



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS ON THE EDUCATIONAL AND SCIENTIFIC INSTITUTE "EUROPEAN BUSINESS SCHOOL"

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<i>REGULATIONS ON THE EDUCATIONAL AND SCIENTIFIC INSTITUTE "EUROPEAN BUSINESS SCHOOL"</i>	<i>REGULATIONS</i>
<i>INTERNATIONAL EUROPEAN UNIVERSITY</i>	<i>Quality Management System ISO 9001:2015</i>

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I. GENERAL PROVISIONS

1.1. The educational and scientific institute "European Business School" (hereinafter – ESI "EBS") is a structural unit of the International European University (hereinafter - University), which conducts educational, scientific and educational work on the organization of training of higher education seekers.

1.2. In its activities, ESI "EBS" is guided by the norms of the current legislation of Ukraine, national and European standards of education and science, the Statute of the University, orders and orders of the rector, orders of vice-rectors for areas of activity, decisions of the Academic Council of the University, these Regulations and other internal regulatory documents.

1.3. ESI "EBS" is an educational, scientific and administrative structural division of the University, which implements educational activities related to the acquisition of higher education in licensed specialties, and has an appropriate level of personnel and material support.

1.4. The work of ESI "EBS" is based on the principles of scientific, self-development, autonomy and self-governance, democracy, transparency, openness, humanism, personal and collective responsibility, collegiality and public discussion of issues within its competence, independence from political parties, public and religious organizations.

1.5. ESI "EBS" has its own seal, stamps, letterhead and other attributes of ensuring its activity.

II. MISSION, TASKS, FUNCTIONS, MAIN AREAS OF ACTIVITY

2.1. The mission of ESI "EBS" is to provide high-quality, accessible, modern education in the field of business administration thanks to the knowledge and experience of scientific and pedagogical workers, the development of scientific and educational technologies according to the principles of creativity formation, academic integrity and freedom from discrimination.

2.2. The vision of ESI "EBS" is to train highly qualified, creative, and promising professionals capable of managing various areas of business entities, different in size and organizational and legal forms, for further effective integration into the global business community.

2.3. The main tasks of ESI "EBS" are:

- training of higher education seekers according to relevant educational and professional programs and educational levels;

- carrying out the educational process by the approved educational plans and training schedules of higher education applicants on full-time, correspondence forms of education according to the types of educational classes in the disciplines of the departments;

- ensuring the quality of the educational process by the standards of higher education and normative documents on the organization of the educational process;

- creation and implementation of new learning technologies and scientific research programs;
- promoting the observance of academic integrity by the participants of the educational process within the framework of the fulfillment of the requirements of the Law of Ukraine "On Higher Education" and the Statute of the University;
- the creation of conditions for the realization of the right to academic mobility for both higher education applicants and scientific and pedagogical staff;
- ensuring the flexibility of specialist training programs aimed at meeting the needs of the labor market;
- organization and development of international cooperation and partnership;
- the organization of scientific research, their control, and the training of scientific and pedagogical personnel at the departments of the ESI "EBS".

2.4. The following tasks are performed for the areas of activity at the level of ESI "EBS":

2.4.1. From the educational work:

- approval of individual study plans and study schedules of higher education applicants;
- control over the implementation of educational plans and training programs for higher education applicants of bachelor's and master's degrees;
- organization of attendance of educational classes by students of higher education and recording of their success;
- monitoring of log keeping, analysis of successful results and measures taken to strengthen the academic discipline of higher education applicants and improve the quality of education;
- organization of tests and examinations for students of higher education;
- improvement of methods for assessing the quality of the educational process;
- organization and control of accounting and reporting on the success and quality of education of students of higher education;
- preparation of draft orders of the rector of the University on the transfer of students of higher education to the next course, expulsion or renewal, on the granting of academic leaves, admission to classes, etc.;
- submission of proposals to the rector of the University regarding the admission of students of higher education to attestation by examination commissions (hereinafter – EC), qualification examinations, and defense of diploma projects (theses);
- submission of proposals to the rector of the University regarding the composition of the EC by areas and specialties of training;
- organization of certification of graduates, provision of conditions for effective work of examination commissions;
- participation in the organization and implementation of the introductory campaign;
- organization of work on compliance with the principles of academic integrity by participants in the educational process;
- organization and coordination of the process of realizing the right to academic mobility of students of higher education.

2.4.2. From methodical work:

- organization of the development, coordination, and approval of working study plans for the departments of the ESI "EBS";
- organization of implementation of progressive methods, the latest methods, modern information, and innovative learning technologies;
- coordination of educational and methodological and information support of the educational process and training programs with mandatory and additional educational and educational and methodological literature, control over it;
- organization of the development of the subjects of the course and diploma projects (theses);
- organization of the development and control of the relevance of educational and methodological complexes for educational disciplines;
- organization of the development and application of tools for diagnosing the content and quality of education and systems for assessing the level of knowledge;
- planning of measures to increase the pedagogical skill of scientific and pedagogical workers and their control.

2.4.3. From a scientific work:

- organization and creation of conditions for carrying out research work according to the profiles of the departments of ESI "EBS";
- coordination of the work of the departments for the training of highly qualified specialists by the recruitment plan, contracts, and individual contracts approved in the prescribed manner;
- discussion of candidacies, preparation, and submission of documents for them to receive academic and honorary titles;
- organization of preparation of documents and materials of candidates (teams) for winning the State Awards of Ukraine, in particular in the field of science and technology;
- promotion of the development of scientific and pedagogical schools in ESI "EBS";
- organization, holding, and participation in scientific seminars, conferences, and exhibitions;
- the creation of conditions for attracting higher education students to scientific work;
- management of students of higher education who participate in the implementation of the NDR, student scientific circles, scientific conferences, and seminars;
- organization of the 1st and 2nd rounds of the All-Ukrainian Student Olympiads in disciplines and specialties;
- organization and coordination of the process of realization of the right to academic mobility of scientific and pedagogical staff of ESI "EBS".

2.4.4. From organizational work:

- development of proposals for optimization of the structure of the ESI "EBS" as a whole;
- organization of recruitment and staffing of the structural divisions of ESI "EBS" (scientific and pedagogical workers, scientific and educational support staff)

with the involvement of heads of departments and heads of public organizations in this work;

- participation in staffing and training of management personnel;
- control over training and professional development of scientific and pedagogical staff of departments;
- conducting organizational and individual work with scientific and pedagogical workers, and students of higher education, aimed at intensifying their participation in the educational process, developing professional culture, observing ethical norms, and rules of the University's internal procedures, ensuring an atmosphere of demandingness, goodwill and mutual respect in relationships;
- establishment of creative relations with external stakeholders (other institutions of higher education, industry organizations, enterprises, research institutes, in particular foreign ones, etc.);
- organization of career orientation events and events to attract people to study according to the areas of training and specialties of the departments;
- organization of measures to attract people to receive a second higher education;
- organization of support for the website of ESI "EBS", control over the content of department websites;
- coverage of the results of the activities of ESI "EBS" in mass media;
- organization of activities for the distribution of paid educational services by the Law of Ukraine and regulatory documents of the University.

2.4.5. From organizational and educational work:

- implementation of a set of measures aimed at fostering the responsibility of citizens in the spirit of patriotism and respect for the Constitution of Ukraine;
- the organization, together with student self-government bodies, of educational work among students of higher education aimed at observing moral and ethical norms of behavior both in the University and outside of it, caring for the property of the University;
- appointment of mentors (curators) of academic groups at the request of departments, organization of their work, and control over it;
- development and implementation, with the involvement of student self-government bodies, of measures to introduce a healthy lifestyle in the student environment;
- analysis of emergencies that have occurred, violations of labor discipline and public order, and implementation of preventive measures within the limits of current legislation;
- planning and organization of measures for the social and psychological adaptation of first-year students, maintaining relations with the families of students of higher education;
- an organization for the participation of students of higher education of ESI "EBS" in university-wide cultural mass and sports events.

2.4.6. From international activities:

- implementation of international cooperation and partnership with legal entities based on agreements concluded by the University, within the limits of the granted powers;
- development and implementation of a set of activities for integration into the international educational and scientific space, in particular through the organization and participation in international conferences, seminars, competitions, and exhibitions;
- studying the international experience of training specialists according to the department's profile and using it in the educational process;
- presentation of activities and achievements of ESI "EBS" at the international level, in particular through the website;
- organization of exchange of higher education graduates and scientific and pedagogical workers with related departments of partner universities by cooperation agreements;
- participation in the implementation of international educational projects, and programs;
- organization of relations with foreign graduates of the departments of ESI "EBS" (if they are available);
- participation in the international integration of students of higher education and scientific and pedagogical workers through the implementation of the academic mobility program;
- organization of assistance and control over the development of international cooperation of the departments of ESI "EBS".

III. MANAGEMENT OF THE INSTITUTE

3.1. To solve the current issues of the activity of the ESI "EBS", a working body - the directorate - is being created.

The Directorate of ESI "EBS" includes a director, deputy director, and additional staff. Employees of the directorate are appointed by order of the rector on the proposal of the director of the institute.

3.2. The director, who cannot hold this position for more than two terms, manages the ESI "EBS" within the limits of his competencies defined by this Regulation.

3.3. Director of ESI "EBS":

- appointed by the rector of the University in agreement with the student self-government bodies;
- must have a scientific degree and/or academic title by the profile of the Institute;
- an ex-officio member of the Academic Council of the University, rectorate, Admissions Committee;
- by the established procedure, he can carry out scientific and pedagogical activities, during which he is obliged to comply with the requirements specified in

the job description of a scientific and pedagogical employee of the corresponding category (professor, associate professor).

3.4. The director of ESI "EBS" within the limits of the powers granted to him:

- forms and ensures the implementation of the institute's development strategy;
- organizes educational, scientific, and personnel activities of the institute;
- supervises the quality of the work of scientific and pedagogical workers, the organization of educational and cultural and mass work;
- supervises the performance of functional duties of employees;
- issues orders for the institute, which are mandatory for all structural units and employees of the institute and can be canceled by order of the rector of the University (orders of the director that contradict the current legislation, the University Charter or harm the interests of the University are canceled);
- represents the institute in advisory and working bodies of the University;
- convenes and conducts meetings with the heads of structural units of the institute on current and prospective issues in the period between meetings of the Institute's Academic Council;
- coordinates training plans and specialist training programs;
- submits candidacies of employees and students of higher education of the institute to the rectorate of the university for their stimulation, encouragement, or imposition of sanctions;
- annually reports to the Academic Council of the institute;
- solves other issues of the institute's activity by the current legislation, the University Statute, and this Regulation;
- is responsible for non-compliance with the requirements of current legislation and regulatory documents.

3.5. The director of ESI "EBS" is responsible for the results of the institute's activity before the Academic Council of the University, the University Rector's Office, and the Academic Council of the Institute.

3.6. The appointment of deputy directors of the institute is agreed upon with the student self-government body. Candidates for the position of deputy director of the institute must meet the qualification requirements specified in the job instructions and be chosen from among the most experienced and authoritative employees of the institute. The main functions of the deputy director are defined in the job instructions and approved by the established procedure.

3.7. An Academic Council may be formed at the National Institute of Higher Education ESI "EBS", the powers of which are determined by the Academic Council of the University by the Statute of the University.

3.8. The members of the Academic Council of ESI "EBS" by positions include the director of the institute, the deputy director of the institute, the secretary of the Academic Council of the institute, and heads of departments.

The order of work of the Academic work of the ESI "EBS", and the process of its formation is regulated by the relevant provision.

IV. RIGHTS AND RESPONSIBILITIES

5.1. The rights and responsibilities of the director of ESI "EBS" are determined by the Law of Ukraine "On Education", "On Higher Education", the Statute of the University, and these Regulations.

5.2. Participants in the educational process at the institute level are responsible for violations of academic integrity and may be held academically liable. Types of academic responsibility of the participants of the educational process are determined by special laws and/or internal regulations of the University, which must be approved by the Academic Council of the University and agreed upon with the student self-government body of the University in terms of their responsibility.

5.3. The director is personally responsible for the ESI "EBS" as a whole, for the level of organization and conduct of the educational process, the processes of scientific and scientific and technical activity, for creating a healthy, creative atmosphere in the team, improving the qualifications of the institute's employees, observing staffing and financial discipline, internal rules order, labor protection, fire safety, efficient and rational use of equipment, property, and premises assigned to the institute, as well as their preservation.

5.4. The responsibility of each employee is individual and depends on the duties assigned to him to fulfill the tasks and functions of the institute.

5.5. The responsibility of the employees of the institute is determined by the current legislation of Ukraine, the rules of the internal procedure of the University, and their job instructions.

5.6. Employees of the institute have the right to initiate measures to improve the level of educational services before the University management.

5.7. Employees of the institute have the right to demand from the relevant services of the University the creation of the necessary conditions for the educational process and scientific activity.

5.8. The director of the institute has the right to initiate the promotion of his employees for high-quality and conscientious work before the University management.

V. INTERACTION WITH OTHER STRUCTURAL SUBDIVISIONS OF THE UNIVERSITY

5.1. In order to fulfill its tasks, ESI "EBS" cooperates with:

- departments subordinate to the institute - on matters of organization of all areas of activity;

- by other institutes of the University - on issues of providing scientific and pedagogical staff and the educational process;

- by other units of the University - on issues of organization of the educational process, ensuring the quality of education, digitalization of the educational process, document management, website operation and other issues related to the fulfillment of the institute's tasks, etc.

VI. FINAL PROVISIONS

6.1. The regulation or changes to it are approved by the Academic Council of the University and put into effect by order of the rector of the University.

6.2. The director of the institute has the right to initiate changes to the regulations of the institute.

6.3. From the moment of entry into force of the new version of the Regulation, the previous version becomes invalid.