



## **INTERNATIONAL EUROPEAN UNIVERSITY**

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### **REGULATIONS ON PROFESSIONAL DEVELOPMENT OF PEDAGOGICAL AND SCIENTIFIC-PEDAGOGICAL STAFF AT THE INTERNATIONAL EUROPEAN UNIVERSITY**

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## **1. GENERAL PROVISIONS**

1.1. The Regulations on Professional Development of Pedagogical and Scientific-Pedagogical Staff at the International European University (hereinafter referred to as the Regulations) determine the procedure, procedure, types, forms, scope (duration), frequency, conditions, including the mechanism of payment and conditions for recognizing the results of professional development of pedagogical and scientific-pedagogical staff of the International European University (hereinafter referred to as the University)

1.2. The Regulations were developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", "Procedure for Advanced Training of Pedagogical and Scientific-Pedagogical Workers", approved by the Resolution of the Cabinet of Ministers of Ukraine dated August 21, 2019 No. 800, "Regulations on the Procedure for Exercising the Right to Academic Mobility", approved by the Resolution of the Cabinet of Ministers of Ukraine dated August 12, 2015 No. 579.

1.3. The purpose of professional development of pedagogical and scientific-pedagogical staff is their professional development, acquisition of new and improvement of previously acquired competencies within the framework of professional activity or field of knowledge and taking into account the requirements of the professional standard in accordance with the state policy in the field of education and quality assurance of education.

1.4. Pedagogical and scientific-pedagogical staff are obliged to continuously improve their qualifications, which is a component of the system of internal quality assurance of education of the University and a prerequisite for certification, which is taken into account when choosing a competition for a position.

## **2. FORMS AND TYPES OF ADVANCED TRAINING**

2.1. Pedagogical and scientific-pedagogical workers can improve their qualifications in various forms and types both in Ukraine and abroad (except for the state recognized by the Verkhovna Rada of Ukraine as an aggressor state or an occupying state).

2.2. Forms of professional development are institutional (full-time (daytime, evening), part-time, distance, network), dual, at the workplace, at work, informal education (self-education), etc. Forms of advanced training can be combined.

2.3. The main types of advanced training are:

- internship (scientific internship);
- training under the advanced training program, including participation in seminars, workshops, trainings, webinars, master classes, etc.

2.4. Self-education, obtaining a scientific degree, second higher education, participation in academic mobility programs can be recognized as advanced training of pedagogical and scientific-pedagogical staff in accordance with the current legislation.

2.5. Pedagogical and scientific-pedagogical workers independently choose specific forms, types, directions and subjects of the provision of educational services for advanced training (hereinafter referred to as the subjects).

2.6. Pedagogical and scientific-pedagogical staff of the University can improve their qualifications in accordance with the current legislation directly at the University. In this

case, the results of advanced training do not require recognition by the Academic Council of the University (educational and scientific institute).

### **3. SUBJECTS OF ADVANCED TRAINING**

3.1. The subject of advanced training may be an educational institution (its structural subdivision), a scientific institution, another individual or legal entity, including an individual entrepreneur who conducts educational activities in the field of advanced training of pedagogical and/or scientific-pedagogical workers.

3.2. The subject of advanced training may organize educational activities in the field of advanced training at the place of their own educational activities and/or at the place of work of pedagogical and/or scientific-pedagogical staff, at another place (places) and/or remotely, if it is provided for by the contract and/or the relevant program.

3.3. Subjects of advanced training may develop advanced training programs on the basis of standard advanced training programs approved by the Ministry of Education and Science of Ukraine.

The program may also contain information about:

- person(s) implementing the program (level of higher education, category, scientific degree, pedagogical/academic title, place and/or work experience, etc.);
- place of implementation of the program (at the location of the subject of advanced training and/or at the location of the customer, etc.);
- distribution of hours by type of activity (consultation; classroom, practical, independent and control work, etc.);
- schedule of the educational process;
- timing of the program;
- expected learning outcomes and a document issued based on the results of advanced training;
- cost (if established) or the free nature of the provision of educational services;
- additional services (organization of transfers, accommodation and meals, a list of possible services for persons with disabilities, etc.);

The scope (duration) of the advanced training program is determined in accordance with its actual duration in hours excluding independent (extracurricular) work or in credits of the European Credit Transfer and Accumulation System (hereinafter referred to as ECTS, (one ECTS credit is 3 hours) taking into account independent (extracurricular) work.

3.4. The subject of advanced training approves the advanced training program, which must contain information about its developer (developers), name, purpose, direction, content, scope (duration), which is set in hours and 1 or in ECTS credits, the form (forms) of advanced training, the list of competencies to be improved/acquired (general, professional, etc.).

3.5. Subjects of advanced training ensure the openness and accessibility of information about each of their own training programs by publishing it on their websites.

#### **4. PLANNING, ORGANIZATION AND CONDITIONS OF ADVANCED TRAINING FOR PEDAGOGICAL AND SCIENTIFIC-PEDAGOGICAL STAFF OF THE UNIVERSITY**

4.1. Organizational issues of planning and conducting advanced training of pedagogical and scientific-pedagogical staff who work at the University at the main place of work are determined in accordance with the current legislation and these Regulations.

4.2. Pedagogical and scientific-pedagogical staff of the University, in accordance with the current legislation, improve their qualifications at least once every five years.

4.3. The amount of professional development of pedagogical and scientific-pedagogical staff of the University during five years must be at least **180 hours (six ECTS credits)**.

4.4. Pedagogical and scientific-pedagogical staff improve their skills in accordance with the professional development plan for a certain academic year and/or have the right to advanced training outside the professional development plan of the educational institution for the relevant year.

4.5. The volume (duration) of professional development of pedagogical and scientific-pedagogical staff is set in hours and/or ECTS credits according to the accumulative system.

4.6. An appropriate internship agreement for one or more employees is concluded between the University and the subject of advanced training, in which the University employee(s) are undergoing an internship. In this case, the individual program(s) are an integral annex to the contract.

4.7. Internship of pedagogical and scientific-pedagogical staff is carried out according to an individual program. The internship program is developed and approved by the subject of advanced training.

4.8. An individual internship program for pedagogical and scientific-pedagogical staff should contain information about its scope (duration) and expected learning outcomes.

4.9. In the case of internship of pedagogical and scientific-pedagogical staff of the University in educational institutions, including at the main place of work (at the University), as well as in scientific institutions (organizations, etc.), the head of such internship is a scientific-pedagogical or scientific worker who works for the subject of advanced training at the main place of work, has a scientific degree and/or academic title and at least ten years of experience in positions of scientific-pedagogical or researchers.

4.10. Internship of pedagogical and scientific-pedagogical staff with other subjects of advanced training is carried out under the guidance of an employee who has the appropriate work experience and qualifications (hereinafter referred to as the internship supervisor).

4.11. The remuneration of the supervisor of the internship in other subjects of advanced training is determined by such subjects of advanced training independently or on the basis of concluded agreements on the internship of pedagogical and / or scientific-pedagogical workers. One day of internship is estimated at 6 hours or 0.2 ECTS credits.

## **5. DOCUMENTS ON ADVANCED TRAINING**

5.1. Based on the results of advanced training, pedagogical and scientific-pedagogical workers are issued a document on advanced training (hereinafter referred to as the Document). The technical description, design, method of production, procedure for issuing and accounting for the document is determined by the relevant subject of advanced training.

5.2. The list of issued documents on advanced training is published on the website of the subject of advanced training within 15 calendar days after their issuance and must contain the following information:

- surname and initials of the pedagogical or scientific-pedagogical worker who has undergone advanced training;
- form, type, topic (direction, name) of advanced training and its volume (duration) in hours or ECTS credits;
- the date of issue and the account of the document on advanced training.

5.3. The document on advanced training must specify:

- full name of the subject of advanced training (for legal entities) or last name, first name and patronymic (if any) of an individual who provides educational services for advanced training to pedagogical and/or scientific and pedagogical workers (for individuals, including individual entrepreneurs);

- topic (direction, name), volume (duration) of advanced training in hours and/or ECTS credits;

- surname, first name and patronymic (if any) of the person who improved their qualifications;

- description of the learning outcomes achieved;

- date of issue and account of the document;

- name of the position (if any), surname, initials (first name) of the person who signed the document on behalf of the subject of advanced training and his/her signature.

5.4. Documents on advanced training (certificates, certificates, etc.) issued as a result of advanced training in subjects of advanced training - non-residents of Ukraine, may contain other information than specified in this paragraph, and require recognition by the Academic Council of the University.

## **6. RECOGNITION OF THE RESULTS OF PROFESSIONAL DEVELOPMENT OF PEDAGOGICAL AND SCIENTIFIC-PEDAGOGICAL STAFF**

6.1. The results of advanced training for advanced training entities that have a license for advanced training or conduct educational activities under an accredited educational program do not require separate recognition or confirmation.

6.2. The results of advanced training in other subjects of advanced training are recognized by the decision of the Academic Council of the University, or such recognition is delegated to the Academic Councils of educational and scientific institutes.

The procedure for recognizing the results of professional development of pedagogical and/or scientific-pedagogical staff of the University is established by the Academic Council.

6.3. Within one month after the completion of advanced training, a pedagogical or scientific-pedagogical worker submits to the Academic Council a petition for recognition of the results of advanced training and a document on the completion of advanced training.

6.4. In the case of advanced training through informal education (self-education), instead of a document on advanced training, a report on the results of advanced training or creative work, personal development of an electronic educational resource, which are carried out in the process (based on the results) of professional development and published on the website of the University (educational and scientific institute) and/or in the electronic portfolio of a pedagogical or scientific-pedagogical worker (if any) is submitted.

6.5. A petition for recognition of the results of advanced training is considered at a meeting of the Academic Council of the University (Educational and Research Institute) within a month from the date of its submission.

6.6. In order to recognize the results of advanced training, the Academic Council hears the pedagogical or scientific-pedagogical worker on the quality of the implementation of the advanced training program, the results of advanced training, compliance by the subject of advanced training with the terms of the contract (if any) and must decide on:

- recognition of the results of advanced training;
- non-recognition of the results of advanced training.

6.7. In case of non-recognition of the results of advanced training, the Academic Council may provide recommendations to a pedagogical or scientific-pedagogical employee on re-training in other subjects of advanced training and/or decide on the impossibility of further inclusion of such a subject of advanced training in the professional development plan of the educational institution until it takes effective measures to improve the quality of educational services.

6.8. The result of advanced training of pedagogical and scientific-pedagogical staff in the subjects of advanced training that have a license for advanced training or conduct educational activities under an accredited educational program may be the assignment of full and/or partial professional and/or educational qualifications to them in accordance with the procedure established by law.

6.9. Certain types of activities of pedagogical and scientific-pedagogical staff (participation in academic mobility programs, scientific internships, self-education, obtaining a scientific degree, higher education) can be recognized as advanced training in accordance with current legislation.

6.10. The procedure for enrollment of certain types of activities, their results and the scope of advanced training of pedagogical and scientific-pedagogical staff of the University is determined by the Academic Council of the University (educational and scientific institute).

6.11. Participation of pedagogical and scientific-pedagogical staff in academic mobility programs on the basis determined by the current legislation is recognized as advanced training of pedagogical and scientific-pedagogical staff.

6.12. The amount of professional development through the participation of a pedagogical or scientific-pedagogical employee in the academic mobility program is counted within the recognized learning outcomes, but not more than 30 hours or one ECTS credit per year.

6.13. Scientific internship of scientific and pedagogical staff of the University, which is carried out in accordance with Article 34 of the Law of Ukraine "On Scientific and Scientific-Technical Activities", can be recognized as advanced training of scientific and pedagogical workers.

One week of scientific internship of scientific and pedagogical staff of higher and postgraduate education institutions is counted as advanced training in the amount of 30 hours or one ECTS credit.

6.14. The results of informal education (self-education) of pedagogical or scientific-pedagogical workers who have a scientific degree and/or academic, honorary or pedagogical title may be recognized by the Academic Council of the University (educational and scientific institute) as advanced training of pedagogical or scientific-pedagogical workers.

The amount of professional development through informal education (self-education) is counted in accordance with the recognized learning outcomes, but not more than 30 hours or one ECTS credit per year.

6.15. Obtaining the first (bachelor's), second (master's) level of higher education, third (educational-scientific/educational-creative) level or scientific level of higher education for the first time or in another specialty within the framework of professional activity or field of knowledge is recognized as advanced training of pedagogical or scientific-pedagogical workers.

6.16. The amount of advanced training by obtaining a scientific degree, the level of higher education is counted in accordance with the established volume of the educational and professional (educational-scientific, educational-creative) program in hours or ECTS credits, with the exception of recognized (credited) learning outcomes from previously obtained levels of education.

6.17. The results of advanced training are taken into account during the certification of the teaching staff of the University, as well as during the election to a position on a competitive basis or the conclusion of an employment contract with the scientific and pedagogical staff of the University.

## **7. FUNDING FOR ADVANCED TRAINING**

7.1. The sources of funding for the professional development of pedagogical and scientific-pedagogical staff are the funds of individuals and/or legal entities, own revenues of the University, and other sources not prohibited by law.

7.2. In the case of advanced training of pedagogical and scientific-pedagogical staff at the expense of funds approved in the budget of the University for advanced training, the conclusion of an agreement between the University and the subject of advanced training indicating the source of funding for advanced training is mandatory. Financing of advanced training is carried out in the amount established by law, and in accordance with the plan of professional development of pedagogical and scientific-pedagogical workers who work at the University at the main place of work.

7.4. Self-financing of advanced training is carried out:

- pedagogical and scientific-pedagogical staff of the University, who work at the main place of work and undergo advanced training outside the plan of professional development of the University;

- persons who work at the University as pedagogical or scientific-pedagogical workers on a part-time or part-time basis.

7.5. For the period of advanced training by a pedagogical or scientific-pedagogical employee in accordance with the approved plan with a break from work (educational process) in the amount determined by law, the pedagogical or scientific-pedagogical employee retains his place of work (position) with the preservation of the average salary.

Expenses related to advanced training are reimbursed in accordance with the procedure established by law.

7.6. The basis for payment for services to the subject of advanced training in accordance with the concluded agreement on advanced training is the act on the provision of advanced training services. The fact of advanced training of a pedagogical or scientific-pedagogical worker is confirmed and drawn up in accordance with the procedure established by law, signed by the head of the educational institution or a person authorized by him/her and the subject of advanced training.

## **8. FINAL PROVISIONS**

**8.1.** The Regulations are approved by the decision of the Academic Council of the University on the proposal of the Central Methodological Council of the University in accordance with the legislation and are approved by the order of the Rector of the University and come into force from the moment of its approval.

**8.2.** The Regulations are published on the University's website.

**8.3.** The original of the Regulations is kept in the general department

**8.4.** Proposals for amendments and additions to the approved Regulations have the right to be made by the heads of all structural subdivisions, scientific and pedagogical (pedagogical) workers, as well as persons studying at the University. Applications are submitted to the Head of the Center for Quality Assurance in Higher Education of the University, who, after a thorough study of the latter, submits them to the Central Methodological Council of the University for consideration. The received proposals are analyzed, structured and submitted for consideration by the Academic Council of the University. After their approval by the Academic Council of the University, a new version of the Regulations is approved by the order of the Rector of the University.

**8.5.** From the moment of entry into force of the new version of the Regulation on advanced training of pedagogical and scientific-pedagogical workers, the previous one becomes invalid and is transferred for storage to the general department.