



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS ON ADVANCED TRAINING OF THE TEACHING AND ACADEMIC STAFF

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<i>Regulations on Advanced Training of the Teaching and Academic Staff</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. Regulations on Advanced Training of the Teaching and Academic Staff at International European University (hereinafter referred to as the Regulations) define the procedure, method, types, forms, scope (duration), frequency, conditions, including the payment mechanism and conditions for recognizing the results of advanced training of the teaching and academic staff of International European University (hereinafter referred to as the University)

1.2. The Regulations have been developed in accordance with the Laws of Ukraine On Education, On Higher Education, the Procedure for Advanced Training of the Teaching and Academic Staff approved by the Resolution of the Cabinet of Ministers of Ukraine dd. 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 dd. August 12, 2015, No. 579.

1.3. The goal of advanced training of the teaching and academic staff is professional development, acquisition of new and improvement of previously acquired competencies as part of professional activities or the knowledge area and taking into account the requirements of the professional standard in accordance with the state policy in education and quality assurance.

1.4. The teaching and academic staff are obliged to continuously improve their qualifications, which is a component of the internal quality assurance system of the University and a necessary condition for certification, which is taken into account when elected to a position on a competitive basis.

2. FORMS AND TYPES OF ADVANCED TRAINING

2.2. The teaching and academic staff can improve their qualification in various forms and types both in Ukraine and abroad (except for the state recognized by the Verkhovna Rada of Ukraine as an aggressor or occupying state).

2.3. Forms of advanced training include institutional (full-time (day, evening), part-time, distance, network), dual, on-the-job, in-service, informal education (self-education), etc. Forms of advanced training can be combined.

2.4. Key types of advanced training:

- internships (scientific internships);
- training under an advanced training program, including participation in seminars, workshops, trainings, webinars, etc.

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

2.5. The teaching and academic staff independently choose specific forms, types, areas and subjects of providing educational services for advanced training 2

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(hereinafter referred to as subjects).

2.6. The teaching and academic 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 (Education and Research Institute).

3. SUBJECTS OF ADVANCED TRAINING

3.1. The subject of advanced training can be an education institution (its structural unit), scientific institution, other individual or legal entity, including an individual entrepreneur, which carries out educational activities in advanced training of the teaching and academic staff.

3.2. The subject of advanced training can organize educational activities in advanced training at the place of its own educational activities and/or at the place of work of the teaching and academic staff, at other place(s) and/or remotely if it is provided by the agreement and/or the relevant program.

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

The program can also contain information about:

- person(s) implementing the program (level of higher education, category, academic degree, teaching/academic title, place and/or work experience, etc.);
- the place of program implementation (at the location of the subject of advanced training and/or at the location of the customer, etc.);
- allocation of hours by types of activity (consultation; classroom, practical, independent and control work, etc.);
- schedule of the educational process;
- deadlines for program implementation;
- expected learning outcomes and the document issued upon completion of the training;
- cost (if applicable) or the free nature of the educational service;
- additional services (organization of transfer, accommodation and meals, list of potential services for disabled persons, etc.).

The capacity (duration) of the advanced training program is determined in accordance with the 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 30 hours) including independent (extracurricular) work.

3.4. The subject of advanced training approves the program of advanced 3

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training, which should contain information about its developer (developers), name, goal, area, content, capacity (duration) set in hours and/ or in ECTS credits, form (forms) of advanced training, list of competencies to be improved/acquired (general, professional, etc.).

3.5. Subjects of advanced training shall ensure transparency and availability of information about each of their own advanced training programs by publishing it on their websites.

4. PLANNING, ORGANIZATION AND CONDITIONS OF ADVANCED TRAINING OF THE TEACHING AND ACADEMIC STAFF OF THE UNIVERSITY

4.1. Organizational issues of planning and conducting advanced training of the teaching and academic staff working at the University at their main place of work are determined in accordance with the current legislation and these Regulations.

4.2. According to the current legislation, the teaching and academic staff of the University shall improve their qualifications at least once every five years.

4.3. The capacity of advanced training of the teaching and academic staff of the University within five years shall be not less than 180 hours (six ECTS credits).

4.4. The teaching and academic staff shall improve their qualifications in accordance with the advanced training plan for a particular academic year and/or have the right to improve their qualifications outside the advanced training plan of the educational institution for the relevant year.

4.5. The capacity (duration) of advanced training of the teaching and academic staff is set in hours and/or ECTS credits on a cumulative basis.

4.7. The University and the subject of advanced training where the employee(s) of the University undergoes an internship conclude a corresponding agreement on the internship of one or more employees. In this case, an individual program(s) is an integral annex to the agreement.

4.8. The internship of the teaching and academic staff is carried out under an individual program. The internship program is developed and approved by the subject of advanced training.

4.9. The individual internship program for the teaching and academic staff shall contain information about its the capacity (duration) and expected learning outcomes.

4.10. In case of internship of the teaching and academic staff of the University at educational institutions, including at the main place of work (at the University), as well as at scientific institutions (organizations, etc.), the head of such internship is appointed a teaching and scientific staff member who works at the subject of advanced training at the main place of work, has a Master's degree and/or academic title and at least ten years of experience in academic or scientific positions.

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4.10. Internship of the teaching and academic staff at other subjects of advanced training is carried out under the supervision of the employee who has the appropriate work experience and qualifications (hereinafter referred to as the internship supervisor).

4.11. Remuneration of the internship supervisor at other subjects of advanced training is determined by such subjects of advanced training independently or based on concluded agreements on internship of the teaching and academic staff. One day of internship is estimated at 6 hours or 0.2 ECTS credit.

5. DOCUMENTS ON ADVANCED TRAINING

5.1. Based on the results of advanced training, the teaching and academic staff are provided with a document on advanced training (hereinafter referred to as the Document). The technical description, design, method of production, procedure for issuing and accounting of the document is determined by the relevant subject of advanced training.

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

- last name and initials of the teaching and academic staff member who has undergone advanced training;
- form, type, topic (area, name) of advanced training and its capacity (duration) in hours or ECTS credits;
- date of issue and account of the document on advanced training.

5.3. The document on advanced training shall specify the following:

- full name of the subject of advanced training (for legal entities) or full name of the individual providing educational services for advanced training of the teaching and academic staff (for individuals, including individual entrepreneurs);
- topic (area, name), capacity (duration) of advanced training in hours and/or ECTS credits;
- full name of the person who has undergone advanced training;
- description of the achieved learning outcomes;
- date of issue and account of the document;
- position title (if any), last name and initials (name initial) of the person who signed the document on behalf of the advanced training participant and his/her signature.

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

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6. RECOGNITION OF THE RESULTS OF ADVANCED TRAINING OF THE ACADEMIC STAFF

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

6.2. The results of advanced training with other subjects of advanced training are recognized by the decision of the University Academic Council or such recognition is delegated to Academic Councils of Education and Research Institutes.

The procedure for recognizing the results of advanced training of the teaching and academic staff of the University is stipulated by the Academic Council.

6.3. Within one month after the completion of advanced training, the teaching or academic staff member submits to the Academic Council a request for recognition of the results of advanced training and a document on the completion of advanced training.

6.4. In case of advanced training through informal education (self-education), instead of a document on advanced training, one submits a report on the results of advanced training or creative work, personal development of an electronic educational resource performed in the process (based on the results) of advanced training and published on the website of the University (Education and Research Institute) and/or in the electronic portfolio of the teaching or academic staff member (if any).

6.5. The application for recognition of the results of advanced training within one month from the date of its submission is considered at the meeting of the University Academic Council (Education and Research Institute).

6.6. To recognize the results of advanced training, the Academic Council listens to the teaching or academic staff member on the quality of the implementation of the advanced training program, the results of advanced training, compliance with the terms and conditions of the agreement (if any) by the subject of advanced training and shall decide on:

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

6.8. In case of non-recognition of the results of advanced training, the Academic Council can provide recommendations to the teaching or academic staff member for repeated advanced training at other subjects of advanced training and/or decide on the impossibility of further inclusion of such a subject of advanced training in the plan of advanced training of the education institution until it takes effective measures to improve the quality of educational services.

6.9. The result of advanced training of the teaching and academic staff at the subjects of advanced training that have a license for advanced training and carry out educational activities under an accredited educational program can be the awarding of full and/or partial professional and/or educational qualifications in accordance with the

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procedure stipulated by the legislation.

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

6.11. The procedure for crediting of certain types of activities, results and capacity of advanced training of the teaching and academic staff of the University is determined by the University Academic Council (Education and Research Institute).

6.12. Participation of the teaching and academic staff in academic mobility programs on the principles stipulated by the current legislation is recognized as advanced training of the teaching and academic staff.

6.13. The volume of advanced training through the participation of the teaching and academic staff member in the academic mobility program is credited within the recognized learning outcomes, but not more than 30 hours or one ECTS credit per year.

6.14. Scientific internship of the teaching and academic staff of the University 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 the academic staff.

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

6.15. The results of informal education (self-education) of the teaching or academic staff who have an academic degree and/or academic, honorary or teaching title can be recognized by the University Academic Council (Education and Research Institute) as advanced training of the teaching or academic staff. The amount of advanced training through informal education (self-education) is credited in accordance with the recognized learning outcomes, but not more than 30 hours or one ECTS credit per year.

6.16. Obtaining the first (Bachelor), second (Master) level of higher education, the third (educational and scientific/educational and creative) level or the academic level of higher education for the first time or in another specialty as part of professional activities or knowledge area is recognized as advanced training of the teaching or academic staff.

6.17. The capacity of advanced training by obtaining a degree, a level of higher education is credited in accordance with the stipulated capacity of the educational and professional (educational and scientific, educational and creative) program in hours or ECTS credits, except for recognized (credited) learning outcomes from previously obtained levels of education.

6.18. 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

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position by competition or the conclusion of an employment contract with the teaching and academic staff of the University.

7. FUNDING FOR ADVANCED TRAINING

7.1. Sources of financing for advanced training of the teaching and academic staff are funds of individuals and/or legal entities, the University's own revenues and other sources not prohibited by law.

7.2. In case of advanced training of the teaching and academic staff at the expense of funds approved in the University budget for advanced training, the conclusion of an agreement between the University and the subject of advanced training, specifying the source of funding for advanced training, is mandatory. Financing of advanced training is carried out in the amount stipulated by the legislation and in accordance with the plan of advanced training of the teaching and academic staff working at the University at the main place of work.

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

- the teaching and academic staff of the University who work at the main place of work and undergo advanced training outside the University's advanced training plan;
- persons who work at the University as the part-time teaching and academic staff.

7.5. During the period of advanced training by the teaching and academic staff member in accordance with the approved plan with a break from production (educational process) in the amount stipulated by the legislation, the teaching and academic staff member shall retain his/her place of work (position) with the preservation of the average salary.

Expenses related to advanced training shall be reimbursed in accordance with the procedure stipulated by the legislation.

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 the teaching and academic staff member is confirmed and drawn up in accordance with the procedure stipulated by the legislation, signed by the head of the education institution or his/her authorized person and the subject of advanced training.

8. FINAL PROVISIONS

8.1. The Regulations shall be approved by the decision of the University Academic Council at the submission of the Central Methodical Council of the University in accordance with the legislation and approved by the order of the University Rector and shall enter into force from the moment of its approval.

8.2. The Regulations are published on the University website.

8.3. The original of the Regulations is stored at the general department.

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8.4. Suggestions on amendments and additions to the approved Regulations can be made by heads of all structural units, academic (teaching) staff, as well as persons studying at the University. Applications are submitted to the head of the Center for Higher Education Quality Assurance of the University who, after a thorough study of the latter, submits them to the Central Methodical Council of the University. The received suggestions are analyzed, structured and submitted to the University Academic Council. After approval by the University Academic Council, a new version of the Regulations is approved by order of the University Rector.

8.5. From the moment the new version of the Regulations on Advanced Training of the Teaching and Academic Staff comes into force, the previous one becomes invalid and is transferred for storage to the general department.

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Annex 1

To the Vice-Rector for Educational and Methodical Work,

 (Vice-Rector's last name and initials)
of International European University
 (name of the higher education institution)

 (full name, position and Department of the teaching,

 academic staff member)

APPLICATION

Please send me, according to the planned schedule, for internship to _____

 (name of the higher education institution, scientific, educational and

 other institution, enterprise, organization; Department, laboratory or division)

From _____, 20__ to _____, 20__.

Goal of advanced training (internship): _____

Topic of advanced training (internship): _____

The application is accompanied by:

an extract from the protocol of the
 Department's meeting, a certificate of
 presentation.

_____, 20__

 (signature)

 (last name, initials)

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Annex 2

Extract

From the protocol No. __ dd. _____, 20__

Meeting of _____
(name of the Department)

(name of the higher education institution)

Attendees: _____

Listened:

About sending _____ for
(full name)

advanced training (internship) at _____

Approved:

To approve the sending of _____
(full name)

advanced training (internship) at _____

(name of the institution)

From _____, 20__ to _____, 20__, at the expense of

(source of funding)

Voting results —:

For: _____

Against: — _____*

Abstained: — _____

Head of the Department

(signature) (last name, initials)

Secretary

(signature) (last name, initials)

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Annex 3

_____ (name of the institution providing advanced training (internship))

Certificate of representation of the academic (teaching) staff member working for

_____ name of the Department (subject (cycle) committee)

_____ (name of the higher education institution)

Full name: _____

Academic degree: _____

Academic title: _____

Position: _____

Department: _____

List academic disciplines taught by the teaching staff member:

Total work experience:

Teaching (academic) experience: _____

Postgraduate (doctoral) studies: _____

(name of the education institution, year of graduation)

Information about previous advanced training (internship): _____

Home address, phone number:

Please enroll in advanced training (internship) _____

(full name)

From _____, 20__ to _____, 20__

Dean of the Education and Research Institute _____

(signature)

(last name, initials)

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Annex 4

To the Vice-Rector for Educational and Methodical Work,

(Vice-Rector's last name and initials)

(signature)

_____, 20__

**INDIVIDUAL PROGRAM
of Internship**

(employee's last name and initials)

(position, Department,

academic degree, academic title)

(name of the higher education institution where the academic (teaching) staff member works)

at

(name of the institution providing advanced training (internship))

Period of advanced training (internship):

from _____, _____, to _____, _____

(capacity (duration) is set in hours and/or ECTS credits)

Goal of advanced training (internship):

Topic of advanced training: _____

No.	Content of training	Expected learning outcomes	Credits/hours

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Tasks of the individual plan in the amount of ____ hours were considered at the meeting of the Department

(name of the University's Department accepting for internship)

_____, 20____, protocol No. _____

Academic staff member _____
(signature) (last name and initials)

Head of the Department (head of the structural unit of the hosting party)

(signature) (last name and initials)