



## **INTERNATIONAL EUROPEAN UNIVERSITY**

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### **PROCEDURE FOR DEVELOPING AND UPDATING REGULATIONS AND PROCEDURES OF INTERNATIONAL EUROPEAN UNIVERSITY**

**APPROVED BY**  
the Academic Council of  
International European University  
dd. December 12, 2024 No. 4

**BECAME EFFECTIVE**  
by Rector's Order  
dd. December 26, 2024 No. 100-OD

<i>Procedure for Developing and Updating Regulations and Procedures of International European University</i>	<i>REGULATIONS</i>
<i>INTERNATIONAL EUROPEAN UNIVERSITY</i>	<i>Quality Management System ISO 9001:2015</i>

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## 1. General provisions

1.1. This Procedure defines the process of developing, reviewing, and updating internal regulations and procedures of International European University.

1.2. The goal of the Procedure is to ensure transparency, efficiency, and compliance of internal documents with the current legislation, the University's strategic goals, international higher education standards, and stakeholder needs.

1.3. Regulations and procedures shall (*see Scheme 1*):

- align with the University mission;
- reduce risks for the higher education institution;
- comply with laws and regulatory acts;
- enhance the efficiency of the institution staff;
- be relevant and reliable;
- contain compulsory guiding principles.

1.4. The procedure applies to all participants in the educational process and other individuals cooperating with the University.

## 2. Definition of concepts

2.1. The regulatory framework of the University is created in the form of regulations: documents approved by the Rector's Order that govern activities and processes of the University to implement its strategy, mission, and vision.

2.2. Key types of regulatory documents (*see Scheme 2*):

- **Code:** a set of rules and principles to be followed.
- **Regulations (policies):** rules approved by the Academic Council or University Administration for decision-making.
- **Procedures:** describe how the policy is implemented, including goals, objectives, responsibilities, and, if necessary, flowcharts for complex processes.
- **Supporting documents:** standards, instructions, forms that support the implementation of regulations or procedures (can be optional).

2.3. Types of changes in regulatory documents:

- **Significant revision:** the major change affecting the content of the document.
- **Insignificant revision:** the change that does not alter the core content.

## 3. Roles and duties (*see Scheme 3*)

**3.1. Responsible manager (Vice-Rector for the respective area):**

- Defines the need for regulations or procedure and appoints the developer.
- Approves draft documents before submitting them to the Academic Council for review.
- Ensures implementation, monitoring, updating, and alignment of regulations with the current legislation of Ukraine.

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- Organizes the creation of new support systems, if necessary, for the implementation of regulations.

### **3.2. Developer:**

- Prepares draft regulations, procedures, and supporting documents.
- Informs the University community and provides training on the requirements of regulations.
- Reviews and updates regulations according to needs and based on conducted benchmarking, as well as in case of legislative changes.
- Consults with the responsible manager and assists in creating new support systems.

The developer manages activities of the working group.

### **3.3. Working group:**

- Consists of representatives of the Department of Education Quality Assurance, the Legal Department, and stakeholders (staff, students, etc.).
- Works under the guidance of the developer, ensuring transparency of the process and consideration of the interests of all parties.

## **4. Stages of developing regulations and procedures**

The process of developing regulations and procedures includes the following stages (they can be performed sequentially, simultaneously, or repeated as needed). All stages, except for the first one, are used for reviewing regulations (*see Scheme 4*):

1. Initiation of development (only for new regulations and procedures).
2. Research and analysis (benchmarking).
3. Discussion and planning of implementation.
4. Draft preparation.
5. Draft review.
6. Publication for discussion.
7. Review, approval, and adoption.
8. Implementation.
9. Monitoring the efficiency.

### **4.1. Initiation of development:**

4.1.1. The initiator can be a structural unit, the University Administration, or any stakeholder.

4.1.2. To initiate, a request is submitted to the Rector, specifying:

- justification for the need for a new document,
- goals of the document,
- the target audience.

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The request can be prepared by an individual employee, a team, or a working group. Responsible persons who will monitor the implementation of the document are also identified.

4.1.3. The request is forwarded to the Academic Secretary to organize the development or review process.

4.1.4. The Academic Secretary informs the Rector who, together with University Administration members, considers the suggestion. If the information is sufficient, the working group is established to develop the document, involving the initiator (developer). If necessary, the Academic Secretary can request additional information.

The Rector or the advisory group can offer alternative solutions, such as additional training or the review of existing regulations.

**4.2. *Research and comparative analysis (benchmarking)***

The developer of regulations (procedure), together with the responsible manager, conducts research to study the best practices in higher education. It can include:

- analyzing legislative requirements, standards, or codes related to the topic;
- reviewing the rules, policies, and procedures of other institutions and professional literature;
- interviewing experts from other institutions to learn about their experience and challenges during implementation.

During the research, the developer shall record:

- which rules or policies of other institutions were used and considered;
- what information was obtained from experts of other institutions and who specifically provided it.

**4.3. *Discussion and planning of implementation.***

4.3.1. The developer conducts discussions with all stakeholders before creating the final draft regulations or procedure.

The discussion can include:

- establishing a working group of stakeholders for discussions within unis;
- organizing seminars, forums, or focus groups involving the staff, students, and other stakeholders;
- preparing drafts to stimulate discussions.

The discussion shall:

- identify issues faced by stakeholders;
- consider research findings and suggestions for improvement;
- determine how the efficiency of regulations will be evaluated;
- discuss how new requirements or changes will be implemented;
- help to develop an implementation plan.

4.3.2. The developer takes into account which units will use regulations or procedure and consults with their heads to identify stakeholders.

- Education and Research Institutes shall be involved for documents regulating educational activities.

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- A student representative shall be included for documents affecting students.

4.3.3. The developer prepares the implementation plan that includes:

- the necessary actions and resources;
- informing users about the new requirements and how to comply with them;
- a realistic schedule for carrying out the actions.

4.3.4. If information technologies shall be used, an IT Department specialist is included in the stakeholder group. Resources and the schedule are agreed upon before the document is approved.

4.3.5. The developer keeps a record of discussions, questions, and decisions, and responds to participants' comments, explaining how their suggestions were considered or why they were rejected.

The record of discussions and the implementation plan are attached to the final submission for approval.

#### **4.4. Draft preparation:**

4.4.1. Developers shall create regulations and procedures in such a way that they (*see Scheme 7*):

- contain only necessary information;
- are clear, concise, and logical;
- adhere to the University style and international ISO 9000:2015 standards;
- are written in simple language for easy understanding;
- include measurable objectives for assessing the efficiency;
- do not duplicate material from other documents but only refer to them if necessary.

4.4.2. If changes affect other regulations or procedures, the developer shall cooperate with their author to make the necessary changes and include them in the submission for approval.

4.4.3. The draft regulations, related procedures, and accompanying documents are created.

#### **4.5. Draft review:**

4.5.1. Legal expertise

The draft is submitted to the Legal Department for verification of compliance with the legislation and University's policies. If necessary, the Legal Department suggests changes. The Legal Department shall also receive written confirmation that the draft has been approved by the responsible manager.

Besides, the Legal Department obtains confirmation of approval of the draft by the responsible manager. If discrepancies are found, the working group makes the necessary corrections.

4.5.2. Review by the Academic Secretary

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The developer notifies the Academic Secretary that the draft is ready for review. The review is conducted before the publication of the draft for discussion on the University website.

The Academic Secretary checks:

- the editorial quality of the text;
- the conformity of the decision-making authority mentioned in the draft.

The Academic Secretary can:

- return the draft for further revision;
- edit the text together with the developer to avoid content changes.

#### ***4.6. Publication for discussion.***

4.6.1. After the review by the Academic Secretary, the developer publishes the draft on the University website to gather feedback from the University community. The feedback collection period is 2 weeks, or up to 4 weeks for significant changes. The developer informs stakeholders to gather comments within their units.

4.6.2. The developer responds to questions and comments from reviewers, explaining how they have been considered or why they have been rejected.

4.6.3. The developer keeps the record of the comments considered and the changes made based on them.

#### ***4.7. Review, approval, and adoption:***

4.7.1. The developer submits the final draft to the Academic Secretary along with:

- a cover letter describing consultations, participants, and recommendations regarding changes or cancellations of documents;
- the record of discussions and changes made;
- the implementation plan.

4.7.2. The Academic Secretary forwards the draft to:

- responsible persons for approval (with the possibility to submit comments);
- after approval — to the Academic Council for final approval.

Academic Council members receive:

- the draft with accompanying documents;
- the deadline for submitting recommendations or inquiries.

If necessary, the Academic Secretary, together with the developer, decides whether to take into account the comments. The issue is added to the agenda of the Academic Council meeting for approval where responsible parties can be present to introduce the document.

4.7.3. The regulations are put into effect by the Rector's Order. If necessary, certain documents can require approval from the President of the University.

4.7.4. After approval and putting into effect, the Academic Secretary publishes the document on the University website.

4.7.5. The Academic Secretary informs the developer about the publication.

4.7.6. The developer informs the University community about the new or amended regulations by sending information to all units via corporate e-mail.

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4.7.7. The Academic Secretary is responsible for maintaining the University's regulations archive.

**4.8. Implementation:**

4.8.1. The responsible executive and the developer coordinate the implementation of new or amended regulations, procedures, and process changes.

4.8.2. Stakeholders implement the regulations within their respective units.

4.8.3. The responsible executive, developer, and stakeholders monitor compliance with the new requirements, analyze the causes of non-compliance, and address misunderstandings. Stakeholders report cases of non-compliance and the measures taken to the responsible executive or developer.

4.8.4. Six months after implementation, the developer convenes a group of stakeholders to assess the efficiency. If the implementation proves unsuccessful or significant issues arise, the developer consults the Academic Secretary regarding an early review.

**4.9. Monitoring the efficiency of implementation**

4.9.1. Three to four months after the implementation of the regulations, the Department of Education Quality Assurance conducts a survey of stakeholders using electronic forms. The results are discussed at the University administration meeting that can initiate amendments, the review, or the cancellation of the regulations.

4.9.2. The responsible executive and the developer monitor the implementation of the regulations within their area of responsibility.

**4.10. Review of existing regulations (procedures) (see Scheme 5):**

4.10.1. The responsible executive or the developer continuously monitors the efficiency of regulations and procedures using available information and, where possible, quantitative data. Sources can include:

- feedback from stakeholders;
- surveys;
- seminars, forums, focus groups;
- complaints or appeals;
- changes in the legislation.

4.10.2. The Department of Education Quality Assurance advises the responsible executive or the developer on monitoring the implementation and efficiency of the regulations. The Department can independently assess compliance with the regulations.

The Academic Council can request a report on the efficiency of the regulations.

**5. Version control management**

All versions of draft regulations (procedures) shall be numbered to indicate the stage of the document. Drafts are labeled as versions 0.1, 0.2 (the zero indicates a draft). Once approved, the document is assigned numbering such as 'Approved version 1.1'.

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**6. Cancellation of the regulations (procedure) (see Scheme 6):**

6.1. The regulations (procedure) are cancelled if they:

- contradict the legislation or quality standards;
- no longer align with the University's policy;
- are replaced or merged with other documents.

6.2. Cancellation is approved by the Academic Council and put into effect by the Rector's Order. A request for cancellation is submitted by the Academic Secretary or the responsible executive with justification.

6.3. The Academic Secretary is responsible for archiving canceled documents and updating the information on the University website.

**7. Final provisions**

7.1. The Procedure becomes effective after approval by the Rector's Order.

7.2. Documents that are not developed or approved in accordance with this Procedure are not considered official and are not published on the University's website.

7.3. All documents in effect at the time this Procedure comes into force shall be reviewed in accordance with it.

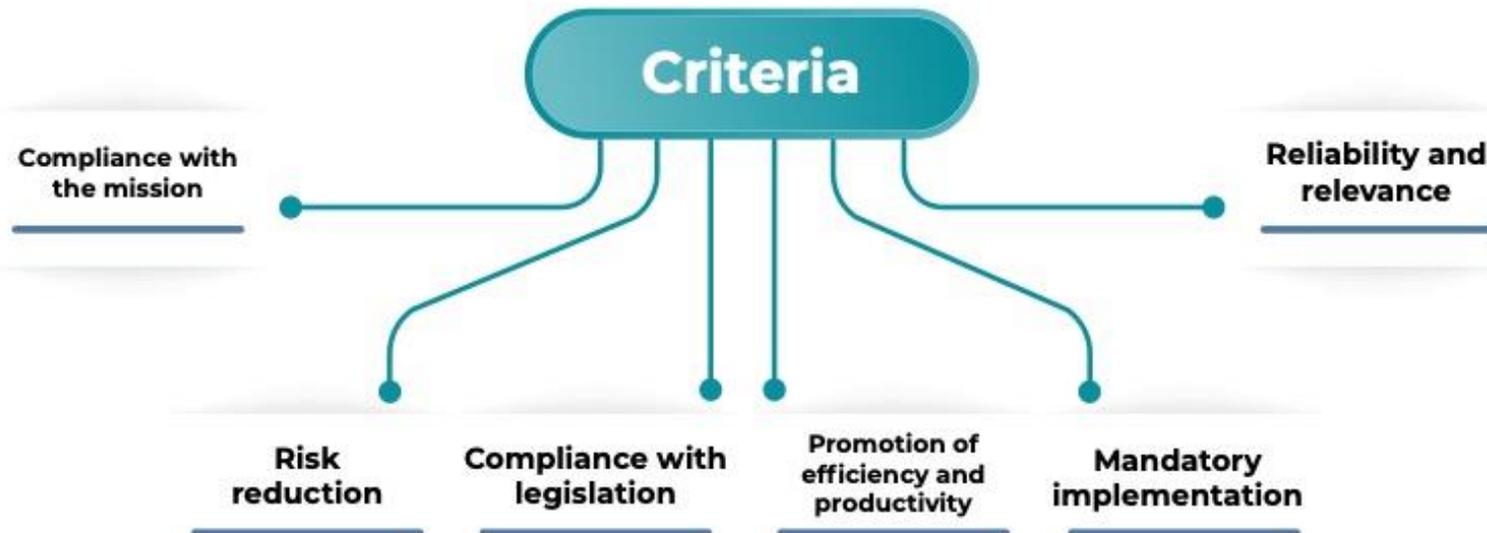
7.4. All employees are obligated to be aware of the University's regulations and procedures.

7.5. The HR Department informs new employees about the regulations and procedures during the hiring process.

7.6. Amendments to the Procedure are made following the procedure for updating internal documents stipulated in this Procedure.

7.7. To inform foreign students and other foreign stakeholders or stateless persons, the regulations and procedures are translated into English after approval and published on the English version of the website.

## **PROCEDURE FOR DEVELOPING AND UPDATING REGULATIONS AND PROCEDURES OF IEU**



## TYPES OF REGULATORY DOCUMENTS

- 01** **Code**
- 02** **Regulation**
- 03** **Procedure  
(Order)**

# ROLES:

**01**

**Responsible manager:**

Vice-rector for the field

**02**

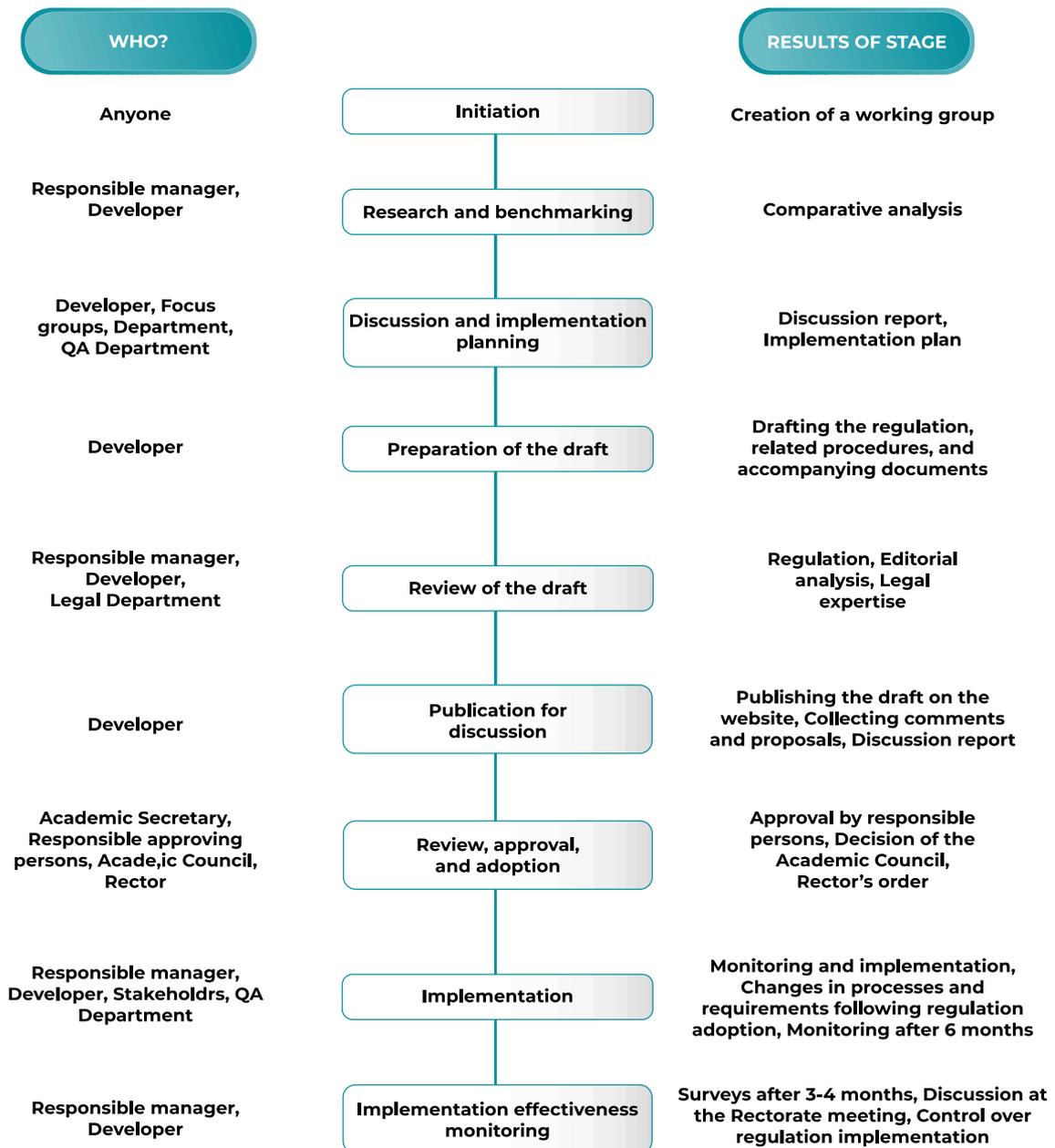
**Developer:**

Individual or Scientific and  
Methodical Council or Department

**03**

**Working group**

## STAGES OF REGULATION AND PROCEDURE DEVELOPMENT



## REVIEW OF EXISTING REGULATIONS (PROCEDURES)

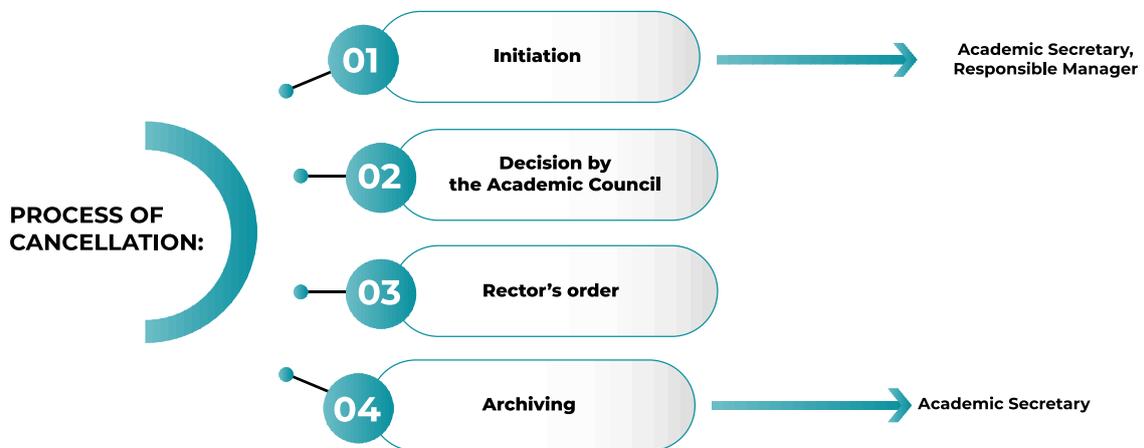
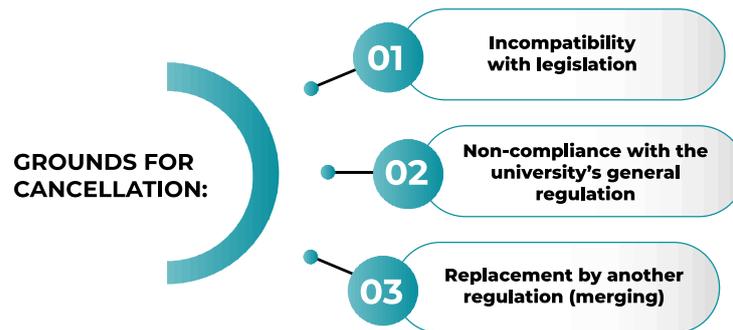


**Sources of information:**

- ✓ Feedback
- ✓ Surveys
- ✓ Seminars, forums, focus groups
- ✓ Complaints
- ✓ Legislative changes

**Control: QA Department, Academic Council**

## CANCELLATION OF A REGULATION (PROCEDURE)



## REGULATION MUST:

- ✓ **Contain only necessary information**
- ✓ **Be clear, concise, and logical**
- ✓ **Be easy to understand**
- ✓ **Include measurable goals**
  
- ✗ **Should not include content from other documents, laws, etc. —-> ✓ provide references to them**



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***[TITLE OF THE INTERNAL REGULATORY DOCUMENT]***

**APPROVED BY**

the Academic Council of  
International European University  
dd. \_\_\_\_\_ No. \_\_\_\_\_

**BECAME EFFECTIVE**

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dd. \_\_\_\_\_ No. \_\_\_\_\_

**KYIV 202\_\_\_\_\_**

*Benchmarking form template for regulations and procedures*

**BENCHMARKING FORM FOR REGULATIONS AND PROCEDURES**

**Goal:** \_\_\_\_\_

<b>Indicators</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Best practices for implementation</b>
<b>Institutions for comparison</b>						
<i>University</i>	<i>Charles Sturt University</i>					
<i>Link to the website</i>	<a href="https://www.csu.edu.au/">https://www.csu.edu.au/</a>					
<i>Country</i>	<i>Australia</i>					
<i>Legal form:</i> - <i>State-owned</i> - <i>Private</i> - <i>Other</i>	<i>State-owned</i>					
<i>Date of foundation</i>	<i>19 July 1989</i>					
<i>Number of students</i>	<i>15651</i>					
<i>Number of employees</i>	<i>1034</i>					
....						
....						
....						
....						

Provide an example of the successfully implemented policy and its impact:

What are the main challenges faced when developing and implementing this policy?

Comments and suggestions:

**Developer:** \_\_\_\_\_

**TABLE OF RESULTS OF PUBLIC DISCUSSION**  
*on the draft [title of the internal regulatory document]*

<b>Author</b>	<b>Suggestions/comments of stakeholders</b>	<b>Justification for the consideration or rejection of suggestions/comments</b>	<b>Note on the results (considered, partially considered, not considered)</b>

Suggestions and comments received during the public discussion of the draft *[Document Title]* were reviewed at the meeting of the *[Collegial Body, date]*.

**Developer:** \_\_\_\_\_

**Responsible manager:** \_\_\_\_\_



**Approved by:**

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**The document is signed in the Vchasno service (beginning)**

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