



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS OF THE RECTORATE INTERNATIONAL EUROPEAN UNIVERSITY

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<i>On the Procedure for Processing and Protection of Personal Data</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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I. GENERAL PROVISIONS

1.1. The Rectorate of the International European University (hereinafter referred to as the Rectorate) is a permanent working body that resolves current issues of the International European University (hereinafter referred to as the University) within the limits provided for by these Regulations.

1.2 In its activities, the University Administration is guided by the current legislation of Ukraine, the Statute of the University, these Regulations and other normative acts of the University.

1.3 The Rector's Office is headed by the Rector of the University, and in his absence, by the person performing his duties, according to the order.

1.4 The Rector's Office (personal composition, approved by the order of the Rector of the University) includes: President, Chief Accountant, Directors of Educational and Research Institutes, Heads of Structural Subdivisions, Head of the Student Self-Government Body.

1.5 Other officials and employees of the University may be invited to the meeting of the Rectorate, whose competence includes issues submitted for consideration and discussion at the Rectorate.

1.6 To organize the office work of the Rectorate, the Secretary of the Rectorate is appointed from among the members of the Rectorate.

1.7 The Regulations on the Rector's Office are approved by the decision of the Academic Council of the University and put into effect by the order of the Rector of the University.

II. MAIN TASKS

The main tasks of the university administration are:

2.1 Consideration and solution of current issues of the University's activities: organization of the educational process, scientific and educational work, personnel, financial and economic activities;

2.2 Consideration of issues related to the implementation of the Internal Labor Regulations in the structural units of the University and dormitories where higher education students live;

2.3 Hearing reports and information from the heads of structural subdivisions (by areas of activity) on the organization of the educational process, scientific and educational work, personnel, financial and economic activities;

2.4 Creation of appropriate conditions for improving the efficiency of the educational process, scientific and other types of professional activities of the University employees, promoting their social protection;

2.5 Promote the strengthening of links between higher education, science and practice;

2.6 Development of cooperation of the University with other enterprises, institutions and organizations;

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- 2.7 Consideration of issues of the current financial condition of the University;
- 2.8 Organization of implementation of regulatory and administrative documents in the field of higher education;
- 2.9 Implementation of high ethical standards, an atmosphere of goodwill and mutual respect between leaders, scientific and pedagogical staff, persons studying at the University in the team;
- 2.10 Consideration of other issues related to the organization of the University's activities accordingly.

III. RIGHTS AND RESPONSIBILITIES

The Rectorate, in accordance with the tasks assigned to it:

- 3.1 Coordinates the activities of structural subdivisions of the University, evaluates their work;
- 3.2 Hears reports on the work done by directors of educational and scientific institutes, heads of structural subdivisions and responsible employees of the University;
- 3.3 Ensures the implementation and monitors compliance with the requirements of the Statute of the University, Internal Regulations, etc.
- 3.4 Considers issues and submits proposals to the Academic Council of the University regarding the liquidation, reorganization, re-profiling of departments, educational and research institutes, structural subdivisions of the University, changes in the organizational structure and staff of the University, replacement of positions of scientific, scientific-pedagogical and pedagogical workers;
- 3.5 Establish commissions for the review of collective complaints, consider and approve their conclusions;
- 3.6 Considers plans and results of the most important scientific research;
- 3.7 Determines the priority areas of financing the University's activities;
- 3.8 The Rector's Office makes decisions that can be put into effect by order or order of the Rector;
- 3.9 Decisions of the Rectorate are binding on all structural subdivisions and officials of the University.

IV ORGANIZATION OF WORK

- 4.1 The Rectorate carries out its activities on the principles of a combination of unity of command and collegiality.
- 4.2 The organizational form of the work of the Rector's Office is the meetings, which are held in accordance with the annual work plan of the Rector's Office, approved by the Rector.
- 4.3 Meetings of the Rector's Office are chaired by the Rector or a person performing his duties, according to the order. Organizational work on the preparation of meetings of the Rectorate is carried out by the Secretary of the Rectorate.

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4.4 As a rule, the decision of the Rectorate is taken by open voting in the presence of two-thirds of its members, by a simple majority of votes.

4.5 Meetings of the University Rector's Office are held as needed, but at least once a month. To resolve urgent issues, an extraordinary meeting of the Rector's Office may be convened on the initiative of the Rector of the University.

4.6 Issues at the meeting of the Rectorate are considered in accordance with the work plan of the Rectorate. The draft agenda of each meeting of the university administration is drawn up by the secretary in accordance with the approved annual plan of the university administration.

4.7 Rector, Vice-Rectors, Directors of Educational and Research Institutes, other members of the Rector's Office, heads of departments, members of the Academic Council of the University have the right to make proposals to the agenda of the regular meeting of the Rector's Office.

The agenda, written information, draft decisions of the meetings of the Rectorate and lists of invited persons are reported to the Rector's Office, by the Secretary of the Rectorate, no later than three days before the beginning of the meeting.

4.8 Vice-rectors, heads of structural subdivisions, who prepare materials for the meeting, are responsible for a thorough study of the actual state of affairs regarding the problem to be discussed and the development of specific proposals for eliminating existing shortcomings.

4.9 For each issue submitted at the meeting of the Rectorate, with the exception of information, a draft decision is prepared. It may be accompanied by the conclusions of the co-rapporteurs who conducted the inspections.

4.10 Draft decisions of the Rector's Office are considered by the Vice-Rectors responsible for the areas of activity, endorsed by them and the Secretary of the Rectorate.

4.11 Draft decisions approved at the Rector's Office, with additions and proposals, are finalized by the executors within no more than three days and submitted for signature to the Rector of the University.

4.12 Minutes are kept at the meeting of the Rectorate. Recording of information on the course of discussions of issues and decisions of the university administration is carried out by the secretary of the university administration. The secretary of the rectorate is responsible for the preparation and design. The protocol is signed by the head of the rectorate and the secretary of the rectorate. The decision or an extract from the minutes is sent to the executors, vice-rectors, directors of educational and scientific institutes and heads of the relevant departments of the University.

Accounting and preservation of minutes is carried out by the secretary of the rectorate.

4.13 Responsibility for the implementation of the decisions of the Rector's Office rests with the Vice-Rectors, in the areas of activity, as well as with the officials specified in the decisions.

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4.14 The Rector of the University or a person authorized by him from among the members of the Rector's Office provides a system of control over the implementation of decisions of the Rector's Office.

4.15 The secretary of the rectorate annually reports on the implementation of the decisions of the rectorate at the rectorate.

V FINAL PROVISIONS

5.1 Changes and additions to these Regulations are made by the decision of the Academic Council of the University.

5.2 This Regulation comes into force after its approval by the Academic Council of the University and is put into effect by order of the Rector of the University.