

**INTERNATIONAL EUROPEAN UNIVERSITY
RECTORATE**

**DECISION OF THE UNIVERSITY ADMINISTRATION
dated August 19, 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 Administrative and Economic Work S. L. Zavoruyev, the Director of the European School of Business K. V. Balashov, the Acting Director of the European School of Business T. I. Buturlym, the Scientific Secretary of the University O. A. Kuzmenko.

ENDORSED:

I. To take into account the information of the Vice-Rector for Scientific and Educational Work Boyarko I.M., Vice-Rector for Administrative and Economic Work Zavoruyev S.L., Director of the ERI "European School of Business" Balashov K.V., Acting Director of the ERI "European School of Business" Buturlym T.I., on preparations for the new academic year.

1.1. To harmonize the documentation that reflects the content, organization and methodology of the educational process at the University.

Responsible: Vice-Rector for Scientific and Educational Work
Deadline: 21.08.2024

1.2. Make adjustments to the workload cards.

Responsible: heads of departments
Deadline: 23.08.2024

1.3. Place syllabi of all academic disciplines in Ukrainian and English on the site.

Responsible: Vice-Rector for Scientific and Educational Work, Heads of Departments
Deadline: 01.09.2024

1.4 Update the information on the website of the University, including on the pages of ESI, departments, etc.

Responsible: Acting Director of the Department of Public Relations and Youth Policy, Directors of ESI, Heads of Departments, Heads of Structural Divisions.

Deadline: 01.09.2024

1.5 The Admissions Committee should provide interim lists of entrants in 2024 and form lists of students in need of dormitories.

Responsible: executive secretary of the Admissions Committee

Deadline: 20.08.2024

1.6 Inspect the state of readiness of dormitories to receive students.

Responsible: Vice-Rector for Administrative and Economic Work

Deadline: 22.08.2024

II. To take note of the information of the Scientific Secretary of the University Kuzmenko O.A. about the preparation for the Academic Council of the University.

2.1. In accordance with the decision of the Academic Council of June 27, 2024 (Minutes 7), a list of main tasks for the 2024/2025 academic year has been established.

Responsible: vice-rectors, directors of the ESI, heads of structural subdivisions

Deadline: 23.08.2024

2.2. Submit proposals to the agenda.

Responsible: members of the Academic Council

Deadline: 26.08.2024

I reserve control over the implementation of the decision.

Rector



Oleh PADALKA

Secretary of the Rectorate

Olga KUZMENKO