientific, Educational and Methodical Work, Department of the Organization of the Educational Process, Directors of Institutes, guarantors of educational programs, Heads of Departments.

2.5. To update topics of qualifying works, taking into account the wishes of stakeholders.

Until September 1, 2024

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

2.6. To analyze the results of repeated learning of disciplines in the 1st semester of the 2023/24 academic year, to prepare suggestions on improving the procedure for liquidating such debts before the summer examination session and submit them for consideration by the Scientific and Methodical Council.

Until June 1, 2024

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

3. On University grant activities: results and development prospects.

Speaker: I.O. Shteimiller, Deputy Director of the Department of Strategic Development and International Programs.

3.1 To consider the strengthening of international project and grant activities as a priority task aimed at the successful internationalization of University's educational and scientific activities, studying the best world practices and exchange of experience, as well as ensuring the development of material and technical, laboratory and clinical facilities for the educational process and research. To take measures to strengthen international project and grant activities and, on this basis, increase revenues from this type of activity and strengthen the financial stability of the University.

Within a year

Responsible persons: Vice-Rectors I.M. Boiarko, S.I. Doan, I.O. Torbenko, Department of Strategic Development and International Programs, Directors of Institutes, Heads of Departments.

3.2. To provide methodical and organizational support to strengthen project and grant activities, train Heads of Departments, scientists – heads of creative teams and project managers in writing project applications for submission to competitions of major European grant programs: Horizon Europe, ERASMUS+, NATO Science for Peace and Security, and conduct constant monitoring of announced competitions;

Within a year

Responsible persons: Department of Strategic Development and International Programs

3.3. To strengthen the focus of Departments' actions in the preparation of international project and grant applications, for which it is advisable to include specific obligations (requirements) in the contracts with the Heads of Departments and in their job descriptions for the preparation of project offers by the Department for submission to competitions for major grant programs: Horizon Europe, ERASMUS+ (KA2 level), NATO Science for Peace and Security program, to achieve positive dynamics in the characteristics of project and grant activities in profiles of Departments.

Within a year

Responsible persons: Vice-Rectors I.M. Boiarko, S.I. Doan, I.O. Torbenko, HR Department, Legal Department, Directors of Institutes.

3.4 To consider it expedient to introduce responsible persons at Departments for the preparation of project offers for submission to competitions of the Horizon Europe, ERASMUS+, and NATO Science for Peace and Security project and grant programs. To instruct them to continuously monitor the websites of the Horizon Europe, ERASMUS+ (KA2 level), and NATO Science for Peace and Security programs and to introduce broad informing of departmental scientists about newly announced competitions.

Until March 15, 2024

Responsible persons: Heads of Departments.

3.5. Each department should prepare at least one project offer for ERASMUS+ competitions (KA2 level) in those areas of the educational process that need to be reformed based on the experience of our European partners in modernizing the content of education.

Within a year

Responsible persons: Directors of Institutes, Heads of Departments.

3.6. To take measures to involve the general public in international project and grant activities. Consider it expedient to initiate the creation of the Student Project Office of International European University as one of the activities of the Student Parliament and provide assistance in launching its activities.

Within a year

Responsible persons: Department of Youth Policy and Public Relations, Department of Strategic Development and International Programs Directors of Institutes, Heads of Departments.

4. On the results of University's financial and economic activities (annual financial report), approval of the 2024 annual financial plan (Budget income and expenses) and approval of tuition fees in the 2024/2025 academic year.

Speaker: S.L. Zavoruiev, Vice-Rector for Administrative and Economic Work.

4.1. To take into account the information by S.L. Zavoruiev, Vice-Rector for Administrative and Economic Work.

4.2. To complete the planned works on the arrangement of the shelter, creation of the laboratory, specialized classrooms of clinical departments of the University at clinical bases, training stations of the simulation center, etc.

According to the individual schedule

Responsible persons: Vice-Rector S.L. Zavoruiev, responsible persons for the implementation of separate projects of the University development.

4.3. To define measures and ensure the implementation of the targeted action program to improve energy efficiency and cost savings in the use of utilities (primarily electricity).

Within a year

Responsible persons: Vice-Rectors S.L. Zavoruiev, I.M. Boiarko, S.I. Doan, I.O. Torbenko, Directors of Institutes, Heads of structural units.

- 4.4. To organize the procedure for granting installments to students when concluding contracts for the provision of paid educational services in order to effectively manage the University's cash flow and accounts receivable. To minimize the number of contracts with monthly tuition fees.

Until June 1, 2024

Responsible persons: Vice-Rector S.L. Zavoruiev, Admissions Committee, Accounting Department, Directors of Institutes.

- 4.5. To approve the financial plan for 2024 (Budget income and expenses).
- 4.6. To monitor the cost of educational services on the Ukrainian market for similar educational programs and specialties, to form a competitive tuition fee, taking into account the price market situation and planned expenditures.

Until April 1, 2024

Responsible persons: Vice-Rectors S.L. Zavoruiev, I.M. Boiarko, S.I. Doan, I.O. Torbenko, Accounting Department.

5. On the implementation of decisions of the Academic Council in the first half of the 2023/2024 academic year.

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

Having listened to and discussed the information by I.M. Boiarko, Vice-Rector for Scientific, Educational and Methodical Work, on the implementation of decisions of the University Academic Council, the Academic Council **approved:**
Take into account the information on the implementation of the decisions of the University Academic Council.

- 4.7. To consider that decisions made at meetings of the Academic Council during the first semester of the 2023/24 academic year have been generally implemented, and measures for long-term and continuous implementation remain under control.
- 4.8. To oblige executors of the adopted resolutions to provide the Academic Secretary with written information on the progress of their implementation after the expiration of the established deadlines.
- 4.9. Vice-Rectors of the University should ensure personal control over the implementation of the decisions of the Academic Council assigned to specific executors in activity areas.

6. Other.

6.1. On approval of University's regulatory documents:

- ***Open Science Policy of the University***
- ***Regulations on Teaching Practical Training of Students at the Third (Educational and Scientific) Level of Higher Education;***
- ***Regulations on the Organization of Research Activities at International European University;***

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

6.1.1. To approve University Regulations:

- Open Science Policy of the University

- Regulations on Teaching Practical Training of Students at the Third (Educational and Scientific) Level of Higher Education;
- Regulations on the Organization of Research Activities at International European University;
- Regulations on the Procedure for Diagnosing the Residual Knowledge of Students and the Level of Formation of Program Learning Outcomes.

6.1.2. To put the approved Regulations into effect and publish them on the website in the prescribed manner.

Until March 08, 2024.

Responsible persons: Legal Department, Department of the Organization of Scientific Activities, Department of Education Quality Assurance, Digital Technology Department.

6.1. On the review and recommendation for publication of monographs:

- ***Psychology of Developing Professional Speech Competence of Future Managers (O.O. Vlasenko);***
- ***Fundamentals of Building a Theory of Medicine (edited by A.I. Hozhenko)***
Speaker: M. Boiarko, Vice-Rector for Scientific, Educational and Methodical Work.

6.1.1. To recommend the monograph: Psychology of Developing Professional Speech Competence of Future Managers by O.O. Vlasenko, Associate Professor at the Department of Management, Finance and Business Administration, PhD in Economics, Associate Professor, for publication.

6.1.2. To recommend the collective monograph: Fundamentals of Building a Theory of Medicine edited by A.I. Hozhenko, Professor at the Department of Fundamental, Medical and Preventive Disciplines, Doctor of Medical Sciences, Professor, for publication.

Chair of the Academic Council

Acting Academic Secretary



Oleh PADALKA

Iryna BOIARKO