



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS ON THE ORGANIZATION OF RESEARCH ACTIVITIES AT INTERNATIONAL EUROPEAN UNIVERSITY

APPROVED BY
the Academic Council
of International European University
dd. February 29, 2024, No. 3

BECAME EFFECTIVE
by Order of the Rector of
International European University
dd. February 29, 2024, No.14-OD

<i>Regulations on the Organization of Research Activities at International European University</i>	<i>REGULATIONS</i>
	<i>Quality management system ISO 9001:2015</i>

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<i>Regulations on the Organization of Research Activities at International European University</i>	<i>REGULATIONS</i>
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1. GENERAL PROVISIONS

1.1. These Regulations regulate legal, economic and organizational conditions for the efficient implementation of research activities (hereinafter referred to as R&D) at the University and its structural units as well as research-related project and grant work.

1.2. These Regulations regulate the organization of R&D conducted at the University and its Institutes and stipulate unified requirements and rules:

- planning of R&D at the University, its structural units, and individual research;
- implementation and accounting of research findings;
- preparation of reporting documents and implementation of research findings in practical activities and the educational process;
- reporting on the status and results of R&D at the University, its structural units, and individual research;

1.3. Research activities are aimed at developing the scientific potential of the University, advanced training of the scientific and academic staff and integration of research findings into the educational process.

1.4. The Regulations are developed in accordance with the Laws of Ukraine On Higher Education, On Scientific and Scientific Technical Activities, On Copyright and Related Rights, the Resolution of the Cabinet of Ministers No. 942 dd. September 7, 2011, (as amended No. 463 dd. May 9, 2023) On Approval of the List of Priority Specialized Areas of Scientific Research and Scientific and Technical Solutions, the Order of the Ministry of Education and Science of Ukraine No. 271 dd. March 24, 2023, On Approval of the Procedure for State Registration and Accounting of Research, Development and Theses, the State Standard of Ukraine 3008-2015 ‘Information and Documentation. Scientific and Technical Reports. Structure and Rules of Putting into Official Form’, according to the University Statute, the Open Science Policy of International European University, the Regulations on the Department of the Organization of Scientific Activities of the University and other regulatory documents.

1.5. The Regulations apply to University’s structural units, scientific and academic staff, students and partners engaged in the organization and holding of research, the main executor of which is the University.

1.6. The Regulations are valid to the extent that does not contradict the current legislation of Ukraine, international agreements of Ukraine and University’s regulatory documents. Issues not stipulated in the Regulations shall be resolved by the Rector in accordance with the specific circumstances according to the current legislation.

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2. DEFINITION OF CONCEPTS IN THE ORGANIZATION OF RESEARCH ACTIVITIES AT THE UNIVERSITY

In these Regulations, the following terms are used in the following meanings:

2.1. Scientific (scientific and technical) work means scientific research and scientific and technical (experimental) developments carried out in order to obtain a scientific, scientific and technical (applied) result, as well as other works related to bringing new scientific and scientific and technical knowledge to the stage of practical use (hereinafter referred to as R&D).

2.2. Project supervisor is a person appointed to provide general management of R&D activities.

2.3. Responsible executor is a person appointed to carry out the operational management of R&D (primarily organizational) for conducting research.

2.4. Customer of scientific research means institutions and organizations that order the performance of University's research activities based on the agreement. The R&D customer can be: the state represented by the Ministry of Education and Science of Ukraine, legislative and executive authorities, state institutions, economic entities of various forms of ownership, public funds, public organizations, etc.

2.5. Research team is a creative team of research performers permanently or temporarily created for the period of its implementation (project groups, research laboratories) among the academic, scientific and other staff on the basis of the Rector's order.

2.6. Individual research workload is the man-hours spent on research within the total annual workload and is determined in the individual work plan of the lecturer for the academic year.

2.7. Restricted information is information containing information constituting state and other secrets provided by law, the disclosure of which can cause harm to a person, society or the state, as well as confidential information owned by the state or an institution performing R&D;

2.8. Scientific report is a scientific and technical document containing detailed information on the essence, methodology, methods, techniques and results of the performed R&D or its stage (intermediate, final, quarterly, annual).

2.9. Scientific result means new scientific knowledge obtained in the course of fundamental or applied scientific research and recorded on information carriers. The scientific result can be in the form of a report, published scientific article, scientific report, scientific report on research activities, monographic study, scientific discovery, draft legal act, regulatory document or scientific and methodical documents, the preparation of which requires relevant scientific research or contains a scientific component, etc.

2.10. Scientific and technical products are a product obtained as a result of scientific research.

2.11. Transitional research topics are topics scheduled to be implemented for a period of

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2 or more calendar years or topics scheduled for the current year but have not been implemented or have been implemented but not funded for objective reasons, and whose implementation is extended to the next year.

2.12. Applied research is original research carried out to obtain new knowledge but intended primarily for the implementation of a specific practical task.

2.13. Fundamental research is experimental or theoretical research aimed at obtaining new knowledge about regularities of development of nature, society, human, their interconnection, without a specific goal related to the use of this knowledge.

2.14. The result of fundamental research is hypotheses, theories, methods, etc. Fundamental research can result in recommendations for conducting applied research to determine the possibilities of practical use of the obtained scientific results, scientific publications, etc.

3. GOAL AND OBJECTIVES OF RESEARCH ACTIVITIES AT THE UNIVERSITY

3.1. Research activities are an integral part of University operations and its Education and Research institutes (hereinafter referred to as Institutes), which ensures the integration of education and science.

3.2. Key goals of research activities of the University and its Institutes:

- development of innovative focus of educational and scientific programs and research projects of the University that address a wide range of social, environmental and economic issues, promote sustainable development goals and contribute to positive changes.
- development of scientific schools and efficient use of the University’s scientific potential to address priority tasks of the post-war revival of the Ukrainian economy;
- solving complex problems using digital solutions in activities of education institutions, medical institutions and business entities;
- implementation and use of scientific and practical results in Ukraine and on the global market.

3.3. Key objectives of the University in research activities:

- performing fundamental and applied research and development in healthcare, humanities, social sciences and engineering in accordance with the priority thematic areas of research and scientific and technical development in order to further use the results obtained for the development of Ukraine, ensuring social progress and sustainable development;
- ensuring high-quality training of the scientific and academic staff of the highest qualification as part of scientific schools of the University;
- involvement of students in the implementation of scientific research of University’s Departments;
- development of new, progressive forms of scientific cooperation with foreign and

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national centers of academic and industry science to jointly address the most important research tasks, economic and social problems;

- promoting the protection of intellectual property and copyrights of researchers;
- organization of dissemination of research findings through relevant information and publishing activities, promotion of scientific achievements of the University and its structural units through mass media, the Internet, etc.;
- filling the content of academic disciplines with the latest achievements in healthcare, social sciences, humanities and engineering.

3.4. Key principles of organizing research activities at the University:

- planning and systematic approach to the use of the scientific potential of the University and its units;
- ensuring that R&D topics correspond to priority areas of scientific research of the University;
- selection of R&D projects for the formation of a Summary Topical Plan of the University on a competitive basis;
- monitoring and control over the quality of implementation and formalization of R&D results;
- transparency and publicity of the assessment of R&D results.

4. RESEARCH STRUCTURES AND MANAGEMENT

4.1. The organization of research activities at the University and its direct supervision, planning and current management is carried out by the Vice-Rector for Scientific, Educational and Methodical Work within powers delegated by the Rector. The Vice-Rector for Scientific, Educational and Methodical Work is appointed by the Rector's order and is directly subordinate to him/her.

4.2. Functions of management and organization of research activities are carried out by the Vice-Rector for Scientific, Educational and Methodical Work through the Department of the Organization of Scientific Activities (hereinafter referred to as the Department of OSA) of the University, as well as temporary and permanent research teams (scientific schools, project groups, research laboratories, etc.) and advisory scientific structures (scientific and methodical council, scientific seminars of Departments, expert committees, etc.)

4.3. Basic structural units ensuring the implementation of research and development at the University are the Department of the Organization of Scientific Activities and Departments of Institutes.

4.4. To ensure the proper organization of research activities, Departments shall appoint persons responsible for the scientific work who are elected at the department meeting at the beginning of the academic year. Summary information on persons responsible for the scientific work of Departments is submitted by Institutes to the Department of OSA at the beginning of the academic year.

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4.5. Persons responsible for the scientific work of Departments ensure the interaction of Departments and the Department, the organization and coordination of the scientific work at Departments, draw up and submit planned, reporting and other information on the organization and implementation of scientific research by Departments of Institutes to the Department.

4.6. The Department coordinates plans of the scientific work of University units and draws up the Summary Topical Plan of Scientific Research and Development of the University based on submitted suggestions.

4.7. The implementation of R&D is carried out by permanent and temporary research teams that include the scientific and academic staff, postgraduate students, students, axillary personnel and, if necessary, involve specialists from third-party organizations.

4.8. The organization and direct management of the implementation of the research and development program or project is carried out by project scientific supervisors (hereinafter referred to as R&D supervisors) appointed among the academic staff and leading researchers of the University. If necessary, responsible executors of programs and projects, scientific consultants and other responsible persons can also be appointed.

4.9. The R&D supervisor is the direct organizer and executor of R&D activities, is fully responsible for the scientific and technical level, patent purity, feasibility study, quality and compliance with the deadlines, and introduction of R&D results into production.

4.10. The R&D supervisor independently defines the team of executors of research activities. R&D executors among the full-time and part-time staff, postgraduates and students in terms of performing R&D activities are functionally subordinated to the R&D supervisor.

4.11. R&D executors carry out research in accordance with topical plans, agreements, technical specifications, individual plans and are responsible for the quality and timeliness of their implementation, scientific and practical value, social and economic usefulness of scientific and scientific and practical results, and compliance with the principles of scientific ethics.

4.12. A component of the scientific and technical potential of the University is scientific achievements of students, which, in accordance with the current legislation, includes: research carried out in accordance with the schedule of the educational process (term and qualifying papers, on-the-job practical training with elements of research) and individual independent work.

5. PROCEDURE FOR PLANNING RESEARCH ACTIVITIES

5.1. The University independently conducts the current and promising planning of research activities in accordance with the approved Summary Topical Plan of Scientific Research and Development of the University for the calendar year (hereinafter referred to as the Summary Topical Plan).

5.2. The scientific work is carried out on a planned basis. For this purpose, one develops

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the following:

- priority areas of University’s scientific research;
- summary topical plan of research activities of the University for the calendar year;
- plans of research activities of Education and Research Institutes and Departments for the calendar year.

5.3. Priority areas of University’s scientific research are developed for 3 years based on the Resolution of the Cabinet of Ministers On Approval of the List of Priority Thematic Areas of Scientific Research and Scientific and Technical Development, the Ministry of Education and Science of Ukraine, suggestions of the Department and Education and Research Institutes.

5.4. The R&D Plan of Departments for the academic year is stipulated in Departmental and individual work plans of lecturers. The R&D Plan of the Department of the Education and Research Institute shall define types, scope and results of the work of each academic staff member.

5.5. The planning of research activities is based on the Summary Topical Plan of Scientific Research and Development of the University for the calendar year (Annex 1) based on the generalized suggestions by Departments of Education and Research Institutes.

5.6. Depending on sources of funding, University’s R&D topics consist of scientific works funded by:

- 1) the University as part of the individual scientific workload of the academic staff of Departments;
- 2) international grants as part international cooperation programs;
- 3) customers under self-supporting agreements;
- 4) grants of the State Fund for Fundamental Research, the President of Ukraine.

5.7. R&D activities can be carried out for a period of three to five years for fundamental research (one to two years for applied research and development), depending on the significance of the expected final result.

5.8. The Summary Topical Plan of Scientific Research and Development of the University for the calendar year is developed according to suggestions by Departments of Institutes with substantiation of the research (Annex 2) submitted to the Department of the Organization of Research Activities until December 25 of the current year.

5.9. Based on the submitted proposals, a planned list of R&D topics of the University for the next year is formed, along with the planned amounts of their funding. At the same time, the efficiency indicators of the scientific and research work of structural units and R&D performers from previous periods are considered, as well as the total amount of funding for research activities planned in the University’s budget.

5.10. The Draft Summary Topical Plan of R&D is submitted to the Scientific and Methodical Council for consideration and approved by the University Academic Council.

5.11. Amendments to the Summary Topical Plan of Scientific Research and Development

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of the University can be introduced at the submission of the Director of the Institute to the Vice-Rector for Scientific, Educational and Methodical Work. The basis for making changes may include the signing of agreements for grant funding, the performance of R&D commissioned and funded by external organizations, or a decision by the Institute's Academic Council regarding the feasibility of halting previously initiated R&D projects or starting new ones (with appropriate justification).

5.12. Amendments to the Summary Topical Plan are agreed with the Vice-Rector for Scientific, Educational and Methodical Work and approved by the Rector's Order.

6. ORGANIZATION OF RESEARCH AND DEVELOPMENT ACTIVITIES

6.1. R&D activities at the University can be performed as part of the individual scientific workload of lecturers or more than the scientific workload for an additional fee. The amount of research work to be carried out in the planning year shall be justified in accordance with the Regulations on Planning and Accounting of Academic Staff Operations at International European University (dated August 31, 2022, No. 6).

6.2. When a competition for grant funding for research and development activities is announced, the project supervisor (R&D supervisor) forms and submits a project request in accordance with the requirements of the organizer of the competition. If a grant is received, the implementation of R&D is subject to its terms and conditions. The R&D supervisor informs the Department of the Organization of Research Activities about the receipt of the grant to introduced amendments into the Summary Topical Plan of Scientific Research and Development of the University.

6.3. To organize scientific research funded at the expense of the customer, the project supervisor develops project documents for conducting R&D as part of the project:

- Terms of Reference for the Research (Annex 3);
- R&D Calendar Plan (Annex 4).

6.4. If necessary, the terms of reference can be adjusted in the process of R&D performing. The final version of draft documents is agreed with the authorized person of the customer, the Vice-Rector for Scientific, Educational and Methodical Work of the University and submitted for approval to the University Rector.

6.5. All amendments to the terms and conditions of agreements, requirements of the terms of reference and calendar plan, which are required in the course of work, shall be formalized in additional agreements.

6.5.1. Documents accompanying the implementation of R&D activities are approved by the R&D supervisor and the University Rector (Director of the Institute – for initiative R&D). The R&D supervisor is responsible for the correctness and reliability of documents on the implementation of R&D activities.

6.5.2. The formation of creative teams for the implementation of projects funded by the customer (including grant funding) is carried out as follows:

6.5.3. Full-time employees are included in R&D executors on the basis of their

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application by the Rector’s Order for the duration of the topic (project).

6.5.4. Part-time employees are included in R&D executors in accordance with the requirements of the current legislation of Ukraine on the basis of employment contracts concluded between the employees and the University and the Rector’s Order, and:

- the term of the employment contract for part-time employees is set by agreement of the parties but shall not exceed the term of R&D involving the employee based on available financial resources;
- part-time scientific and academic staff can be engaged from other enterprises and organizations to perform R&D activities.

6.5.5. Remuneration is paid to the scientific and academic staff for research work in their free time from the main workload under civil law contracts.

6.6. Academic, scientific, engineering and technical employees who carry out research and development in accordance with topical plans, agreements, technical specifications and individual plans are responsible for the quality and promptness of their implementation, scientific and practical value, social and economic usefulness of scientific and scientific and practical results.

6.7. Final scientific and technical reports on the implementation of R&D are considered by the Academic Council of the Education and Research Institute. R&D reports funded by the customer (including grant funding) are reviewed by the Scientific and Methodical Council of the University and approved by the University Academic Council.

6.8. The report on the scientific work is drawn up in accordance with the requirements of the State Standard of Ukraine 3008-2015 ‘Information and Documentation. Scientific and Technical Reports. Structure and Rules of Putting into Official Form’.

6.9. The R&D results shall be tested in the form of reports at conferences, made public in the form of publication of scientific articles and methodical materials, and implemented in practice and educational processes in relevant training areas with the availability of pertinent implementation acts.

6.10. The scientific supervisor of the R&D, together with the responsible executor and the Financial Support Department, develops a cost estimate for the R&D; assigns tasks to each employee in accordance with the research project, the calendar plan for the implementation of the topic (project) and its stages, as well as individual tasks (developments).

6.11. Supervisors of completed R&D activities registered in UkrISTEI submit information on the characteristics of scientific and technical products obtained because of the research required for the state registration of R&D results in UkrISTEI (Annex 5) to the Department of the Organization of Scientific Activities.

6.12. A separate file is drawn up for each R&D project at the University’s Department of the Organization of Scientific Activities, which contains originals (or copies) of documents regulating relations with customers and performers of R&D projects.

6.13. The scientific work is considered completed if:

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- the final report on the implementation of R&D activities is approved;
- the R&D results are transferred to UkrISTEI and registered with the state (R&D record card is obtained);
- an act on acceptance of the R&D results is approved (for R&D performed under economic contracts);
- mutual settlements are made between the customer and the contractor (when performing work or providing services under the contract).

6.14. Termination of the scientific work is possible in the case of:

- personnel changes;
- loss of their relevance;
- inability to implement them for objective reasons, including lack of funding.

7. PROCEDURE FOR REPORTING ON RESEARCH FINDINGS

7.1. Reporting on research findings is carried out by reporting on implementing fundamental and applied research, scientific events and publication activity.

7.2. Based on the results of research activities, the University publishes collections of scientific papers, monographs, study guides, textbooks, articles, key points of presentations at scientific conferences, defends qualifying papers, theses, obtains title protection and prepares relevant reporting documents:

7.2.1. Final report on the implementation of R&D;

7.2.2. Act of acceptance and delivery of the R&D results funded by customers, including grant funding;

7.2.3. Annual reports on the results of scientific activities of University's Education and Research Institutes for the calendar year;

7.2.4. Summary annual report on the results of scientific activities of the University for the calendar year.

7.3. Based on the results of their work, Departments and Institutes of the University prepare annual reports on scientific activities in the form determined by the Rector's order. Reports of Education and Research Institutes for the calendar year are submitted for generalization to the Department of the Organization of Scientific Activities until December 15 of the reporting year.

7.4. The Department of the Organization of Scientific Activities draws up the report on the results of the University's scientific activities for the calendar year. The report on the results of the university's scientific activities for the calendar year, approved by the Vice-Rector for Scientific, Educational, and Methodical Work, is submitted to the Rector for approval.

7.5. The approved report on the results of scientific activities of the University for the calendar year is published on the University website.

7.6. Reporting on the implementation of R&D is carried out within the deadlines stipulated by the terms of reference and calendar plan in the form of annotated and final

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reports.

8. CONTROL AND EVALUATION OF RESEARCH WORK PERFORMANCE

8.1. Ongoing control over the implementation of research work at the University is carried out by the Vice-Rector for Scientific and Educational-Methodological Work and the Department of Research Organization.

8.2. During the control process, the following aspects are subject to verification:

- compliance of the R&D with the University's priority research areas;
- the level of obtained scientific and practical results;
- adherence to the deadlines for the R&D;
- documents confirming the practical implementation of the main research results;
- the level of originality of materials (absence of academic plagiarism).

8.3. The annual evaluation of research results on R&D topics carried out in accordance with the University's consolidated thematic research plan is conducted through discussions at the department/institute's scientific-methodological seminar or by the University's scientific-methodological council. Experts, including leading researchers and specialists from the University or other institutions and organizations (by agreement), may be involved in reviewing the submitted scientific and technical reports.

The secretary of the department/institute's scientific-methodological seminar (or the University's scientific-methodological council) prepares an excerpt from the meeting minutes, including a conclusion on the level of compliance of the work with the technical assignment, the calendar plan, and the R&D program, indicating the scientific novelty, practical significance of the work, and implementation results (if available), and submits it for approval by the Rector.

8.4. Scientific and technical reports on the R&D results are reviewed at the department/institute's scientific-methodological seminar or by the University's scientific-methodological council. The project supervisor (responsible executor) presents the main R&D results.

8.5. The Academic Council performs the final annual evaluation of R&D results carried out following the University's consolidated thematic plan and the general review of the University's research work.

8.6. External customers exercise control over R&D funded by them. The contract defines the terms and procedures for controlling the R&D concluded with the external customer. Scientific expertise may be conducted at the request of the external customer if provided for by the contract.

9. FUNDING OF RESEARCH WORK

9.1. The implementation of R&D is based on the principle of multi-channel funding, including utilizing the opportunities provided by Ukraine's integration into the

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international scientific space.

9.2. The sources of funding for the University’s R&D include state budget funds, funds received for the performance of R&D, provision of scientific services commissioned by legal and natural persons, funds from state and international funds (grants), and other sources in accordance with current legislation.

9.3. Planning expenses for conducting R&D under business contracts and grants are carried out by the respective project teams based on calculations, the results of which are reflected in the overall cost estimate for the topic, with a breakdown of the cost of works (services) to be performed in the current year (Appendix 6). The planned cost estimate for R&D is submitted for approval to the President of the University. Upon completion of the R&D, the Financial Support Department prepares the actual cost estimate of expenses.

9.4. The budget items for R&D may be adjusted during the year if justified by changes in the conditions of their implementation.

9.5. The University’s Financial Support Department keeps track of expenses by contract line items.

9.6. Payment to R&D performers is made for the actual work performed following established procedures. The time spent on performing initiative R&D within the regular working hours of the university’s academic staff and individual dissertation research by staff members is included in the academic staff’s individual workload.

9.7. In the absence of incoming funds for the R&D, no financial operations (salary payments, business trips, equipment purchases, materials, etc.) are conducted. If an advance payment is available, financial operations are conducted within the limits of the advance amount.

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*Annex 1 to the Regulations on the
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**SUMMARY TOPICAL PLAN OF RESEARCH AND
DEVELOPMENT OF THE UNIVERSITY
in _____**

No.	Title of R&D (state registration number)	Supervisor of R&D, full name, academic degree, academic title, Department	Deadlines	Sources and amounts of funding (thousand UAH)	Key expected research findings

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*Annex 2 to the Regulations on the
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SUBSTANTIATION

to carry out _____ research
Specify fundamental or applied
in _____

Unit: _____

Title of R&D (Ukrainian and English): _____

R&D deadlines: _____

1. Priority areas of scientific and technical activities
2. Strategic priority area of innovative activities
- 3 Relevance of the research (up to 15 lines).
4. Purpose of R&D (Ukrainian and English)
5. Expected scientific findings of R&D
 - obtaining new scientific knowledge that can result in laws, concepts, theories, new methods, recommendations, assessment criteria, publications, textbooks, monographs;
 - comparing expected results with global results.
6. Stages of work:
 - name and content of the stage;
 - expected results by stage and reporting documents, publications.
7. Executors of R&D (number of executors with/without an appropriate academic degree):

Supervisor of R&D (Ukrainian and English): _____

(full name, academic degree, code of the scientific specialty, academic title)

Responsible executor of R&D: _____

(full name, academic degree, code of the scientific specialty, academic title)

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Annex 3 to the Regulations on Research Activities at International European University

TERMS OF REFERENCE
to carry out the research

(topic)

1. General provisions.
 - 1.1. Full title of the research.
 - 1.2. Full name of the Customer.
 - 1.3. Chief Executor.
 - 1.4. Co-executors.
 - 1.5. List of documents backing the research.
 - 1.6. Scheduled start and end dates of research work.
 - 1.7. Source of funding.
 - 1.8. Procedure for formalizing and submitting research findings to the Customer.
2. Purpose and goal of creating scientific and technical products.
3. Key requirements.
4. Composition and stages of the research (name of research stages, the result of the stage, deadlines, executor).
5. List of documents and scientific and technical products presented after completion of research activities according to the agreement (drawn up in accordance with the current requirements for developing scientific and technical documents (state standards)).
6. Procedure for controlling, adopting and using research findings.

From the Customer –

From the Executor – scientific supervisor

(initials, last name)

(initials, last name)

(signature)

(signature)

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*Annex 4 to the Regulations on Research
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APPROVED BY
Scientific supervisor of R&D

(signature) _____ (full name)
_____, 20____

**CALENDAR PLAN
of the research**

(topic)

Stage	Key objectives	Responsible persons	Deadlines
1	2	3	4

From the Customer:

(position of the Head of the unit) _____ (signature) _____ (full name)

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*Annex 5 to the Regulations on Research
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CHARACTERISTICS OF SCIENTIFIC AND TECHNICAL PRODUCTS (STP)

Name of products (Ukrainian): _____
Name of products (English): _____
Abstract (Ukrainian): _____
Abstract (English): _____
Expected results: _____
Description of products: _____
Social and economic focus of SPT: _____
Introduction of STP: _____
Consumers of products: _____
Promising markets: _____
Intellectual property rights: _____
Forms and conditions of product transfer: _____

Bibliographic description of publications of R&D results:

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Annex 6 to the Regulations on Research Activities at International European University

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Planned Cost Estimate for Research Work for the Year _____

(Title of the Work)

№ 3/II	Itemization of Expense Categories*	Amount, thousand UAH.
1.	Labor Costs	
2.	Social Insurance Contributions	
3.	Materials	
4.	Fuel and Energy for Research and Production Purposes	
5.	Payment for Services (excluding utilities)	
6.	Expenses for Business Trips	
7.	Special Equipment for Scientific (Experimental) Work	
8.	Acquisition of Equipment and Long-Term Use Item	
9.	Other Expenses	
10.	Overhead Costs	
Total Expenses:		

* Possible Other Expense Categories in accordance with the University's Accounting Policy.

Approved:

Rector _____

Agreed:

Vice-Rector for Scientific and Educational-Methodological Work _____

Director of the Financial Support Department _____

Director of the Department of Research Organization _____

R&D Supervisor _____

