

**INTERNATIONAL EUROPEAN UNIVERSITY
RECTORATE**

DECISION OF THE UNIVERSITY ADMINISTRATION
dated September 09, 2024

Chair: Rector Padalka O.S.

Secretary: Kuzmenko O.A.

Present: members of the administration according to the registration list

Having heard the Vice-Rector for Scientific and Educational Work of the International European University (hereinafter referred to as the University) I. M. Boyarko, the Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education S. M. Doan, the Vice-Rector for Administrative and Economic Work S. L. Zavoruev, the Head of the Branch of the University in the Republic of Malta O. P. Gulchiy, the Leading Specialist of the Department for Work with Foreign Students (Poznan), the Deputy Executive Secretary of the Admission Committee Puzik K. M.

ENDORSED:

I. To take into account the information of the Vice-Rector for Scientific and Educational Work Boyarko I.M., Vice-Rector for Scientific and Pedagogical Work and Postgraduate Education Doan S.M., Vice-Rector for Administrative and Economic Work Zavoruyev S.L., Head of the Branch of the University in the Republic of Malta Gulchiy O.P., Leading Specialist of the Department for Work with Foreign Students (Poznan) about the beginning of the new academic year.

1.1. Adhere to the norms of planning and organization of the educational process, defined by the Regulations on the organization of the educational process at the International European University.

1.2 Monitor the implementation of individual curricula of students.

1.3 Inform the participants of the educational process about the dates of calendar controls, semester control (tests, exams), liquidation of academic debt.

Responsible: Vice-Rector for Scientific, Educational and Methodological Work

1.4 Ensure timely filling of the Moodle remote platform.

Responsible: Vice-Rector for Scientific and Educational Work, Directors of the ESI, Heads of Departments

1.5 Carry out constant monitoring of the implementation of individual work plans of teachers and the terms of existing contracts.

Responsible: directors of ESI, heads of departments

II. Information of the Deputy Executive Secretary of the Admission Committee Puzik K.M. on the work of the Admissions Committee to take note.

2.1 Continue the work of the Admissions Committee within the framework of the Admission Campaign 2024.

Responsible: Rector, Vice-Rectors, Executive Secretary of the Admissions Committee, members of the Admissions Committee.

Deadline: 01.10.2024

2.2 Analyze the competitive situation and determine the demand for educational programs among applicants.

Responsible: Executive Secretary of the Admissions Committee.

Deadline: 01.11.2024

I reserve control over the implementation of the decision.

Rector



Oleh PADALKA

Secretary of the Rectorate

Olga KUZMENKO